

Blackboard Quick Start

Welcome to Blackboard, the SCEIS learning management system.

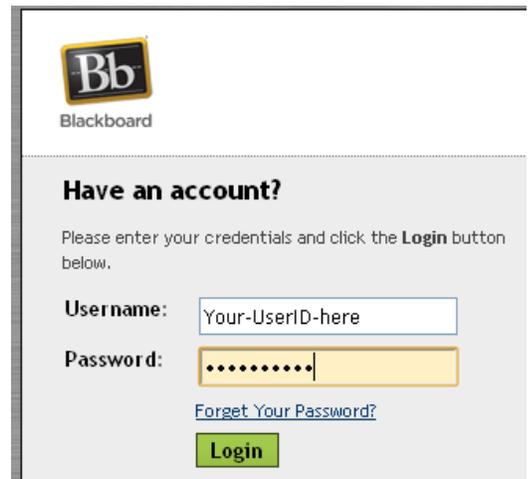
You have received the log-in credentials for your new Blackboard account (or a credentials reminder, if you already had an account).

Log in as follows:

Log-in address: <http://sceis.blackboard.com>

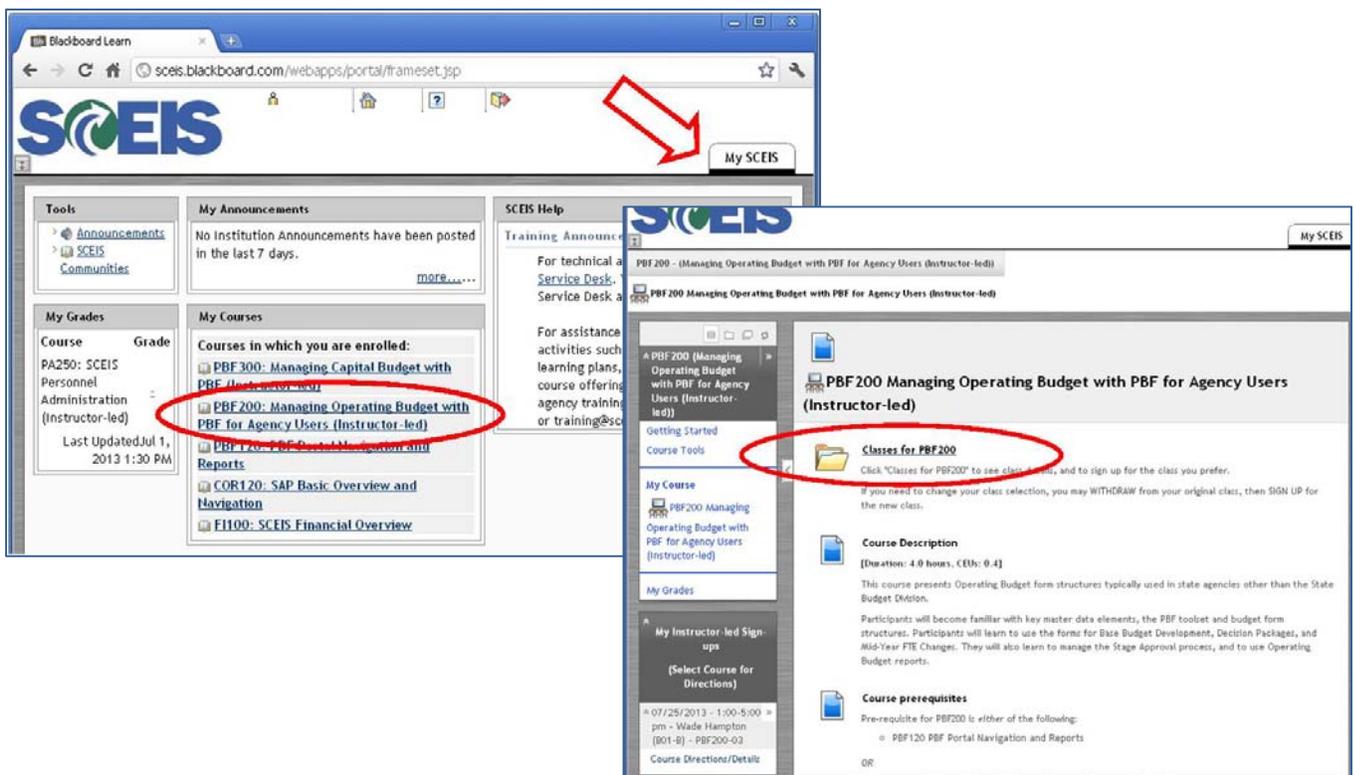
UserID: (type in the UserID you received)

