



AGENCY TRAINING COORDINATORS MEETING

Thursday, August 20, 2009



Agenda

- 🌀 Welcome, Purpose and Outcomes
- 🌀 Training overview
- 🌀 Training registration and enrollment
- 🌀 Training delivery
- 🌀 Next steps

Meeting Purpose and Outcomes

🌀 Purpose: To provide information related to training deployment

🌀 Outcomes

1. Awareness of key training dates and activities
2. Understanding of training registration and enrollment processes
3. Understanding of how SCEIS training will be delivered



Agency Training Coordinator Meeting
TRAINING OVERVIEW
TAMMY MAINWARING
Enterprise Change & Communications Lead



Key Training Information

- Training will be assigned to employees based on SCEIS role mapping conducted by the agency (Agency Support Team Lead).
- SCEIS training will include both self-paced, on-line training completed on a computer, and instructor-led training in a classroom. Some employees may not need any instructor-led training.
 - Shopping cart (Supplier Relationship Management) training will be on-line
- Training registration will begin on August 24 and will be conducted by the Agency Training Coordinator, AST Lead or the SCEIS team.

Key Training Information, cont.



- End-users will be sent a confirmation email when the agency or SCEIS has enrolled them in a course.
- Upon entering the SCEIS Learning Management system, users can view their required training; individual users will not be able to register for training.
- All training must be completed prior to receiving access to SCEIS at go-live on November 2.

Training Overview



SCEIS Navigation

- *On-line training*
- *½ day, or less*

FI & MM Process Overviews & FI 200 level courses

- *On-line training*
- *½ day, or less*

***Completed before
instructor-led training***

SCEIS Role- Based Training on Processes and Transactions

- *Instructor-led or
On-line*
- *For some roles,
between ½ - 4 or
more days*

***Completed before
Go-Live***

***SCEIS assumes end-users have the
necessary computer, Microsoft Office and
internet navigation skills***

Important Training Dates

- Aug. 19, Sept 9, Sept 15 – SC MMO (State Materials Mgmt Office) Training
- August 24 – SCEIS Training system opens for training registration
- August 24 – Start of On-line Training (SCEIS Navigation, Finance Overview, Materials Management Overview, FI 200 courses)
- September 8 – Start of Finance and Procurement Instructor-led Training

Important Training Dates, cont.

- September 8 to October 16 – Grants Management Training (in order to enter grants into SAP in October)
- September 24 – start of Inventory Management training (for agencies implementing this module)
- October 19 – start of Project Systems training (for agencies implementing this module)
- November – if needed, Priority 2 training

Training Notification

- Employee receives e-mail that lists instructions for accessing the SCEIS Training system, and tells employee which course(s) they have been assigned (course name, time, date, and location)
- Employee logs into SCEIS Training System (Blackboard) to view training course information
 - On-line training classes will be available to view and complete within the system
 - Instructor-led materials will be available. These may include the participant guide (PowerPoint presentation), exercise guide, and quick reference cards.

**Note: not all instructor-led courses will require all three documents*

Training Completion

Completion of all
required SCEIS
courses



Security access at Go-live

- At the end of most courses, employees will be asked a series of questions. A 70% passing grade is expected. Employees may take the course as often as needed.
- Some on-line courses may require employees to complete a survey in the SCEIS Training system to show completion of the course.
- Users who do not complete all course requirements and require SAP access at go-live can be granted access on an **exception** basis. Agency Head approval will be required in such cases.

