

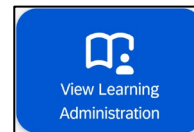
Before you start:

- Identify the **curricula titles and IDs** to be assigned.
- Identify the target **learners' names**.

! Avoid using your browser's back button while working in the Learning Administration environment. You may lose your progress.

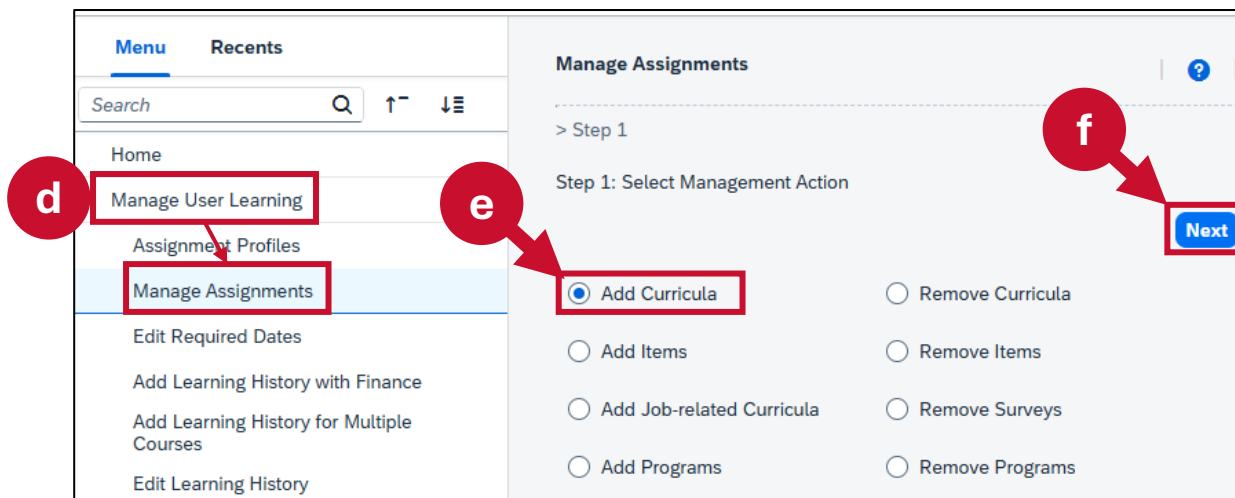
1. Access MySCLearning

- Log in to **SCEIS Central**.
- Click the **My Talent** tile.
- Click on the **View Learning Administration** tile.

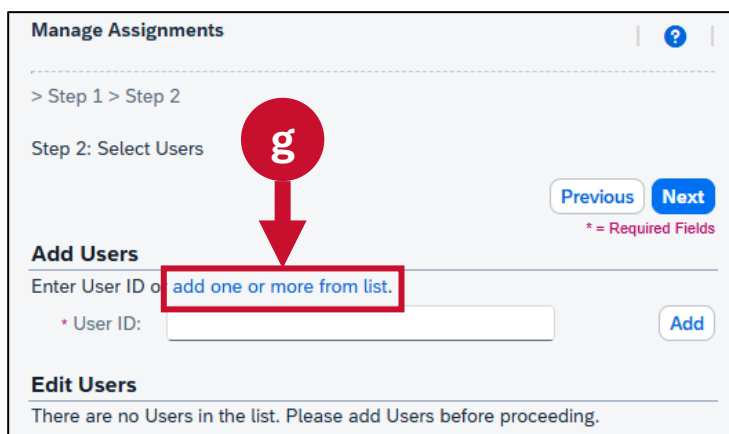


2. Assign a Curriculum

- On the **Learning Administration** page, go to **Manage User Learning > Manage Assignments**.
- Select **Add Curricula**.
- Click **Next**.



- In the **Add Users** section, click **add one or more from list**.



- Users

?

Search

Search Users

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Keyword:

Assignment Profiles:

Contains

▼

Add/Remove Criteria

→

h

→

Search

Reset

-
- Search Results
- ### Select Users For Managing Assignments
- ☐ Select all the Users of the search results
- [Add](#)
- | User ID | User Name | Add |
|------------------|-----------------------|-------------------------------------|
| Records per Page | 500 (5 total records) | Select All / Deselect All |
| | | ☒ |
| | | ☐ |
| | | ☒ |
| | | ☒ |
| | | ☐ |
- Records per Page 500 (5 total records) [Select All / Deselect All](#)
- [Add](#)

MySCLearning: Manage User Learning

Assign a Curriculum

- k. (Optional) In the **Edit Users** section, select users to be removed and click **Apply Changes**.
- l. Confirm that the list of users is correct, then click **Next**.

