



## *SCEIS Training Delivery*

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### Instructions for Using Roster Templates

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SCEIS provides templates for rosters to use in your agency-presented SCEIS training.

#### **ONLINE COURSES**

For any ONLINE COURSE which your agency opts to present in an instructor-led setting, the SCEIS roster template is offered primarily as a convenience to you, to give you the tools that we have found useful in maintaining training attendance records. Its use is optional, since you will manage your own enrollments records, and since SCEIS's records of student online-course completions are recorded via the end-of-course online survey.

#### **INSTRUCTOR-LED COURSES**

For any INSTRUCTOR-LED SCEIS COURSE, the SCEIS roster template is REQUIRED.

If class enrollment is managed through Blackboard in collaboration with SCEIS Training, we will provide you with pre-populated rosters for each class.

If you are managing your own enrollment and creating rosters yourself, please use the provided SCEIS ROSTER TEMPLATE, and be sure that all information in the headers and footers is updated as appropriate for each class presentation, as noted below.

#### **Headers must include:**

- Full Course Title (Example: SCEIS Purchasing Processes with SRM7).
- *Course* ID (Example: PR215) and *Class* ID (Example: -01)
- Class time (Example: 9:00 a.m. to 5:00 p.m.)
- Day and complete date (Example, Wednesday, October 8, 2014)
- Agency and location (e.g., SCDOT HQ, Room G-22)

#### **Footers must include:**

- Instructor and Facilitator names. (Date of printing and seating capacity are optional.)

#### **(Optional field):**

This space is offered for your convenience in noting any other user information that you need to capture. This might include, for example, a participant's field office assignment, or functional area, or SCEIS userID. You are welcome to hide or delete this column if you do not need it.

#### **Using the Roster in Class**

Please see "Class Roster and Evaluation Notes for Instructors."