Password: password1! (the word password, the numeral 1 and an exclamation point)



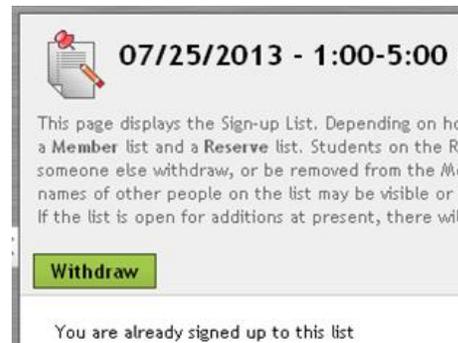
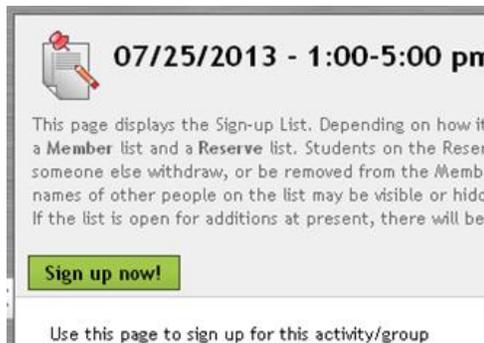
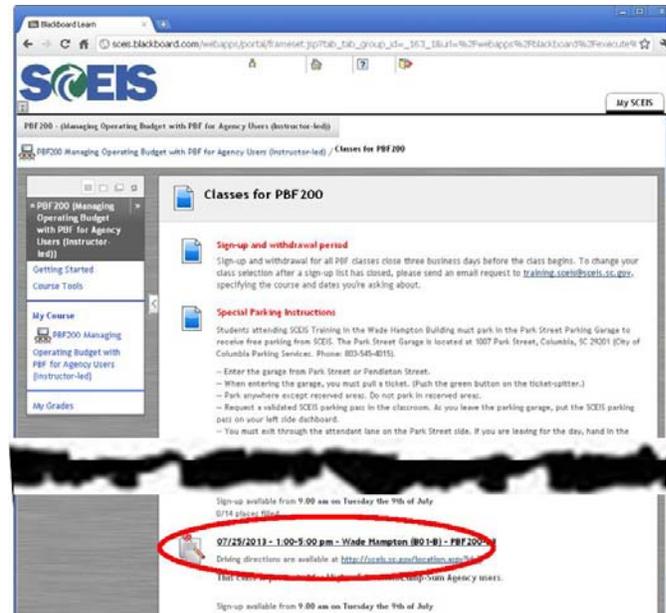
On your “MySCEIS” home page, you’ll find a list of your courses.

- Wherever you see the *My SCEIS* tab, click it to return to your home page screen.
- Click any **course title** to go to the course page, where you can see course information and choose your class time.
- In the course page, click “**Classes for [courseID]**” to select a class.
 - You can manage your own training schedule. Sign up for the class that best suits your schedule and your agency’s needs.

