Beginner's Guide to MySCLearning

Log in to MySCLearning

1. **Log in to MySCEmployee**
   In Internet Explorer, go to https://myscemployee.sc.gov.
   Use your SCEIS user ID (it does *not* begin with "10") and password.

2. **Open MySCLearning**
   Click on the *MySCLearning* tab in the upper left corner of the screen.

3. **Open the *Learning* page**
   Beside the MySCLearning logo, click on *Home* and select *Learning*.

Register for any SCEIS course in MySCLearning

1. **Log in to MySCLearning and open the *Learning* page**

2. **Choose a course**
   In the *Find Learning* tile, use the search box.
   Type in the course ID, or *SCEIS* to view all SCEIS courses
   Click *Go*. Scroll to a course title.

   TIP: *Don't be misled: Even instructor-led courses are labeled "elearning" and "Instructor-led and Online." A true, all-online course has "Online Course" in its title, and a letter – either U or V – at the end of the course ID.*

3. **Register for an instructor-led class**
   Hover on the title. Click *View Course Dates*.
   Beside the class date you want, click *Register Now*.
   At the Registration box, click *Confirm*.
   Watch for an enrollment confirmation to arrive shortly in your email.

   TIP: *You are not required to click "Assign to me." The course is assigned automatically when you register for a Scheduled Offering, or begin taking an online course.*

IMPORTANT! Enroll for NO MORE THAN ONE CLASS DATE of any course. Your enrollment reserves a seat for *you*, in a classroom with limited seating. Similarly, **if you can't attend, WITHDRAW** as soon as possible, to release your seat for another participant.

4. **Register for an online course**
   Hover on the title. Click *Start Course*. You are enrolled and the course is assigned to you.

View your enrollments in MySCLearning

1. **Log in to MySCLearning and open the *Learning* page**

2. **View a list of your enrollments**
   Find your courses in *My Learning Assignments*, or in *Self-Assigned.*
   Use the *Plus* icon to expand the list.

3. **View more details about your enrollments**
   Hover on a course title, and click *More*/*Less* to expand or collapse course details.

Withdraw or change an enrollment in MySCLearning

1. **Log in to MySCLearning and open the *Learning* page**

2. **View your enrollments**
   Find your courses in *My Learning Assignments*, or in *Self-Assigned.*
   Use the *Plus* icon to expand the list.

3. **Withdraw from a class *date***
   Beside the course title, click the down-arrow on the right. Click *Withdraw.*

   TIP: *If you enrolled yourself, you will be able to withdraw yourself. If 'Withdraw' is not available, contact the person who enrolled you or email training.sceis@admin.sc.gov.*

   At the Confirmation box, click *Yes* to confirm your withdrawal request.
   At the Current Registrations/Remove box, select either:
   - *No* to keep the course (though not the class date) in your Learning Plan; or,
   - *Yes* to remove the course from your Learning Plan

4. **Register for a different class date**
   Repeat the same registration steps as before.

IMPORTANT! Enroll for NO MORE THAN ONE CLASS DATE of any course. Your enrollment reserves a seat for *you*, in a classroom with limited seating. Similarly, **if you can't attend, WITHDRAW** as soon as possible, to release your seat for another participant.

Complete an online course in MySCLearning

1. **Log in to MySCLearning and open the *Learning* page**

2. **Begin or continue an online course**
   Find your course in *My Learning Assignments* or in *Self-Assigned.*
   Click *Start Course* or *Continue Course.*

   TIP: *A true, all-online course has "Online Course" in its title, and a letter – either U or V -- at the end of the course ID.*

3. **Complete all modules and tasks *in sequence***
   Read the *Start Here* document and print it for future reference.
   Complete additional tasks in the course *in sequence*, being sure that you have fully completed each task before starting the next one.

   TIP: *To ensure your coursework is recorded, close the active window when you reach the end of a Lesson or task and click "Return to Content Structure" to launch the next Lesson or task. It won't launch until you have fully completed the previous one. Do NOT use a Back button.*

4. **Complete the *Assessment* and the *Course Evaluation***
   Scroll to the end of the Online Content Structure box and click on *Course Assessment*.
   When you reach the 70% benchmark, click the *Exit* button.
   Click *Return to Content Structure*.
   Scroll to the end of the Online Content Structure box and click on the Evaluation, labeled *Survey: Course Feedback*.
   When you have completed the Evaluation, click *Return to Content Structure*.

