

Navigating the SCEIS Training System

For SCEIS Students



Log in Page

- 1 Username**
Go to:
<http://sceis.blackboard.com>.
Enter your agency-issued email address, which serves as your Blackboard Username.
- 2 Password**
Enter the word **password1!** - including the numeral "1" and an exclamation point (!), with no spaces in-between.
- 3 Forgot Your Password?**
Click here to have your password emailed to you.
- 4 Change Text Size**
Click here for a tip to help you re-size the text in Blackboard if needed.
- 5 High Contrast Setting**
Click here to adjust the contrast among colors displayed in Blackboard.
- 6 Login**
Click this button to proceed.

TIP: You can use your Individual Transition Plan (ITP) as a reference when signing up for classes. Your Agency Training Coordinator can provide this document to you.

The screenshot shows the Blackboard login interface. At the top left is the Blackboard logo. At the top right are two settings: 'Change Text Size' (callout 4) and 'High Contrast Setting' (callout 5). The main content area is titled 'Have an account?' and contains the following elements: a text input field for 'Username' containing 'student01' (callout 1), a password input field with masked characters (callout 2), a 'Forgot Your Password?' link (callout 3), and a green 'Login' button (callout 6). The bottom of the page features a large 'Blackboard learn+' logo.

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My SCEIS Page

- 1 Tools**
Click the corresponding link to view alerts.
- 2 My Announcements**
Access this module to view alerts from SCEIS, courses and your Agency Training Coordinator.
- 3 My Grades**
Use this module to take quizzes and view the progress you've made in your Course. Note: You can access this module from multiple pages in Blackboard.
- 4 My Course**
Click the link to your Course to view and complete your online courses, sign up for and view course materials for any instructor-led classes that may be assigned to you. (The Course Getting Started page is described in detail on the next page of this guide.)
- 5 Logout**
Click this link to exit Blackboard.
- 6 My SCEIS Tab**
Click here to return to this page from any other page in Blackboard.

The screenshot shows the 'My SCEIS' page with the following elements:

- 1**: Points to the 'Tools' section, specifically the 'Announcements' link.
- 2**: Points to the 'My Announcements' section, which displays 'No Institution Announcements have been posted in the last 7 days' and 'No course announcements have been posted in the last 7 days.' A 'more...' link is visible.
- 3**: Points to the 'My Grades' section, which lists courses and grades. The table below shows the data:

Course	Grade
COR120: SAP Basic Overview and Navigation	
HR100: HR/Payroll Enterprise Structure	
PA001: Personnel Administration Display	
TM001: Time/Leave Mgt Display	
TV200: Supervisor Travel Request/Reimburse	

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- 4**: Points to the 'My Courses' section, which lists 'Courses in which you are enrolled:' with links for HR100, PA001, COR120, TV200, and TM001.
- 5**: Points to the 'Logout' link in the top right navigation bar.
- 6**: Points to the 'My SCEIS' tab in the top right navigation bar.

TIPS:

1. Always read the **Announcements** module as well as your **email notifications** (delivered to your agency-issued email inbox).
2. Closely review your **Courses**. Your course may be online or instructor-led courses.

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Getting Started

You will see a screen similar to the one at right when you click a course link under My Courses box on your MySCEIS page.

