

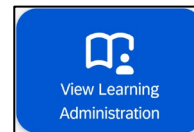
## Before you start:

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

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

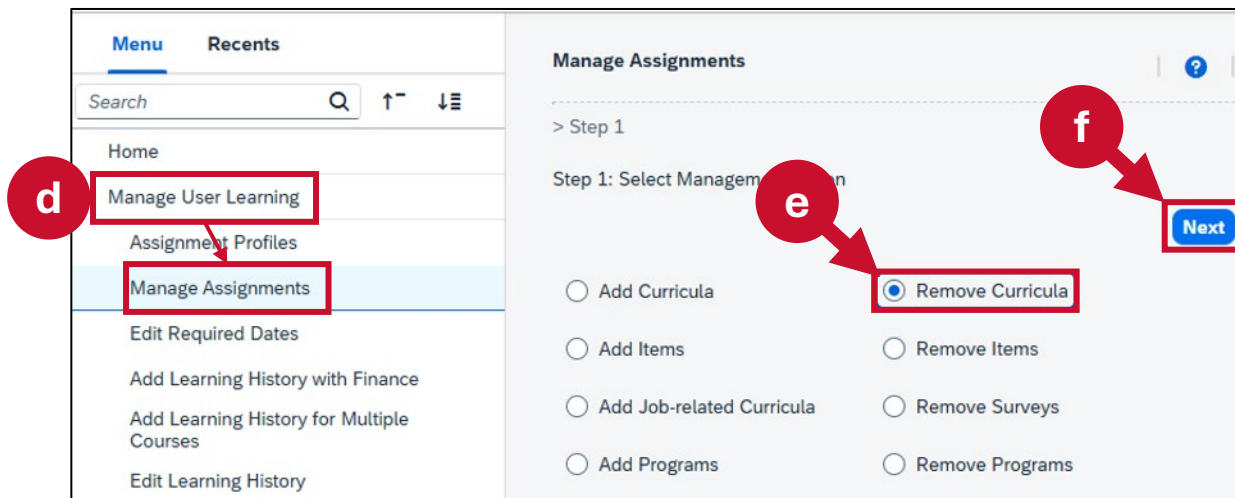
## 1. Access MySCLearning

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

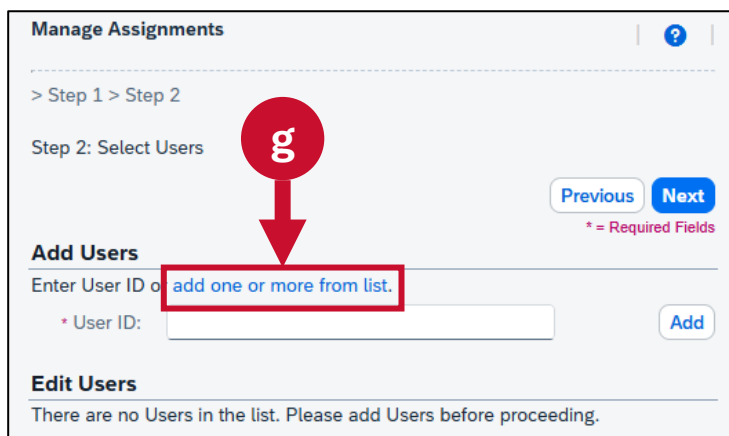


## 2. Unassign a Curriculum

- d. On the **Learning Administration** page, go to **Manage User Learning > Manage Assignments**.
- e. Select **Remove Curricula**.
- f. Click **Next**.



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



# MySCLearning: Manage User Learning

## Unassign a Curriculum

- h. In the **Search Users** section, enter your search criteria and click **Search**. If you leave the fields blank, the system will return a list of every active user in your agency.
- (Optional) Click **Add/Remove Criteria** and use filters to refine the search results.

The screenshot shows the 'Users' search interface. At the top, there's a 'Search' section with a text input field. Below it, the 'Search Users' section contains instructions: '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.' There are two input fields: 'Keyword:' and 'Assignment Profiles:' (with a dropdown menu showing 'Contains'). At the bottom, there's an 'Add/Remove Criteria' link with a right arrow, a red circle with the letter 'h' pointing to the 'Search' button, and a 'Reset' button.

- i. In the search results list, select all users who will need to have the curriculum removed from their assignments.
- j. Click **Add**.

The screenshot shows the search results page. At the top, there's a 'Search' section with a 'Results' tab. Below it, the 'Select Users For Managing Assignments' section contains a checkbox labeled 'Select all the Users of the search results' and an 'Add' button. Below this is a table with columns 'User ID', 'User Name', and 'Add'. The table shows 5 records. A red arrow points from the 'Select all the Users of the search results' checkbox to the 'Add' button. Another red arrow points from the 'Add' button to the 'Add' button. A red circle with the letter 'i' points to the 'Add' button. A red circle with the letter 'j' points to the 'Add' button.

# MySCLearning: Manage User Learning

## Unassign 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                   |
|---------|------|--------------------------|
|         |      | <input type="checkbox"/> |
|         |      | <input type="checkbox"/> |
|         |      | <input type="checkbox"/> |

Select All / Deselect All

**Apply Changes**

- m. In the **Curriculum ID** field, enter the target ID, e.g., *MMO PC101*.
- n. Click **Add**.
- o. Complete one final verification of users being unassigned the curriculum.
- p. When you are finished, click **Run Job Now**.

Step 3: Removing Curricula

**m** **n** **p** **Run Job Now** **Schedule Job**

**Select Curricula for Removal**

Enter Curriculum ID or add one or more from list.

\* Curriculum ID  **Add**

**Edit the List of Curricula for Removal**

**Apply Changes**

Select All / Deselect All

| Curriculum | Title                          | Assign Date | Remove                   |
|------------|--------------------------------|-------------|--------------------------|
| Test       | Test- Professional Development | 9/4/2026    | <input type="checkbox"/> |
| ADMIN TEST | Admin Test                     | 9/4/2026    | <input type="checkbox"/> |
| MMO PC101  | MMO PC101                      | 9/4/2026    | <input type="checkbox"/> |

Select All / Deselect All

**Apply Changes**

- q. A confirmation message will appear.

Confirmation

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**Finished**

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**Status:**

- Successfully removed the curricula from the specified Users.

- r. 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: 

(MM/DD/YYYY)

Time:

(hh:mm AM/PM)

Time Zone:

Job Description:

☒ Notify via email upon completion

Contact Email Address:



**Finish**