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.

2. On the Activity Roster screen, change the “Show Records” dropdown menu to 250 (or any other number higher than that of the enrollment – this is to ensure all records are viewable).

3. Click on **Filters**.

4. In the Status field drop-down menu, select desired option. In this example we’ll use **Registered**.

5. Click **Apply**.
6. Select the checkbox next to Name. This will select everyone on the roster.

**NOTE:** Review the list to ensure only the users you need are on the list. Uncheck the box next to a user’s name if they do not need to receive the email.

![Screenshot of user selection]

Notice the first two people have been deselected.

7. Select **Send E-mail**. Outlook will open.

![Screenshot of email selection]

8. Type your message and send.

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