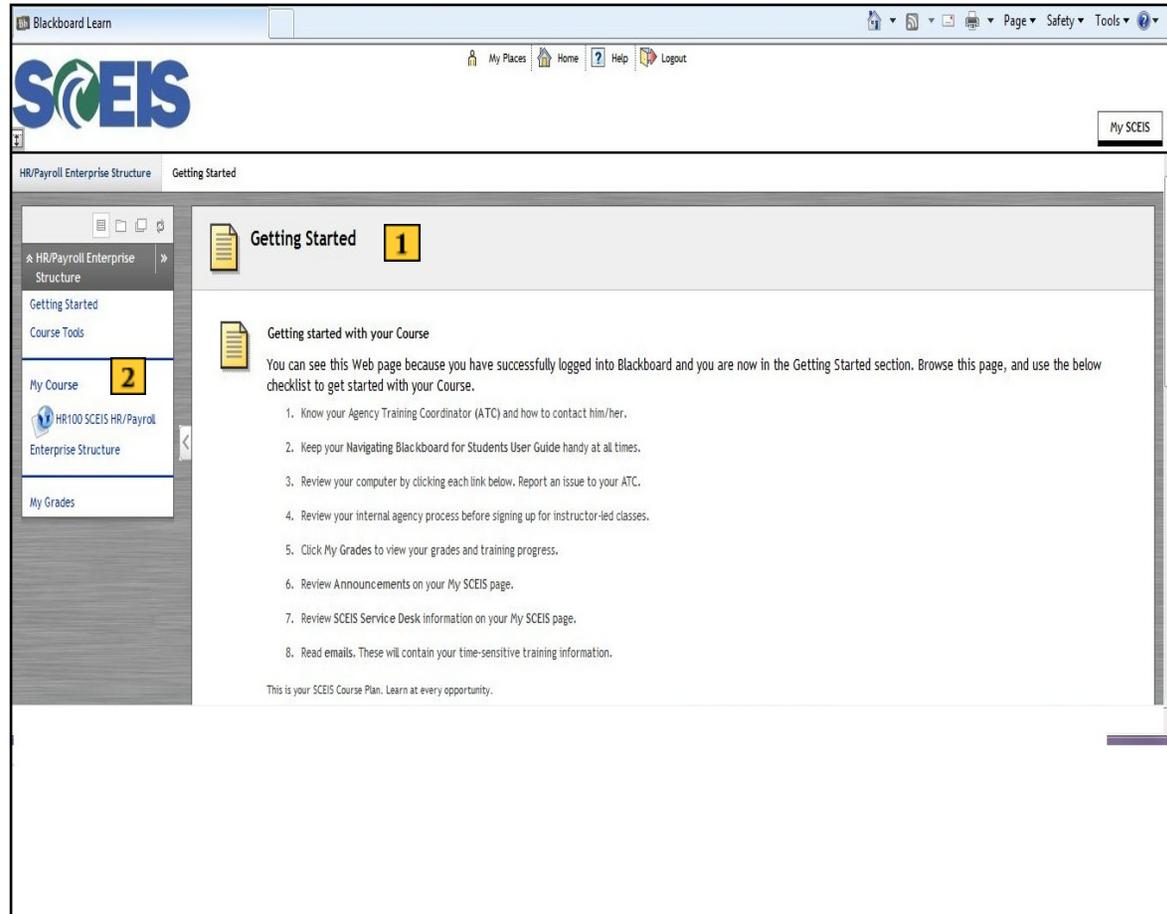
1 Getting Started

Follow all instructions on this page to orient yourself to Blackboard and to ensure your computer is ready to run SCEIS online Training Courses.

2 My Course

Click on course name to access the course materials, complete online courses and/or sign up for instructor-led courses.

*Additional detail on course content on following pages.



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Online Course Content Area

You will see a screen similar to the one at right when you click on an online course.

- 1 Course Name**
View the course name at the top of the Course Content Page. This will match with the course name you see in your Core Courses listing, and that you click on to access the content page.
- 2 Course Description**
Read a detailed description of the online course, including the approximate duration of the course.
- 3 Launch Video or Simulation**
In this section, you will find a link to launch the online course, which will be either video- or simulation-based. For video courses, click the arrow icon in the center of the video viewer to begin playing. For simulation courses, click the blue link to launch the simulation.
- 4 Participant Guide**
Click this link to download a printable version of the course information.
- 5 Course Quiz**
Click the Quiz link to take the quiz associated with this online course. You must finish the quiz to receive credit for completion of the course.
- 6 Course Evaluation** Click the Course Evaluation link to evaluate the course. You must finish the evaluation to receive credit for completion of the course.

The screenshot displays the SCEIS online course content area for 'HR100 SCEIS HR/Payroll Enterprise Structure'. The page layout includes a top navigation bar with 'My Places', 'Home', 'Help', and 'Logout' links. A left-hand navigation menu shows 'HR/Payroll Enterprise Structure' with sub-links for 'Getting Started', 'Course Tools', 'My Course', and 'My Grades'. The main content area is titled 'HR100 SCEIS HR/Payroll Enterprise Structure' and contains the following elements:

- 1 Course Name:** HR100 SCEIS HR/Payroll Enterprise Structure
- 2 Course Description:** [Duration: 1 hr., CEUs: 0.1] The course provides core users with an overview of the meaning and elements of the enterprise structure to include the Company Code, Personnel Area, Personnel Subarea, Employee Group, and Employee Subgroup.
- 3 Launch Video or Simulation:** A video player featuring Jennifer Lauer, Instructor, HR/Payroll Team.
- 4 Participant Guide:** HR100 SCEIS HR/Payroll Enterprise Structure Participant Guide (1.967 MB)
- 5 Course Quiz:** HR100 SCEIS HR/Payroll Enterprise Structure Quiz
- 6 Course Evaluation:** HR100 SCEIS HR/Payroll Enterprise Structure Course Evaluation

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Sign Up for an Instructor-led Course

You will see a screen similar to the one at top-right when you click on an instructor-led course name from your Core Courses listing.

1 Sign-up

Click the “Sign-up for…” link at the top of the course content page for any instructor-led course in your Core Courses list to access a page listing the available sections of this course.

2 Course Section Link (Format: Date, Time, Location of section)

When you click the link associated with a section of the course you are signing up for, you will be taken to a page with details about that course, including driving directions to the location and a listing of students who are signed up for this section.

3 Sign up now!

Click this button to sign up for this section of this course. Once you have signed up for a course section. The green button will still appear, but it will read “Withdraw.” If you need to withdraw from any course for which you have already signed up, just navigate to the appropriate course section page, and click the green “Withdraw” button.

