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 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.
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](image)

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

   ![Send Email](image)

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**.

   ![Untitled Email](image)

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