The “Practice Environment”

- After SCEIS Training, encourage employees to use the Practice environment
 - A place to practice what you learned
 - Can make mistakes here and learn from them
 - Available on your computer through Citrix
 - Your Agency will install the icon on your computer
 - Assists you with remembering what you learned

****Instructions for accessing the practice environment will be provided at the end of each instructor-led course.***

Where to Go for Assistance

- Help menu within SAP
- SCEIS Training System
 - Training materials
 - Other reference materials
- SCEIS Website (www.sceis.sc.gov)
 - Training information
 - uPerform simulations
 - FAQs
- Agency Resources
 - Production support, AST Lead, ATC
 - Process and SAP questions
- SCEIS Service Center
 - SCEISHelp@sceis.sc.gov
 - 803-734-0343



Agency Training Coordinators Meeting
TRAINING REGISTRATION & ENROLLMENT
Tammy Mainwaring,
Enterprise Change & Communications Lead



SCEIS Registration & Enrollment Overview



- EC&C team will load Phase 3 SCEIS users into the SCEIS Training system.
 - SCEIS will “register” users who have been assigned a SCEIS role (role mapping)
- Agencies may enroll students in the appropriate training beginning Monday, August 24th
 - Students are not able to self-enroll
 - Agencies will be able to enroll students in all SCEIS courses
- Students need to be enrolled in the appropriate on-line and instructor-led training
- Confirmation emails will be sent to students for each on-line or instructor-led course that they have been enrolled.

SCEIS Enrollment Tools



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- SCEIS Training System – on-line system used to enroll students
 - Individual Transition Plans – document that lists each employee and the roles and courses assigned to them
 - SCEIS Training schedule – spreadsheet that lists the course name, date, time and facility available for all instructor-led courses
 - SCEIS Course to Roles crosswalk – spreadsheet that lists each SCEIS course and the roles assigned to that course
 - SCEIS Training System Quick Reference Card – document that provides instructions for enrolling students

SCEIS Training System



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- ④ Utilizing Blackboard technology for managing and facilitating SCEIS end-user training
 - Enroll students (GoSignMeUp)
 - View assigned training courses
 - Complete on-line courses
 - Access instructor-led materials
 - Track and report completion of courses
 - ④ Access to SCEIS Training system will be role-based: Student, Trainer, and Training Coordinator

SCEIS Training System



The screenshot shows the Blackboard Learn portal interface. At the top, the browser address bar displays the URL: http://sceis.blackboard.com/webapps/portal/frameset.jsp?tab_tab_group_id=_24_1. The page features the SCEIS logo and navigation tabs for "My Institution", "Courses", "Community", "Services", and "GoSignMeUp".

The main content area includes several sections:

- Tools:** Announcements, Calendar
- Hot Links:** No items available.
- Hot Spots:** No items available.
- Login Here:** A red circle highlights the login form, which includes fields for "Username:" and "Password:", a "Forgot Your Password?" link, and a "Login" button. The text above the fields reads: "Please enter your credentials and click the Login button below."
- My Courses:** You are not currently enrolled in any courses.
- Quick Tutorials:** Quick Tutorials Library
- Quick Tutorials Catalog:** Learn more about the Blackboard Academic Suite through short clips that demonstrate the key features and functionality. To obtain a listing of all of the quick tutorials available for download, visit the [Quick Tutorials Catalog](#).
- My Announcements:** No Institution Announcements have been posted in the last 7 days. [more...](#)

A yellow callout bubble with a red border points to the login form, containing the text: **Access SCEIS Training system via Blackboard portal; Special username and passwords will be provided to Training Coordinators**

SCEIS Training System, cont.



The screenshot shows the Blackboard Learn user interface. At the top, there is a navigation bar with the SCEIS logo on the left and a navigation menu on the right containing 'GoSignMeUp' and 'CSMU Admin'. The 'GoSignMeUp' tab is circled in red. A yellow callout box with a pointer to the 'GoSignMeUp' tab contains the text: **Training Coordinators will click on GoSignMeUp Tab**. Below the navigation bar, the main content area is divided into several sections: 'My Institution' with an 'Add Module' button; 'Tools' with links for Announcements, Tasks, View Grades, Send Email, User Directory, Address Book, Personal Information, and Calendar; 'Hot Links' and 'Hot Spots' both showing 'No items available'; 'Quick Tutorials Catalog' with a link to learn more; 'My Announcements' with three 'No announcements' messages; 'My Calendar' with 'No calendar events'; 'My Organizations'; 'My Courses' with a list of courses including 'Blackboard Orientation (unavailable)', 'Introduction to Dreamweaver MX2004 (unavailable)', and 'New Course Template'; and 'Quick Tutorials' with a 'Quick Tutorials Library' section and a 'Blackboard Learn Release 9.0' section.

