

Managers: View Employee Activity in MySCLearning

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Log in to MySCLearning and open the *Learning* page

In Internet Explorer, go to <https://myscemployee.sc.gov>, and log in with your SCEIS user ID and password. Click on the *MySCLearning* tab. Then 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.



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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.