

## Instructor Standard Role in myTraining

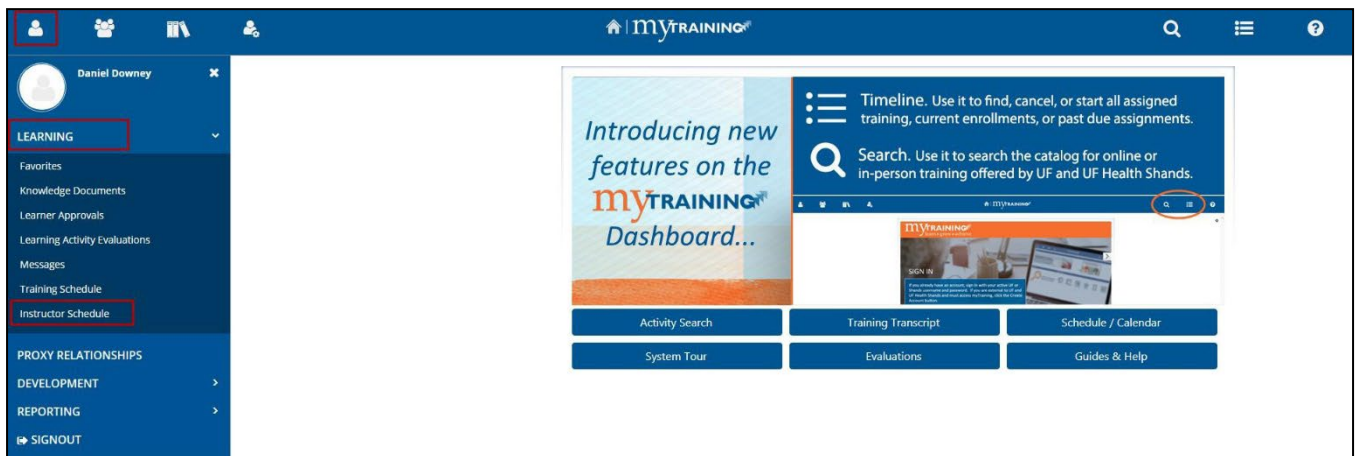
The **Instructor Standard** role should be provisioned to those myTraining users who teach instructor-led classes and who must also manage their class rosters. This guide will describe the following **Instructor Standard** features and tasks in myTraining:

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

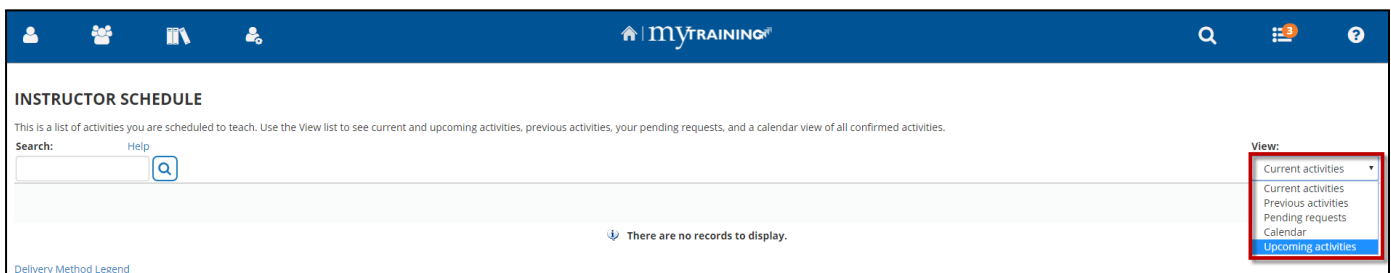
### Part A: Access the Instructor Schedule

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](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.