SCEIS Training System, cont.



Blackboard Learn

http://sceis.blackboard.com/webapps/portal/frameset.jsp?tab_tab_group_id=_23_1

SCEIS > Home | Blackboard CSMU | Google Image | aftbed3.jpg | GoSignMeUp | Submission | List Clients | Grosvenor Enterprises, LLC | Mail/Enable Web Mail | quotes

My Places | Home | Help | Logout

SCEIS

My Institution | Courses | Community | Services | System Admin | GoSignMeUp | CSMU Admin

South Carolina Enterprise Information System Online Registration

Home | My Account | Instructors Login | **Training Coordinator Login** | Search | Browse | Extended | Catalog

My Classes

Classes to enroll

Not Logged On

Enroll

Welcome to the SCEIS Course Registration Site

Main Categories

Core Courses

Copyright 1999-2009 MediaBlend Web Design & Hosting™ | GoSignMeUp Online Event Registration Software

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SCEIS Training System, cont.



Click on “Enroll Returning Student” and begin to assign courses. “Returning student means that employee is loaded into system.



SCEIS Training System, cont.

Enroll a Returning Student

BROWSE STUDENTS

[Find All](#) | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) |

Able to type in student's name or click on specific letter to find a student

SEARCH by:

First Name:

Last Name:

Phone (Work or Home):

USERNAME:

Submit

SCEIS Training System, cont.



Enroll Students in Courses

After selecting courses scroll to the bottom to sub

BROWSE COURSES

SCBS

Show Only Internal Courses

Their Classes

Michael Alan is currently Enrolled in:
(Transcripted Courses not shown)

New Classes:

MAIN CATEGORIES

Full Courses

Or Training Coordinator can search for a course to enroll multiple students in the same course

SCEIS Training System, cont.

My Institution | Courses | Community | Services | System Admin | GoSignMeup | GSMO Admin

South Carolina Enterprise Information System Online Registration

Home | Log Off | My Account | Instructors Login | Training Coordinator Menu

Search | Browse Courses | Calendar | Catalog

Enroll Students in Courses

After selecting courses scroll to the bottom to submit.

Main -> [Core Courses](#) -> [Core Courses](#)

Directions: Click on a Course Name to view course details (Show Closed Courses: [Including all past courses](#) or [Excluding Transcribed](#))

Course	Status	Enroll Now
 FI100 SCEIS A Financial Overview Online Course Course Instructor: Team, SCEIS_Training at Online	Space Available	 <input checked="" type="checkbox"/> Multiple enroll

Check "Multiple enroll" box and hit Enroll button

BROWSE COURSES

SEARCH

Show Only Internal Courses

Their Classes

Bill Adams is currently Enrolled in:
(Transcribed Courses not shown)

[FI100 SCEIS A Financial Overview](#)
(8/24/2009) [Cancel](#)

New Classes:

SCEIS Training System, cont.

Multiple Enrollment Selection

Students currently selected to enroll for this course:		
Remove	Adams, Bill	Tanja@mediablend.com
Students supervised		
<input checked="" type="checkbox"/> 116875	Alan, Michael	Langn@mediablend.com
<input checked="" type="checkbox"/> 116889	Garland Test, Becky	Becky@mediablend.com
<input checked="" type="checkbox"/> 116876	Groves, Kimmy	Kimmy@mediablend.com
<input type="checkbox"/> 116878	Jones, Fred	Fred@mediablend.com

[Continue](#)

[Back To My Account](#)

Choose the students to enroll in course by clicking the check boxes next to their name

Then click the Continue button

SCEIS Training System, cont.