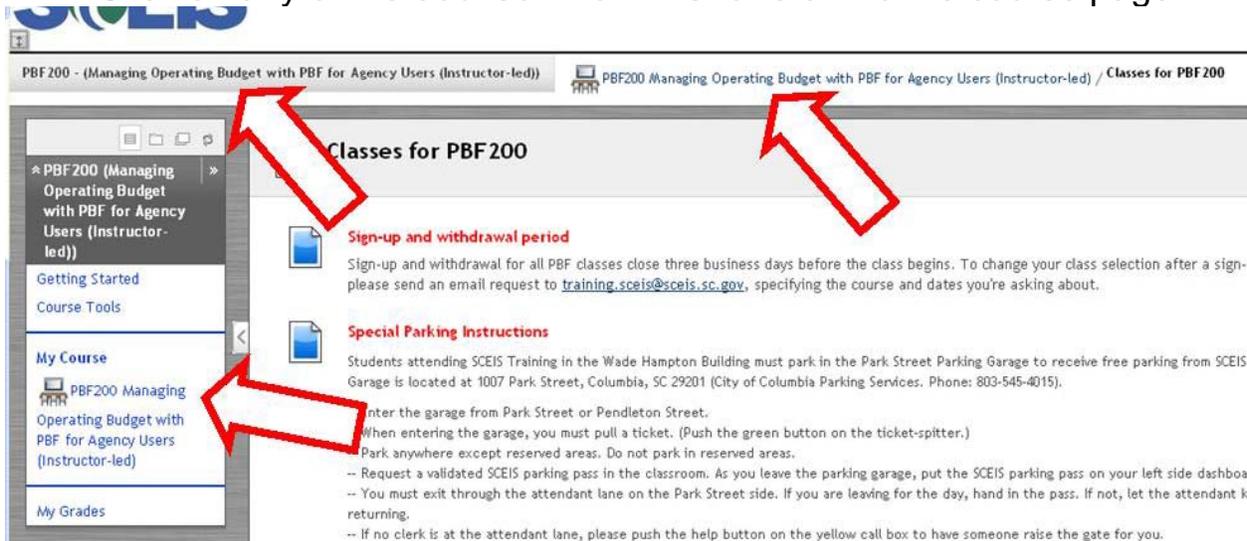


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- In the **class list**, click on your preferred class time.
- Click **Sign up now!**
 - You're now added to the class roster. The **Sign up now!** button becomes **Withdraw**.
- If you need to change to a different class, use the **Withdraw** button to release your seat in this class. Then sign up for your new class.