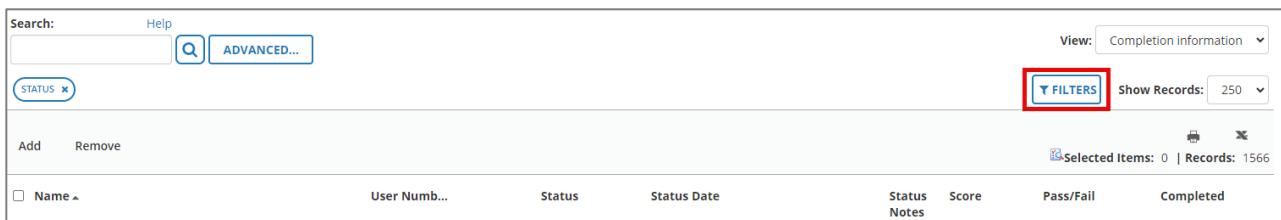
	Class: Instructor-Led: UF_SCS060_ILT Relationship Strategies	Ronda Clemons Mitchell	6/15/2016	6/15/2016	No conflicts found.
	Class: Instructor-Led: UF_SCS060_ILT Relationship Strategies of Relationship Strategies	Ronda Clemons Mitchell	6/15/2016	6/15/2016	No conflicts found.

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).



Search:

3. Click on **Filters**.

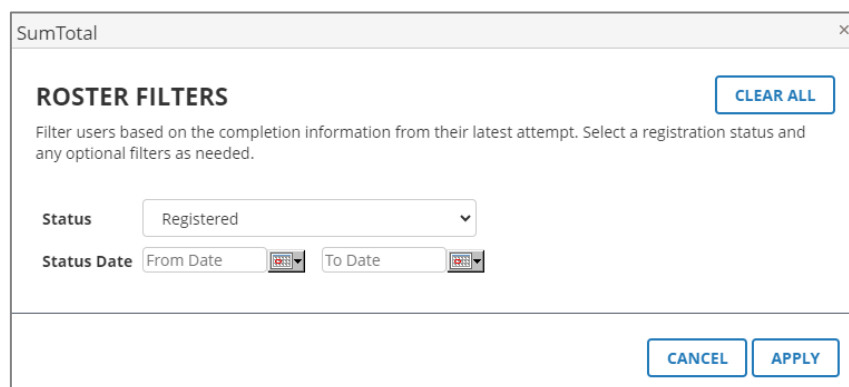


Search:

Selected Items: 0 | Records: 1566

Name	User Num...	Status	Status Date	Status Notes	Score	Pass/Fail	Completed
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4. In the Status field drop-down menu, select desired option. In this example we'll use **Registered**.
5. Click **Apply**.



SumTotal

**ROSTER FILTERS**

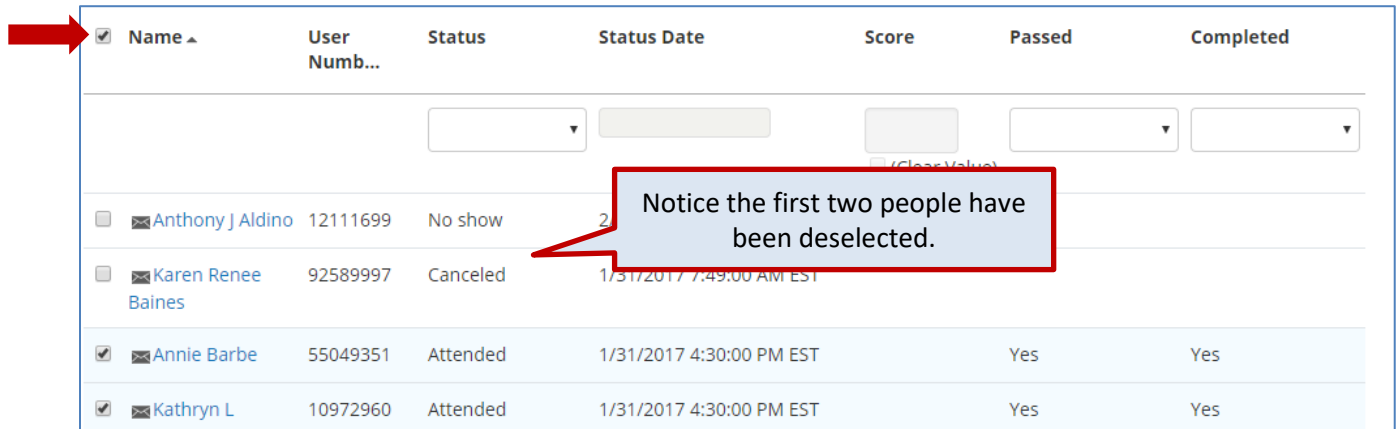
Filter users based on the completion information from their latest attempt. Select a registration status and any optional filters as needed.

