Instructor Standard Role in myTraining

The Instructor Standard role should be provisioned to those myTraining users who teach instructor-led classes and who must also manage their class rosters. This guide will describe the following Instructor Standard features and tasks in myTraining:

A. [Access the Instructor Schedule]
B. [Send an Email to Registered Users]

Part A: Access the Instructor Schedule

Instructors can view current or upcoming activities and training requests from the Instructor Schedule page.

1. To view your schedule, navigate to Self > Learning > Instructor Schedule.

2. Select one of the following options from the View dropdown list:

- **Current activities** show the activities you are scheduled to teach within a 5-day timeframe.
- **Pending requests** lists the activities you have been requested to teach, which are still pending approval.
- **Calendar** displays your upcoming schedule in an interactive calendar view.
- **Upcoming activities** shows your future schedule.

NOTE: Contact the Training and Organizational Department for roster details on previous activities at training@ufl.edu.
Part B: Send an Email to Registered Users

1. To view roster information for a learning activity, click the View Activity Roster icon.
   
   ![View Activity Roster Icon]

2. Select the checkbox next to each person you would like to send a message to and click Send Email.
   
   ![Select Users and Send Email]

3. An Outlook Email popup window will open with the email addresses of the Users selected listed in the Untitled Email “To:” field. Enter a Subject and your message text and click Send.
   
   ![Email Popup Window]

For additional help, please contact UF Training & Organizational Development at (352) 392-4626 or email training@ufl.edu.