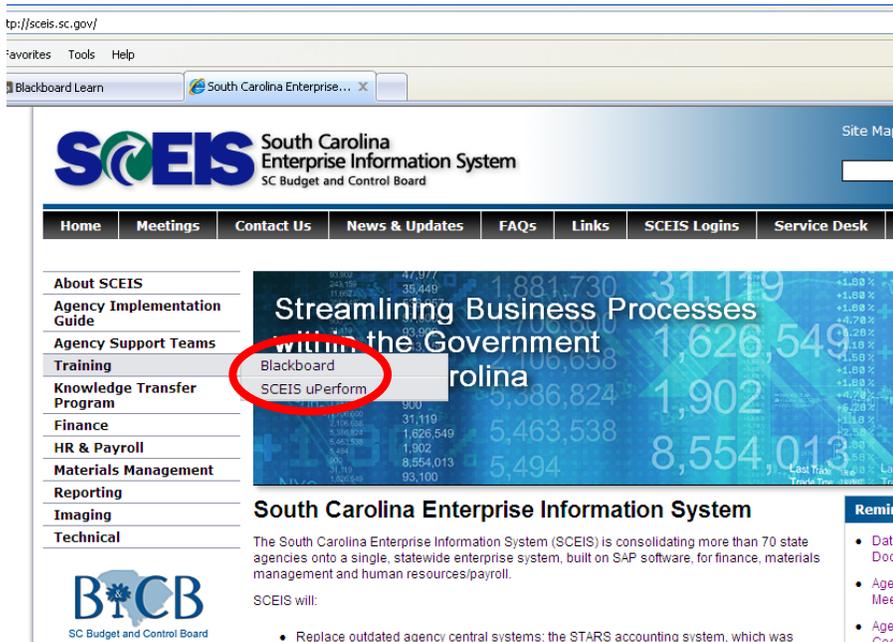


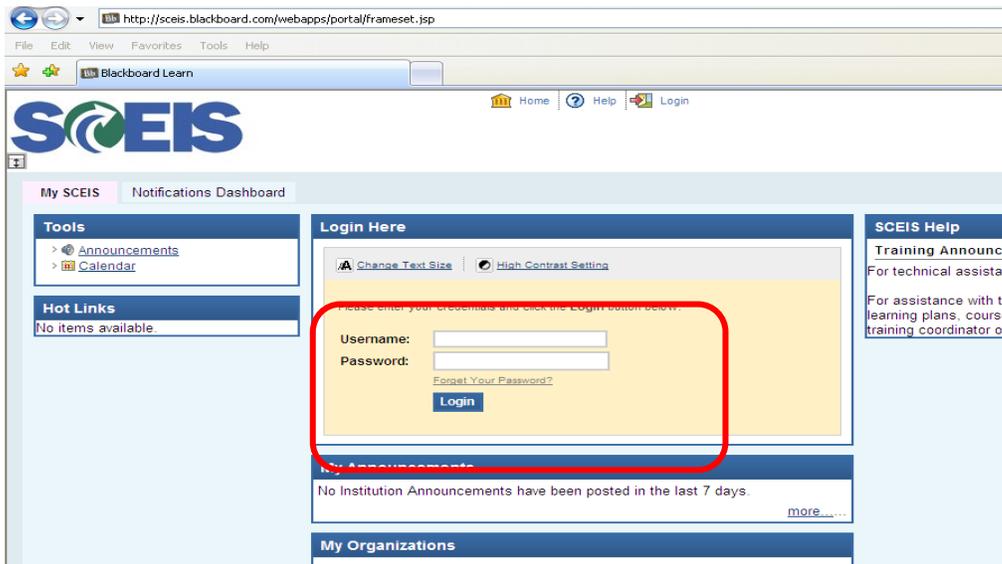
Your agency’s SCEIS team has matched employees with the activities they will need to perform in SCEIS. This work, in turn, determined training you will complete before your agency begins using the system. **To access courses and begin taking online courses**, please follow the steps provided in this guide. It is also important to **read all instructions on the screens once you are in Blackboard**.