Enroll Students in Courses

Current Status - Administrator

After selecting courses scroll to the

BROWSE COURSES

SEARCH

Show Only Internal Courses

Multi-Enroll Classes

[remove](#) Bill Adams

[remove](#) Michael Alan

[remove](#) Becky Garland Test

[remove](#) Kimmy Groves

Multiple Enrollment

New Classes:

[FL100 SCEIS A Financial Overview](#) [\[New\]](#)

Online Course - Starts: 8/24/2009

* Waiting List

Enroll

MAIN CATEGORIES

[Core Courses](#)

[Sample Category](#)

Ensure that you have the correct students in the “shopping cart.” You can remove students by pressing the blue “remove” link on the left

Check “Multiple enroll” box and hit Enroll button

SCEIS Training System, cont.

My Places Home Help Logout

My Institution Courses Community Services System Admin CoSignMeUp CSMU Admin

Enroll Students in Courses

Current Status = Administrator

You Must Hit The Submit Button Below To Complete This Registration

Course Name	Date	Class Hours	CEUs	Remove
CE100 SCEIS A Financial Overview Display Clock Asset For: Bill Adams (ID: 116874)	Online Course - 8/24/2009	1	0	Remove
CE100 SCEIS A Financial Overview Display Clock Asset For: Michael Alan (ID: 116875)	Online Course - 8/24/2009	1	0	Remove
CE100 SCEIS A Financial Overview Display Clock Asset For: Jimmy Graves (ID: 116876)	Online Course - 8/24/2009	1	0	Remove
CE100 SCEIS A Financial Overview Display Clock Asset For: Becky Garland Test (ID: 116880)	Online Course - 8/24/2009	1	0	Remove

Name: Bill Adams
Address: 20672 Lambert Lake Forest 29530
Cell Phone: 949-951-8761
Work Phone: 949-951-8761
E-Mail Address: Tanja@medisblend.com

If needed, remove students from list

You must click on "Submit" to complete enrollment

Training Coordinator

-
- Access GoSignMeUp tab within SCEIS Training System (Blackboard) to:
 - Enroll students into classes (both on-line and instructor-led)
 - Edit student's records/information, such as adding email addresses
 - Add/drop/cancel courses for employees
 - View enrollment report
 - View Transcript report (courses that have been completed by employee)

Training for the SCEIS Training System

- One hour workshops for training coordinators to enroll students into classes
 - Monday and Tuesday (August 24 and 25); SCEIS, Browning Road, Room 202A
 - 9:30–10:30; 11:00–12:00; 1:30–2:30; 3:00– 4:00
- Notification with RSVP request to be sent to training coordinators today, August 20
- If needed, agency on-site assistance available beginning Wednesday, August 26
- Contact your Agency Advocate if you would like assistance at your agency



Agency Training Coordinators Meeting
TRAINING DELIVERY
Tammy Mainwaring,
Enterprise Change & Communications Lead



-
- Access SCEIS Training System (Blackboard) to:
 - View courses to complete
 - Access on-line training courses
 - Complete course survey and/or knowledge check
 - Access instructor-led course materials
 - View class/training announcements,
 - Access links to other support materials

Prerequisite on-line training

-
- Available in SCEIS Training system beginning August 24
 - Courses can be accessed from home
 - Students to complete courses prior to start of instructor-led training
 - Students need to complete knowledge check or survey within SCEIS Training system to show completion of courses
 - ATCs monitor completion and support students in completing prerequisite training

Prerequisite on-line training, cont



-
- ④ Prerequisite on-line training courses should be followed in sequence and completed before the start of instructor-led training:
 1. COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation
 2. FI100 SCEIS Financial Overview or MM100 SCEIS Materials Management Overview (videos)
 3. Finance 200 level courses, as needed
 1. AP200, SCEIS Accounts Payable Invoice Processing - Basics
 2. AR200, SCEIS Accounts Receivable Basics
 3. GL200, SCEIS General Ledger Accounting Basics