5. **View, download or print your *Certificate***
   Scroll to the end of the Content Structure box to your now-unlocked *Certificate*.
   To view, download or print it, click the *Print* icon.
   Later, you can print the certificate at any time from your *Learning History* tile.

Prepare for and complete an instructor-led course in MySCLearning

Before your class date:

1. **Log in to MySCLearning and open the *Learning* page**

2. **Print your course materials**
   Find your course in *My Learning Assignments* or in *Self-Assigned.*
   Click *More* to expand the course information.
   Click the *paperclip* icon.
   Read the "Start Here" document. We recommend that you print it.
   One by one, open and **print** all other documents, and **bring them with you to class.**

   TIP: *Your course materials will be available at least one week in advance of the class. Printed copies will not be provided in class.*

During your class:

3. **Follow the instructor's directions for *Assessment* and *Evaluation***
   The instructor will tell you when to log into MySCLearning to take the *Course Assessment* and complete the *Course Evaluation*.
   Repeat the Assessment if needed to achieve the benchmark of 70% or better.
   When you reach the benchmark, the Evaluation, labeled *Survey: Course Feedback*, unlocks.

   TIP: *To ensure your coursework is recorded, close the active window when you reach the end of a task and click "Return to Content Structure" to launch the next task. It won't launch until you have fully completed the previous one. Do NOT use a Back button*

During or after your class:

4. **View, download or print your *Certificate***
   Scroll to the end of the Content Structure box to see your now-unlocked *Certificate*.
   To view, download or print it, click the *Print* icon.
   Later, you can print the certificate at any time from your *Learning History* tile.

Assessment, evaluation and certificate in MySCLearning

1. **Log in to MySCLearning and open the *Learning* page**

2. **Navigate to the course**
   Find your course in *My Learning Assignments*, or in *Self-Assigned*.
   Click *Continue Course*.

3. **Launch the *Assessment***
   In the Online Content Structure box, scroll to the end, and click on Course Assessment.

   TIP: *Before you re-take an Assessment, it's wise to review the course materials.*

When you have reached the 70% benchmark on the Assessment, click the *Exit* button. Click *Return to Content Structure*.

4. **Complete the *Course Evaluation***
   Scroll to the end of the Content Structure box and click *Survey: Course Feedback*.

   TIP: *All questions on the Evaluation are required. You must enter* <u>something</u>*, even if it's just "NA."*

   When you have completed the Evaluation, click *Return to Content Structure.*

5. **View, download or print your Certificate**
   Scroll to the end of the Content Structure box to see your now-unlocked *Certificate*.
   To view, download or print it, click the *Print* icon.
   Later, you can print the certificate at any time from your *Learning History* tile.

View, download or print a certificate in MySCLearning

1. **Log in to MySCLearning and open the *Learning* page**

2. **View your Learning History**
   Hover on the *History* tile, and click the *Plus* icon to expand it to *Learning History*.
   Click *View All*.

3. **View a list of all completed courses, and print certificates**
   Completion dates are on the left.
   To view, print or download a certificate, click the *Print* icon on the right.

Access course content after course completion in MySCLearning

1. **Log in to MySCLearning and open the *Learning* page**

2. **Open a *Learning History* tile**
   Click *View All* in any view of the *History* tile.
   Do NOT click on the course title yet.

3. **Locate the title of the course**
   In *Completed Work*, click or hover on the course title.
   Select *Review Content* from the fly-out menu.

Managers: View employee activity in MySCLearning

1. **Log in to MySCLearning and open the *Learning* page**

2. **View your employees**
   Click on the *My Employees* tab in the upper left corner.
   All of your direct-reports are listed to the far left of the page. Click on the employee's name to view all assignments, completions, overdue items, etc.

   TIP: A *yellow-circled exclamation point* indicates action needed.

Other useful tools for Managers

- Based on the course, you may be able to ***Assign/Remove Learning*** or ***Register/Withdraw Employees*****.**
- The ***Dashboard*** and ***Reports*** features may be handy if you have a long list of employees.
- *Note:* ***Record Learning*** and ***Approvals*** are not available at this time.