Step 2: Select Users

Previous **Next**

Add Users

Enter User ID or add one or more from list.

* User ID: **Add**

Edit Users

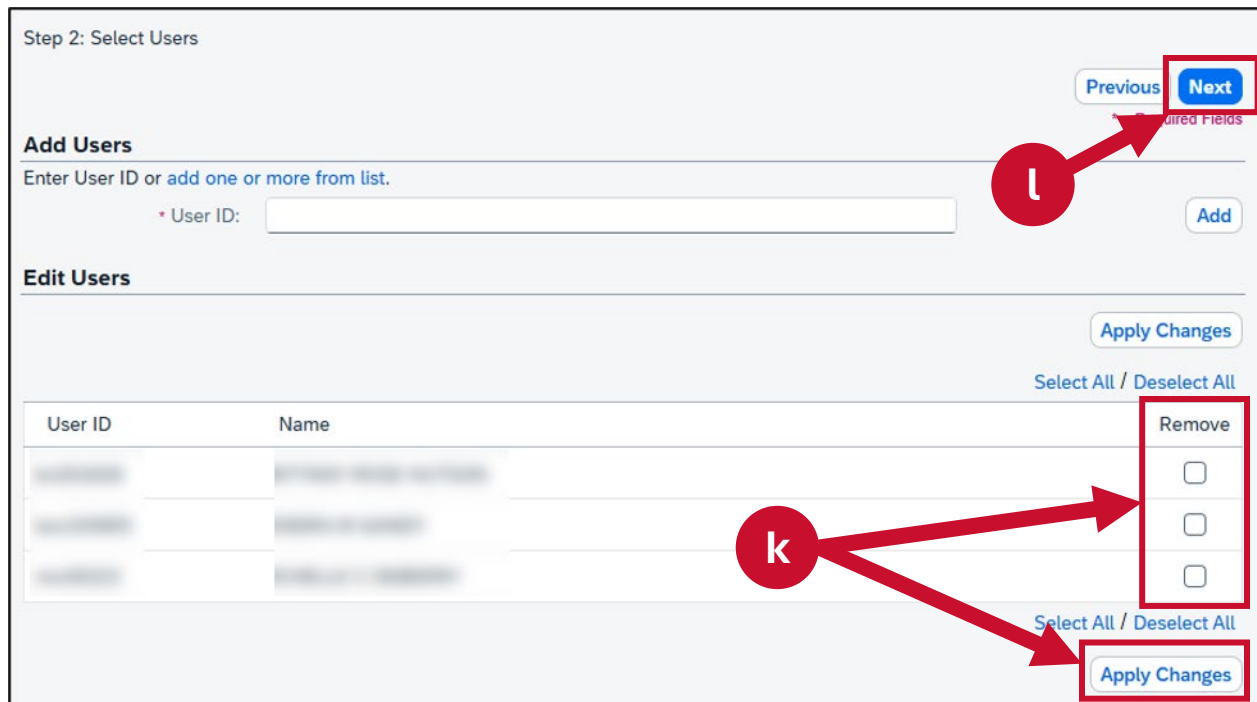
Apply Changes

Select All / Deselect All

User ID	Name	Remove
		☐
		☐
		☐

Select All / Deselect All

Apply Changes



- m. In the **Curriculum ID** field, enter the target ID, e.g., *MMO PC201*.
- n. Click **Add**.
- o. When you are finished adding curricula, click **Next**.

Step 3: Adding Curricula

m

n

o

Previous **Next**

Select Curricula for Adding

Enter Curriculum ID or add one or more from list.