Additional On-line Training



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- Supplier Relationship Management (SRM) training
 - SRM 200 SCEIS Requisitioning and Purchasing Goods and Services with the SRM Shopping Cart
 - SRM 201 SCEIS SRM Shopping Cart Approval
 - Planning to conduct conference calls after training to address SRM questions
 - Available August 24 – October 30
 - MML100 SCEIS Material Master Liaison
 - IM101 SCEIS IM Finance 101
 - IM210 SCEIS Requisition Approval
 - IM240 SCEIS Material Reporting

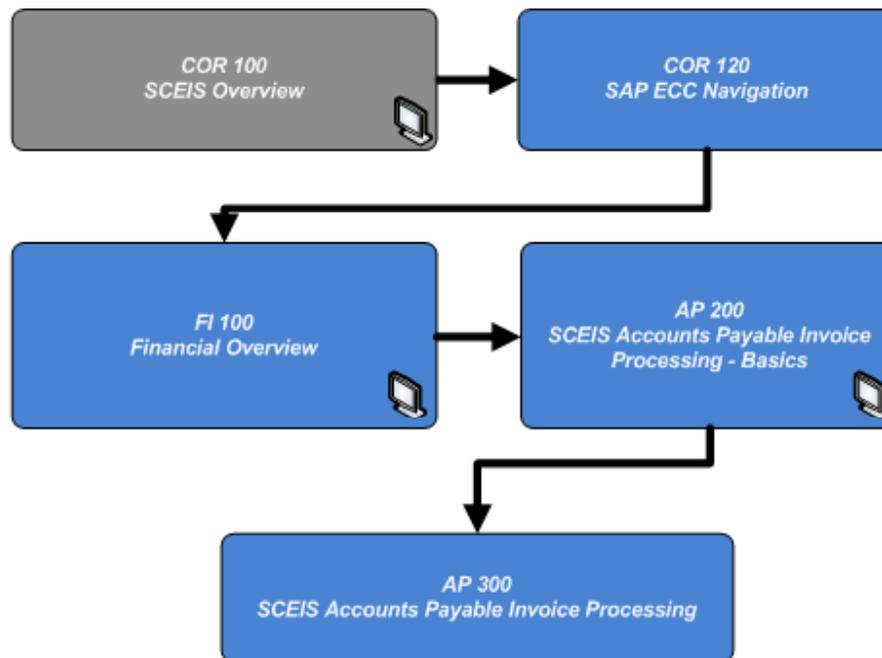
Instructor-led Training

- ☉ Instructor-led training begins September 8
- ☉ Prerequisites need to be completed
- ☉ Courses will need to be taken in sequence
- ☉ Course materials, such as the Participant Guide, will be printed and provided to students
- ☉ Knowledge checks will be taken at the end of each course
- ☉ Attendance will be tracked and reported in the SCEIS Training system

Students must complete training requirements before receiving security access to SCEIS