1. Open Blackboard by going to:

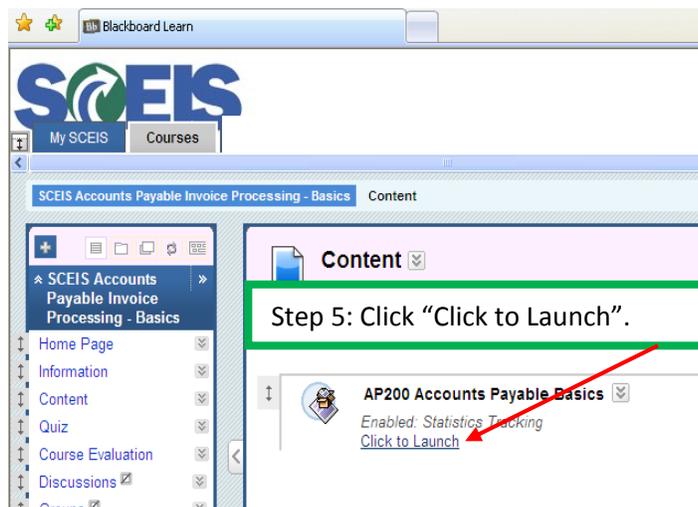
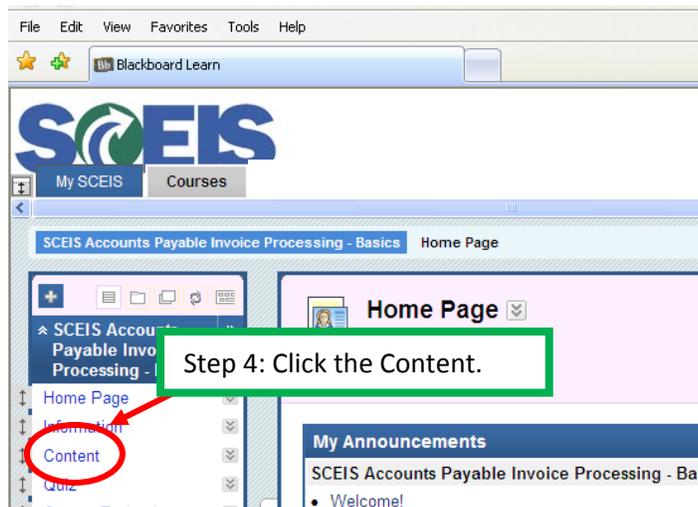
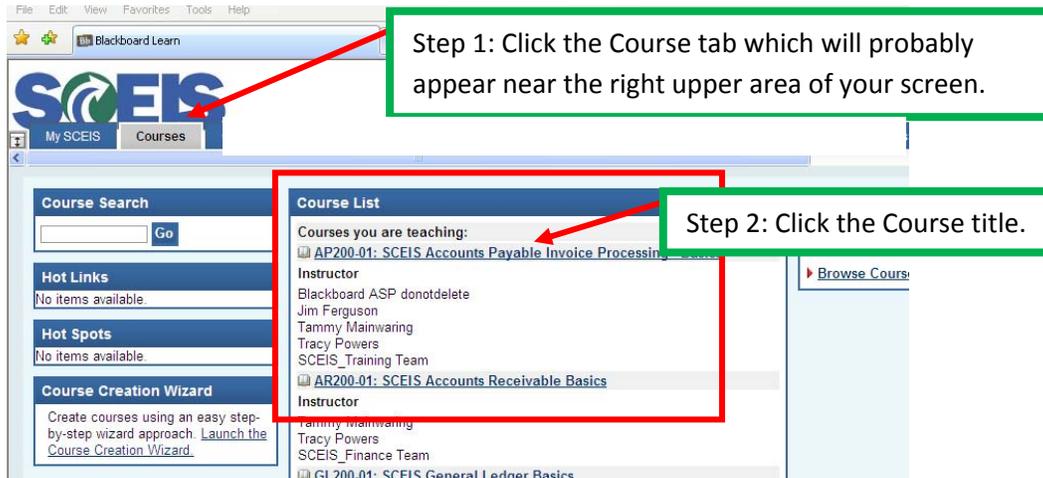
- a. <http://sceis.blackboard.com> in a web browser address line, OR
- b. <http://www.sceis.sc.gov> (move your mouse over the Training item in the left menu and click on “Blackboard”).