Status:

Status Date: From Date  To Date

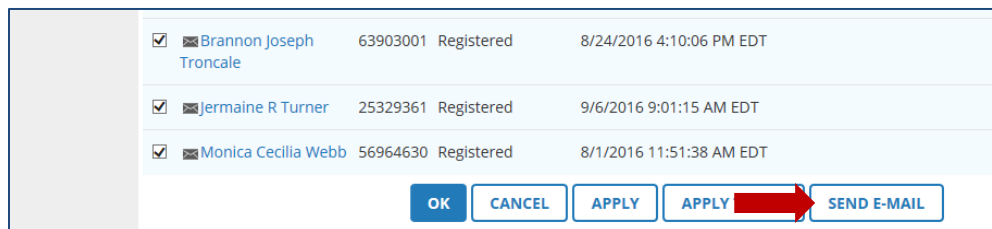
- Select the checkbox next to Name. This will select everyone on the roster.

**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.



<input checked="" type="checkbox"/>	Name ▲	User Numb...	Status	Status Date	Score	Passed	Completed
<input type="checkbox"/>	Anthony J Aldino	12111699	No show	2			
<input type="checkbox"/>	Karen Renee Baines	92589997	Canceled	1/31/2017 7:49:00 AM EST			
<input checked="" type="checkbox"/>	Annie Barbe	55049351	Attended	1/31/2017 4:30:00 PM EST		Yes	Yes
<input checked="" type="checkbox"/>	Kathryn L	10972960	Attended	1/31/2017 4:30:00 PM EST		Yes	Yes

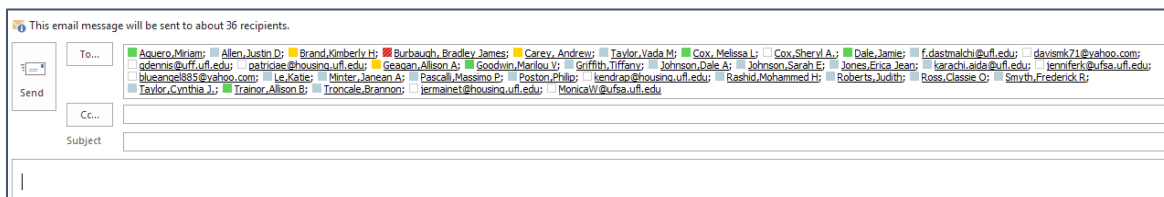
- Select **Send E-mail**. Outlook will open.



<input checked="" type="checkbox"/>	Brannon Joseph Troncale	63903001	Registered	8/24/2016 4:10:06 PM EDT
<input checked="" type="checkbox"/>	Jermaine R Turner	25329361	Registered	9/6/2016 9:01:15 AM EDT
<input checked="" type="checkbox"/>	Monica Cecilia Webb	56964630	Registered	8/1/2016 11:51:38 AM EDT

OK CANCEL APPLY APPLY SEND E-MAIL

- Type your message and send.



This email message will be sent to about 36 recipients.

To... Aquero, Miriam; Allen, Justin D; Brand, Kimberly L; Burbaugh, Bradley James; Carey, Andrew; Taylor, Vada M; Cox, Melissa L; Cox, Sheryl A.; Dale, James; f.dastmalchi@ufl.edu; davisnik71@yahoo.com; edennis@ufl.edu; gabrielle@housing.ufl.edu; Geason, Allison A; Goodwin, Marlowe U; Griffith, Tiffany; Johnson, Dale A; Johnson, Sarah E; Jones, Erica Jean; karachi@ufl.edu; jermine@ufl.edu; blueangel83@yahoo.com; Le, Katherine; Minter, Janean A; Pascali, Massimo P; Poston, Philip; Kendrick@housing.ufl.edu; Rashid, Mohammed H; Roberts, Judith; Ross, Jessie O; Smith, Frederick R; Taylor, Cynthia J.; Trainor, Allison B; Troncale, Brannon; jermine@housing.ufl.edu; MonicaW@ufl.edu

Cc...  
Subject

Send

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