Course Sequence Example – Accounting Clerk

SCEIS Accounts Payable (AP) Curriculum Track Accounting Clerk



LEGEND

-  Course is available online
-  Required courses

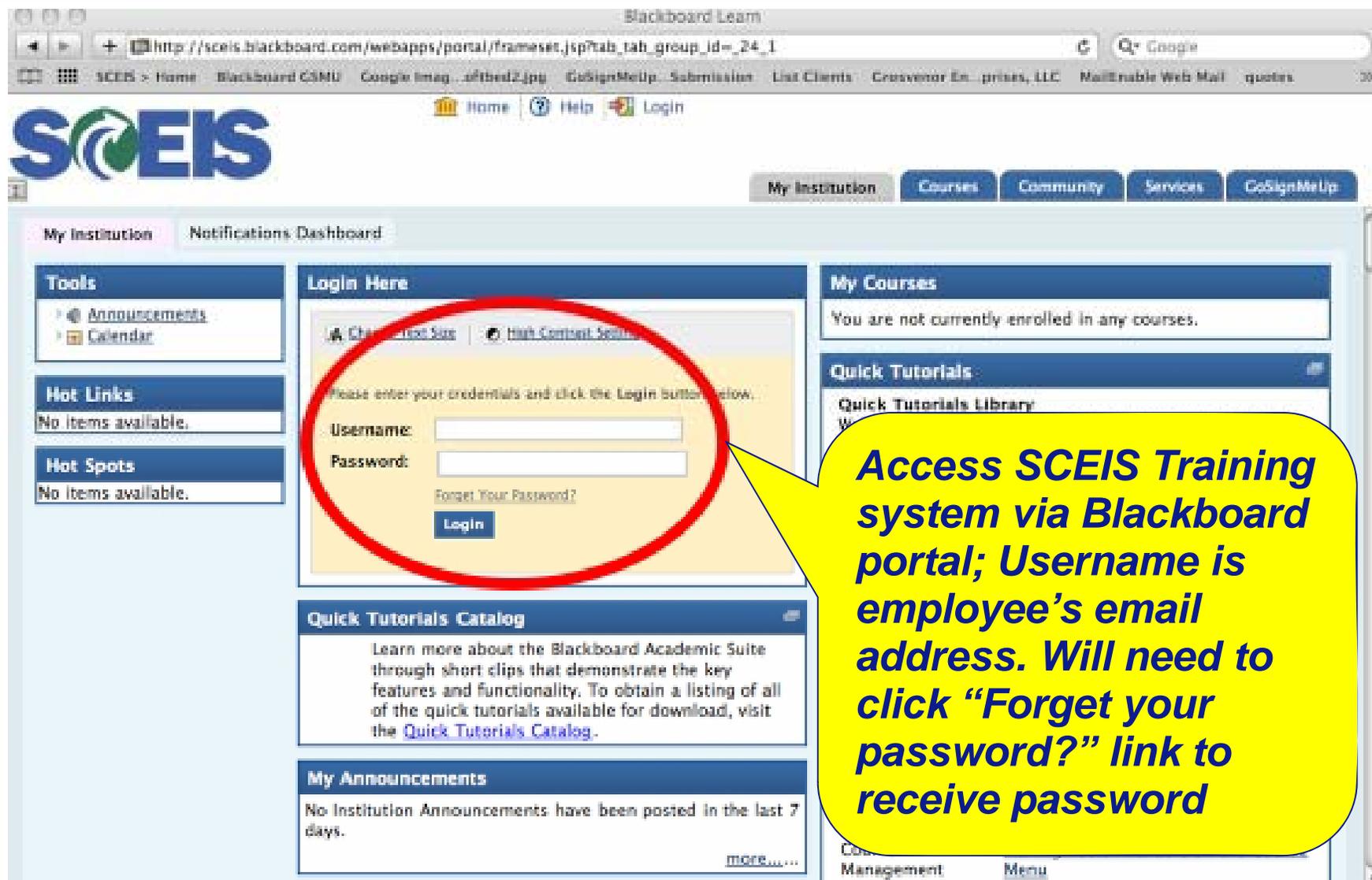
* All courses are to be taken in succession in order to satisfy the pre-requisites for each course. COR100 is undergoing renovations and will potentially be incorporated into FI100

Student Access to SCEIS Training System



- Access SCEIS Training System (Blackboard) to:
 - View courses to complete
 - Access on-line training courses
 - Complete course survey and/or knowledge check
 - Access instructor-led course materials
 - View class/training announcements,
 - Access links to other support materials

SCEIS Training System, cont.