✓ **Within 24 hours, SCEIS will verify your sign-up requests, and then enroll you into the courses.**

✓ Once you are enrolled, each course will appear in **My Instructor-led Sign-ups**.

The image contains three screenshots of the SCEIS Blackboard interface, illustrating the steps to sign up for a course section. Red arrows and numbered callouts (1, 2, 3) highlight key elements.

- Screenshot 1 (Top Left):** Shows the 'Organizational Management (Instructor-Led)' course page. A red circle labeled '1' highlights the 'Sign up for OM200' link at the top of the course content area.
- Screenshot 2 (Top Right):** Shows the 'Sign up for OM200' page. A red circle labeled '2' highlights the course section link: '07/22/2010 - 9:00AM - 5:00PM - HHS (Room B) - OM200-01 (2 Days)'. Below this, there are parking instructions and a 'Sign up now!' button.
- Screenshot 3 (Bottom):** Shows the 'Sign up now!' page for the selected section. A red circle labeled '3' highlights the green 'Sign up now!' button. Below the button, there are directions to the classroom, parking instructions, and a list of members (currently empty).

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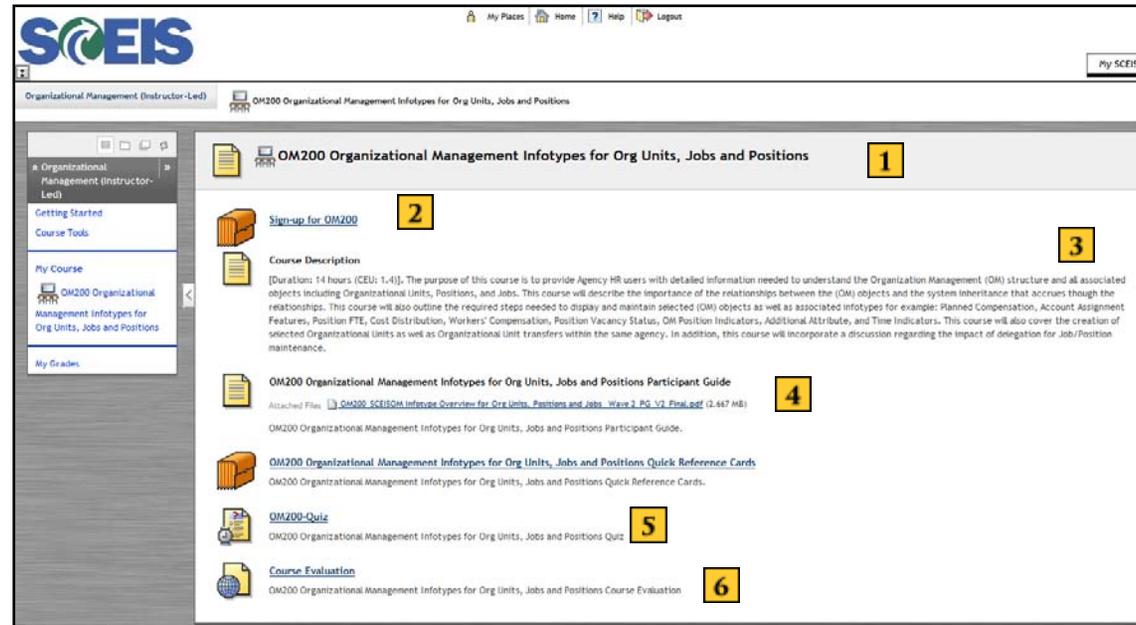


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Instructor-led Course Content Area

You will see a screen similar to the one at right when you click on an instructor-led course assigned to you.

- 1 Course Name**
View the course name at the top of the Course Content Page. This will match with the course name you see in your Core Courses listing, and that you click on to access the content page.
- 2 Sign-up**
Click the “Sign-up for…” link at the top of the course content page for any instructor-led course in your Core Courses list to sign up for a section of the course. (See page 5 of this guide for details.)
- 3 Course Description**
Read a detailed description of the course, including the approximate duration of the course.
- 4 Participant Guide**
Click this link to download a printable version of the course information.
- 5 Course Quiz**
Click the Quiz link to take the quiz associated with this instructor-led course. You must finish the quiz to receive credit for completion of the course.
- 6 Course Evaluation**
Click the Course Evaluation link to evaluate the course. You must finish the evaluation to receive credit for



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completion of the course.

My Instructor-led Sign ups

Use this tool to identify instructor-led courses for which you have signed-up and to view details about those courses.

- 1 A box similar to this one will appear in the left-hand bar of your Blackboard pages 24 hours after signing up for an instructor-led class. To use this tool, click the date of the course.
- 2 A box similar to this one will appear in the left-hand bar of your Blackboard pages 24 hours after signing up for an instructor-led class. Click Course Direction/Details.
- 3 Review and print the course details.

- a. Link to directions, parking and location
- b. Class roster

