

## LMS300 MySCLearning Assignment Management

### Description

This instructor-led course is an advanced look at more-complex functions of assigning and managing participants' learning requirements within MySCLearning. It covers how to: create and properly use assignment profiles, use a curriculum for retraining and for item groupings, create and use a program and choose between a curriculum or a program.

### Target Audience

Users with the following roles: MySCLearning Learning Administrator.

### Prerequisites

The following *must* be completed before you can register for the classroom training. Completion of prerequisites ensures that participants have the necessary knowledge for class. Material covered in prerequisite courses will not be re-taught in classroom training.

- LMS100 MySCLearning Basic Management.
- LMS200 MySCLearning Course Management.

### Registration Instructions:

1. In Chrome, use your SCEIS user ID and password to log in to SCEIS Central (<https://sceiscentrallogin.sc.gov>).
2. Click the "My Talent" tile.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (LMS300) and click "Go."
5. Find the course title and click "See Classes."
6. Scroll down and click the "Classes" tab to view class dates.
7. Find the class date you prefer and click "Register Now." If you do not see "Register Now," you must first register for any prerequisite courses that you have not completed.
8. At the Registration box, click "Confirm."
9. Receive email confirmation; view details and instructions.

Learn More  
at [sceis.sc.gov](https://sceis.sc.gov)

MySCLearning Tools



If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).