2. Log in to Blackboard.

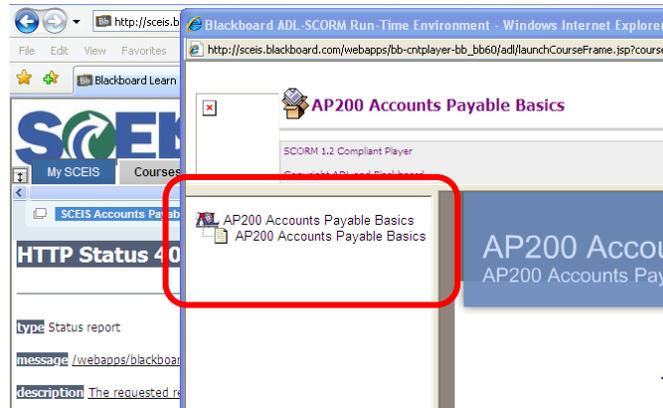


3. Open a Course.

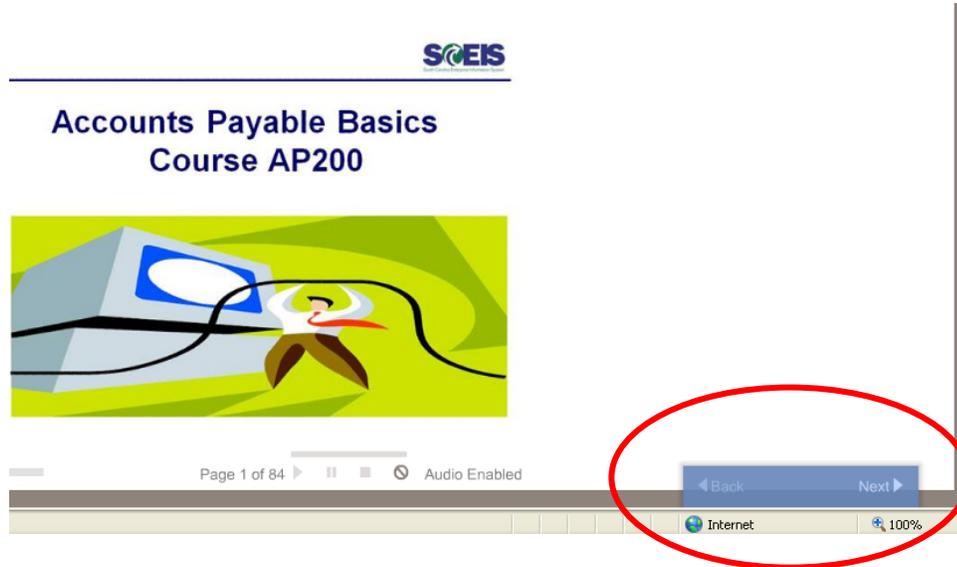


IMPORTANT TIPS To Open Courses, Quizzes and Evaluations

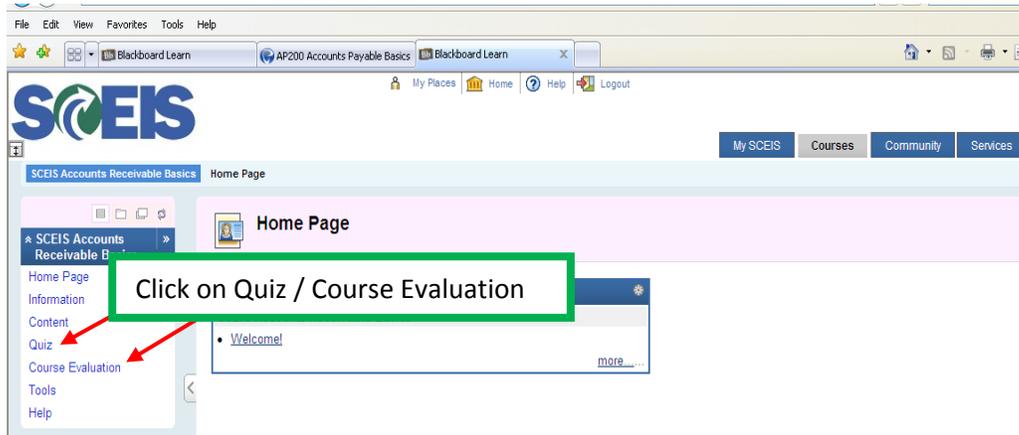
1. After selecting the “Click to Launch button”, it may take a few minutes to load the course.
2. You may need to click on the course title near the upper left side of the new window to open the course.
See the graphic below for help.



3. To view all of the navigation buttons in the course, maximize the window that your course opened into. You would be able to see a Back and Next button in the lower right-hand corner.



- After finishing the course, return to Blackboard to complete the required quiz and/or evaluation. Blackboard should still be open in a window behind the course you have just completed. If you see an error message, simply click on the back button or the Courses tab.



After clicking on Quiz or Course Evaluation, a page will open with the title of the document and a document icon. Click on the title of the document. Then click the Begin button. When you have completed the quiz or evaluation, click on Submit or there will not be a record that you completed this required step.

