

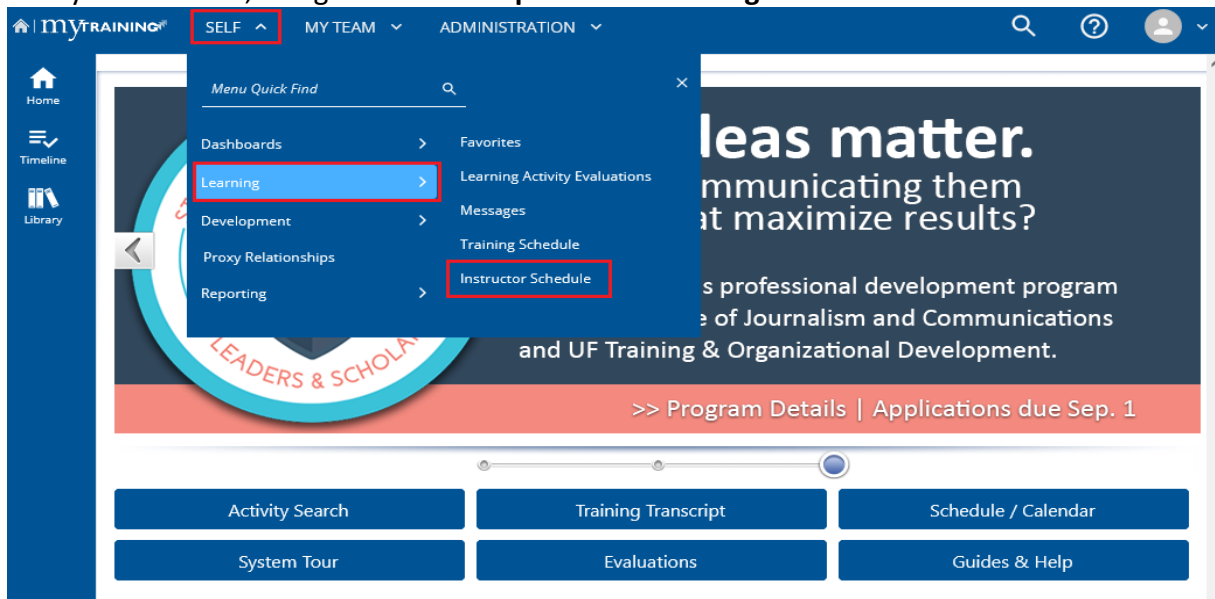
The **Instructor Standard** role should be provisioned to those myTraining users who teach instructor-led classes and who must also manage their class rosters. This guide will describe the following **Instructor Standard** features and tasks in myTraining:

- A. [Access the Instructor Schedule](#)
- B. [Send an Email to Registered Users](#)

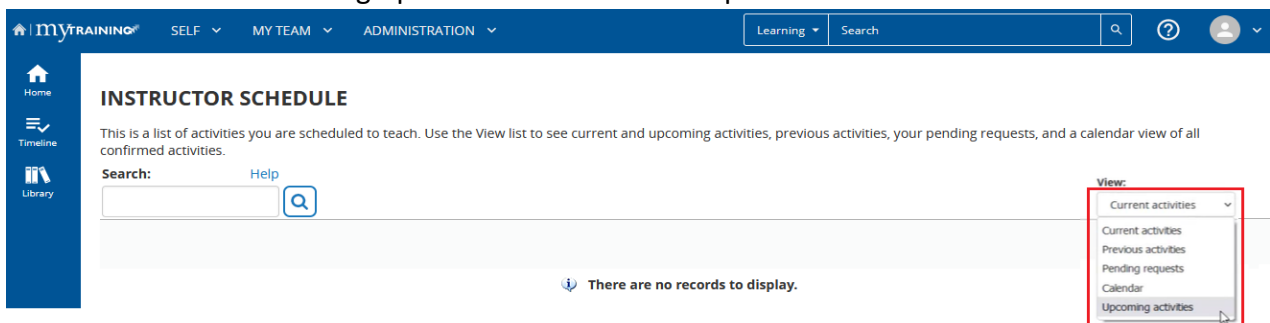
## Part A: Access the Instructor Schedule

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

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



2. Select one of the following options from the **View** drop down 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.