The screenshot shows the Blackboard Learn portal interface. The browser address bar displays the URL: http://sceis.blackboard.com/webapps/portal/frameset.jsp?tab_tab_group_id=_24_1. The page features the SCEIS logo and navigation tabs for 'My Institution', 'Courses', 'Community', 'Services', and 'GoSignMeUp'. The main content area includes a 'Login Here' section with a red circle highlighting the login form. The form contains fields for 'Username:' and 'Password:', a 'Forgot Your Password?' link, and a 'Login' button. Other sections include 'Tools' (Announcements, Calendar), 'Hot Links' (No items available), 'Hot Spots' (No items available), 'My Courses' (You are not currently enrolled in any courses.), 'Quick Tutorials' (Quick Tutorials Library), 'Quick Tutorials Catalog' (Learn more about the Blackboard Academic Suite...), and 'My Announcements' (No Institution Announcements have been posted in the last 7 days.).

Access SCEIS Training system via Blackboard portal; Username is employee's email address. Will need to click "Forget your password?" link to receive password

SCEIS Training System



Students will see a list of courses that they have been enrolled in under "My Courses"

The screenshot shows the Blackboard Learn interface in a Windows Internet Explorer browser. The page title is "Blackboard Learn - Windows Internet Explorer" and the URL is "http://sceis.blackboard.com/webapps/portal/frameset.jsp?tab_tab_group_id=_1_1". The interface includes a navigation bar with "My Institution", "Courses", "Community", "Services", and "GoSignMeUp". A "Personalize Page" button is also visible. The main content area is divided into several sections: "Tools" (Announcements, Tasks, View Grades, Send Email, User Directory, Address Book, Personal Information, Calendar), "Hot Links" (No items available), "Hot Spots" (No items available), "Quick Tutorials Catalog" (Learn more about the Blackboard Academic Suite...), "My Announcements" (No Institution Announcements...), "My Calendar" (No calendar events...), "My Organizations" (You are not currently participating...), "My Courses" (Courses in which you are enrolled: SCEIS A Financial Overview), "Quick Tutorials" (Quick Tutorials Library), and "Blackboard Learn Release 9.0" (Capability: Course Management, Feature: The Course Environment, Adding Content, Making Tools Available on the Course Menu).

SCEIS Training System, cont.



The screenshot shows a Blackboard Learn interface in a Windows Internet Explorer browser. The address bar displays the URL: `http://sceis.blackboard.com/webapps/portal/frameset.jsp?tab_tab_group_id=_44_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse'`. The page features the SCEIS logo and navigation tabs for 'My Institution', 'Courses', 'Community', 'Services', and 'GoSignMeUp'. A left-hand navigation menu is visible, with 'SCEIS A Financial Overview' selected. A yellow callout box with blue text states: **After clicking on a course, student is taken to course page and can access course materials**. The main content area includes several widgets: 'My Announcements' (no announcements in the last 7 days), 'My Calendar' (no events for the next 7 days), 'My Tasks' (no tasks due), 'What's New' (no notifications), and 'To Do' (with sections for 'What's Past Due', 'What's Due' (select date: 08/19/2009), 'Today (0)', 'Tomorrow (0)', and 'This Week (0)'). The Windows taskbar at the bottom shows several open applications, including Internet Explorer, Outlook, and various training-related files.



Agency Training Coordinator Meeting

NEXT STEPS

TAMMY MAINWARING

Enterprise Change & Communications Lead



Next Steps



-
- ④ Register for SCEIS Training system workshop (SurveyMonkey)
 - ④ Begin coordination of class preferences within agency before Monday
 - EC&C to email SCEIS Training schedule to agencies today
 - Add columns for Preference 1, Preference 2, and Preference 3
 - ④ Review updated Individual Transition Plan (ITP) reports
 - EC&C to email reports to AST Leads today and tomorrow
 - ④ Contact your Agency Advocate if you would like assistance at your agency for enrolling employees