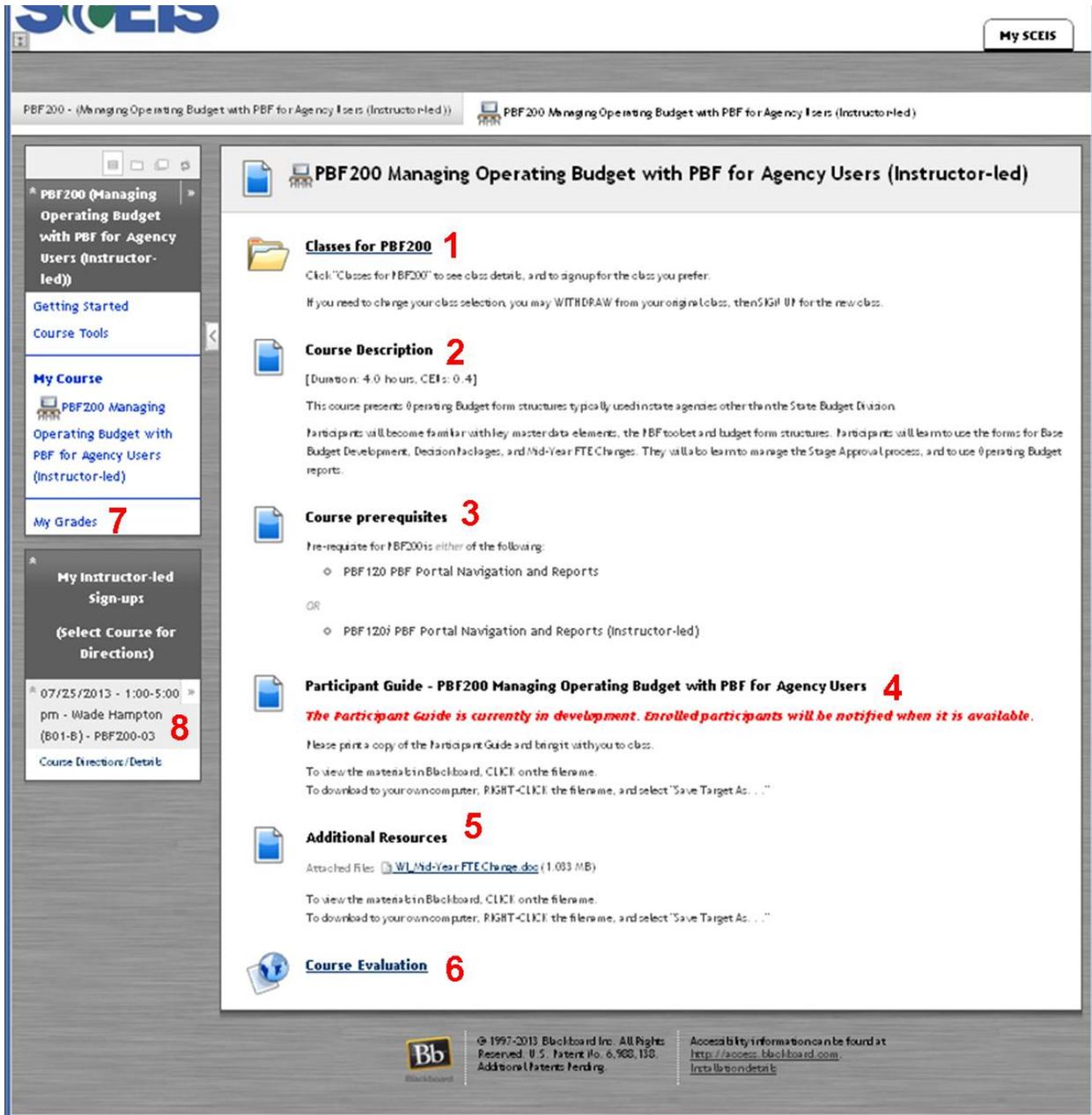


- Click on any of the **course title links** to return to the course page:



Anatomy of a Course page

(See next page for descriptions.)



My SCEIS

PBF200 - (Managing Operating Budget with PBF for Agency Users (Instructor-led))

PBF200 Managing Operating Budget with PBF for Agency Users (Instructor-led)

PBF200 Managing Operating Budget with PBF for Agency Users (Instructor-led)

Classes for PBF200 1
Click "Classes for PBF200" to see class details, and to sign up for the class you prefer.
If you need to change your class selection, you may WITHDRAW from your original class, then SIGN UP for the new class.

Course Description 2
[Duration: 4.0 hours, CEIs: 0.4]
This course presents Operating Budget form structures typically used in state agencies other than the State Budget Division. Participants will become familiar with key master data elements, the PBF toolset and budget form structures. Participants will learn to use the forms for Base Budget Development, Decision Packages, and Mid-Year FTE Changes. They will also learn to manage the Stage Approval process, and to use Operating Budget reports.

Course prerequisites 3
Pre-requisite for PBF200 is either of the following:

- PBF120 PBF Portal Navigation and Reports

OR

- PBF120i PBF Portal Navigation and Reports (Instructor-led)

Participant Guide - PBF200 Managing Operating Budget with PBF for Agency Users 4
The Participant Guide is currently in development. Enrolled participants will be notified when it is available.
Please print a copy of the Participant Guide and bring it with you to class.
To view the materials in Blackboard, CLICK on the filename.
To download to your own computer, RIGHT-CLICK the filename, and select "Save Target As..."

Additional Resources 5
Attached File: [W1_Mid-Year FTE Change.doc](#) (1.033 MB)
To view the materials in Blackboard, CLICK on the filename.
To download to your own computer, RIGHT-CLICK the filename, and select "Save Target As..."

Course Evaluation 6

My Course
PBF200 Managing Operating Budget with PBF for Agency Users (Instructor-led)

My Grades 7

My Instructor-led sign-ups
(Select Course for Directions)

07/25/2013 - 1:00-5:00 pm - Wade Hampton (B01-B) - PBF200-03 **8**
Course Directors/Detail

Blackboard
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Accessibility information can be found at <http://access.blackboard.com>
<http://info.blackboard.com>

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On the course page, you'll find other information, including:

1. **Classes for [CourseID]** – All classes scheduled for this course. Use this link to select your preferred class schedule.
2. A **description** of the course – An overview of the points to be discussed, and an estimate of the course duration.
3. Any **pre-requisite** courses or required preparation for your class.
4. The **Participant Guide** – This is the presentation that will be used in class. Please print a copy and bring it with you to class. It's a PDF which you may print as one-slide-per-page or multiple slides per page, as you prefer.
5. (Optional) Any **additional resource materials** – These may be Quick Reference Cards (QRCs), work instructions or other materials.
6. A link to the online **course evaluation** – Please give us your feedback on the course and on your classroom experience.
7. Your **Grade Report** for this course – Reports your course completion.
 - Your Grade Report does not appear immediately. If it does not show *within a week* after your class, please contact SCEIS Training (training.sceis@sceis.sc.gov) for assistance.
8. Your **class schedule** for this course – The date, time and location of the class for which you signed up.
 - **NOTE:** Class schedule information does not appear immediately. If it does not show by the *next business day* after you pick a class, please contact SCEIS Training (training.sceis@sceis.sc.gov) for assistance.