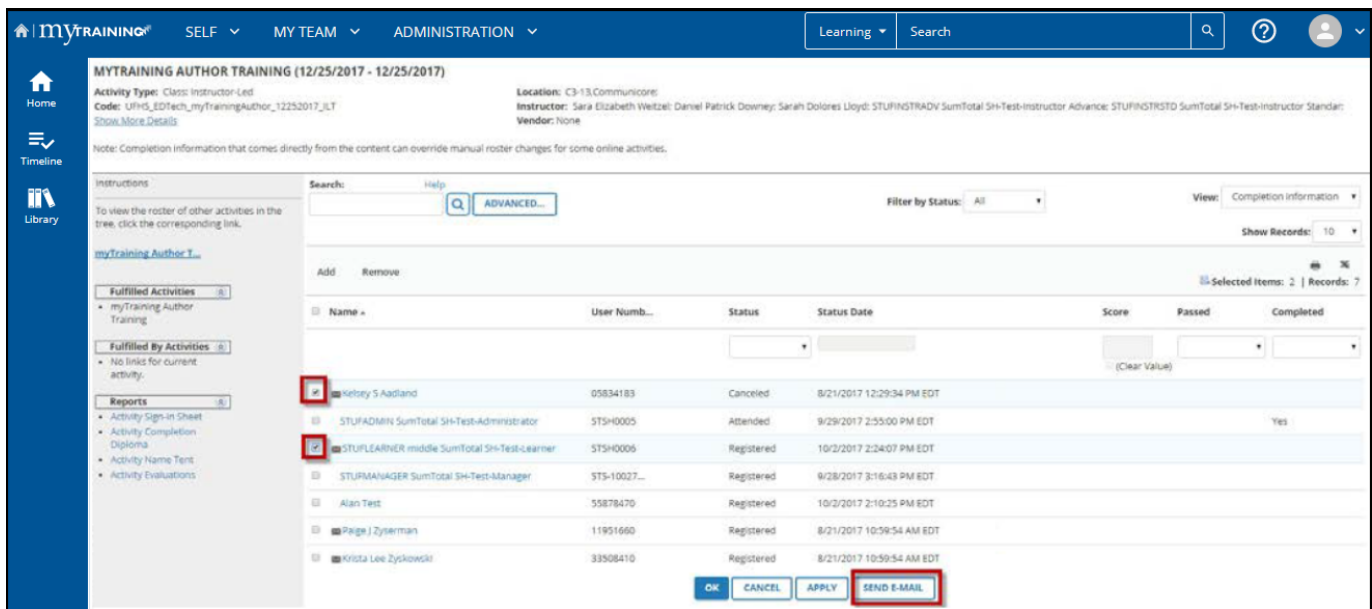
**NOTE:** Contact the Training and Organizational Department for roster details on **previous activities** at [training@ufl.edu](mailto:training@ufl.edu).

## Part B: Send an Email to Registered Users

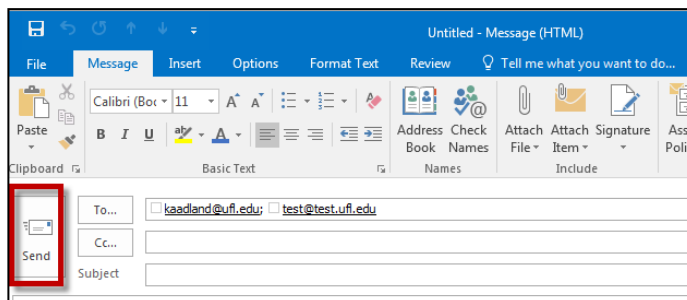
1. To view roster information for a learning activity, click the **View Activity Roster** icon.



2. Select the checkbox next to each person you would like to send a message to and click **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**.



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