* Curriculum ID **Add**

Edit the List of Curricula for Adding

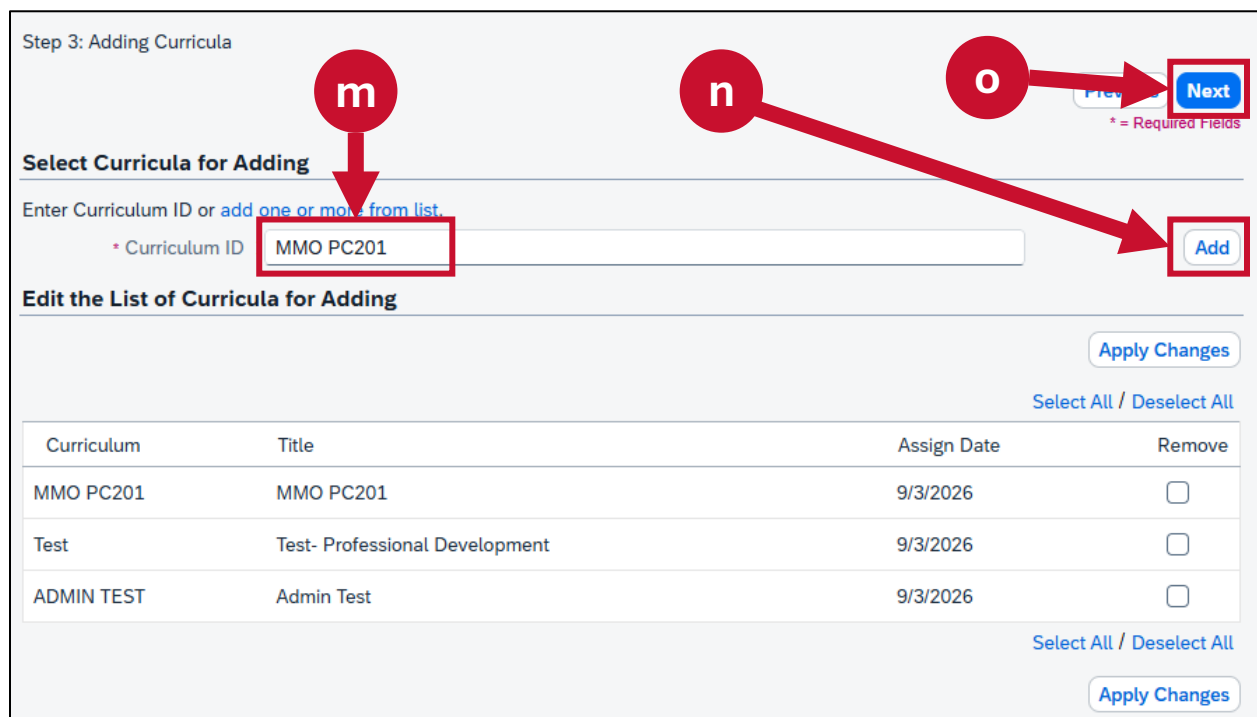
Apply Changes

Select All / Deselect All

Curriculum	Title	Assign Date	Remove
MMO PC201	MMO PC201	9/3/2026	☐
Test	Test- Professional Development	9/3/2026	☐
ADMIN TEST	Admin Test	9/3/2026	☐

Select All / Deselect All

Apply Changes



MySCLearning: Manage User Learning

Assign a Curriculum

- p. (Optional) In the **Edit Assign Dates** section, adjust the Assign Date and Priority fields.
- q. Click **Next**.

Step 4: Edit Assign Dates

Curriculum ID	Title	Assign Date (MM/DD/YYYY)	Priority
MMO PC201	MMO PC201	9/3/2026	 
Test	Test- Professional Development	9/3/2026	 
ADMIN TEST	Admin Test	9/3/2026	 

Annotations: A red circle 'p' points to the Assign Date field for MMO PC201. A red circle 'q' points to the Next button.

- r. Complete one final verification of users being assigned the curriculum.
- s. Click **Run Job Now**.

Step 5: Complete Managing Assignments

User ID	Name
1000000000	JOHN DOE
1000000000	JANE DOE
1000000000	JOHN DOE

Curriculum	Title	Assign Date	Priority
MMO PC201	MMO PC201	9/3/2026	
Test	Test- Professional Development	9/3/2026	
ADMIN TEST	Admin Test	9/3/2026	

Annotation: A red circle 's' points to the Run Job Now button.

- t. If the system detects that there are too many users, it will automatically open the **Schedule Background Job** page. Complete each field and click **Finish**.

Schedule Background Job

The action you are trying to perform is affecting too many entities and could take a long time to complete. This action must be scheduled to run in the background. Please complete the following information if you want this action to run at a specific date and time. If you choose to be notified by email upon completion, please select "Notify via email upon completion" checkbox and specify an email address.

☐ Run this job immediately, if allowable.

☒ Schedule this job to be executed on: [View Available Time Frames](#)

Date: 

Time:

Time Zone:

Job Description:

☒ Notify via email upon completion

Contact Email Address:

Annotation: A red circle 't' points to the Finish button.