

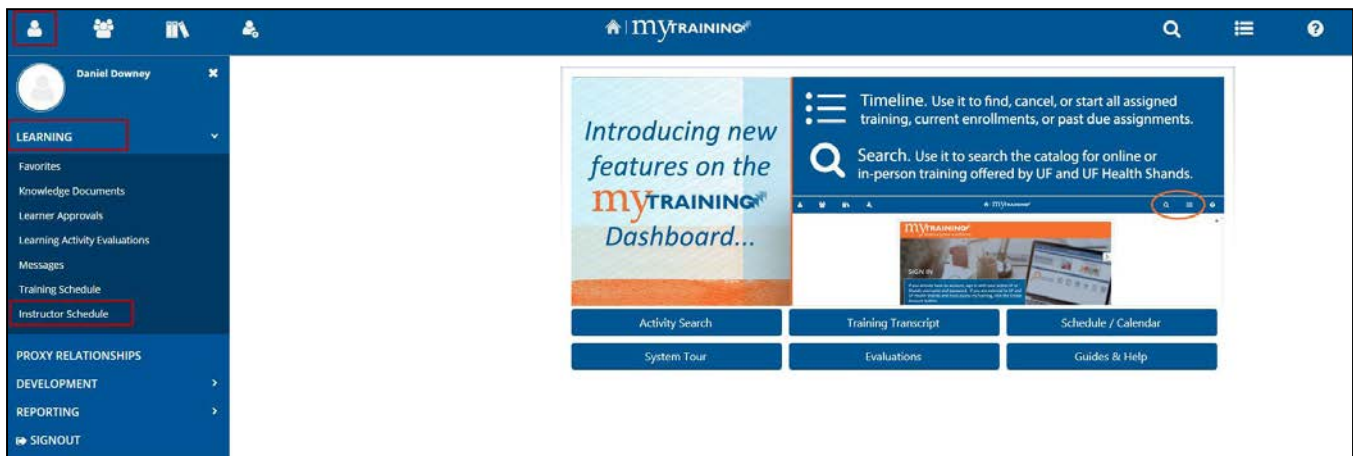
The **Instructor Standard** role should be provisioned to those myTraining users who teach instructor-led classes and who must also manage their class rosters. This guide will describe the following **Instructor Standard** features and tasks in myTraining:

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

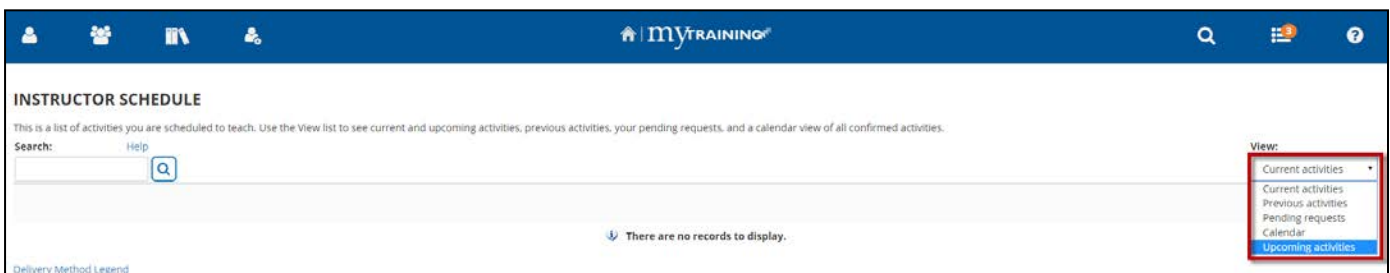
Part A: Access the Instructor Schedule

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.

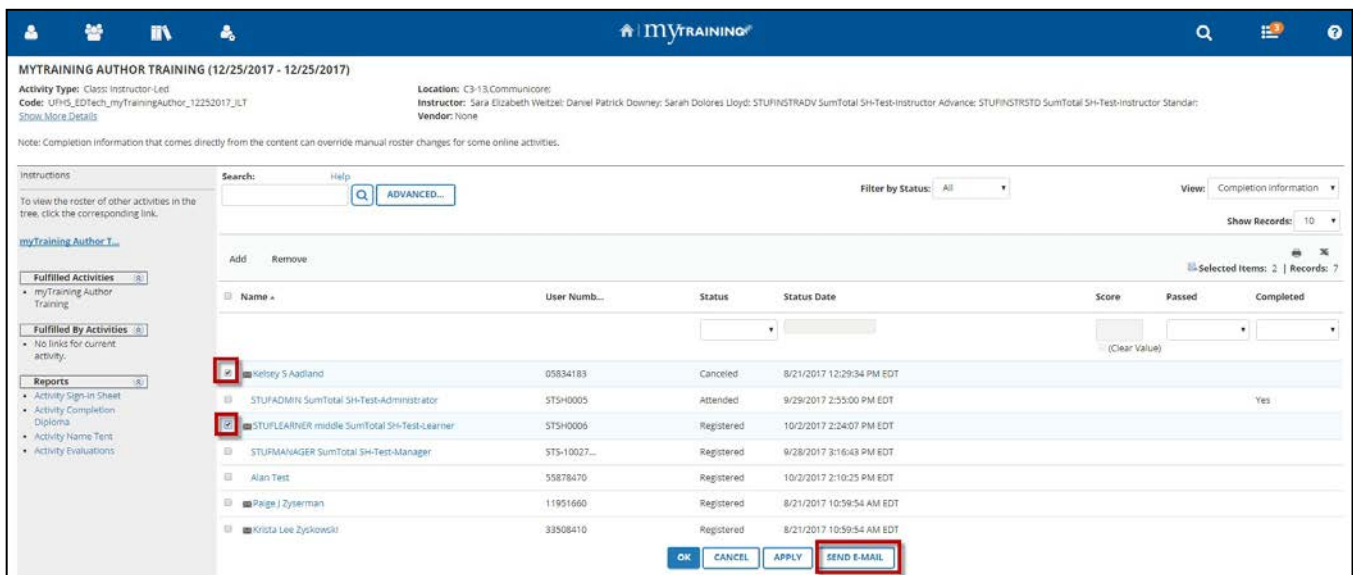
Part B: Send an Email to Registered Users

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



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



MYTRAINING AUTHOR TRAINING (12/25/2017 - 12/25/2017)

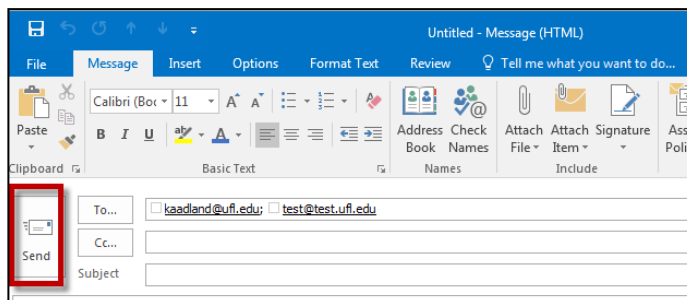
Activity Type: Class Instructor-Led
Code: UFIH_EDTech_myTrainingAuthor_12252017_ILT
Location: C3-13:Communcore
Instructor: Sara Elizabeth Wietzel; Daniel Patrick Downey; Sarah Dolores Lloyd; STUPINSTRADY SumTotal SH-Test-Instructor Advance; STUPINSTRSTD SumTotal SH-Test-Instructor Standar;
Vendor: None

Instructions: To view the roster of other activities in the tree, click the corresponding link.

Search: Filter by Status: All View: Completion information Show Records: 10 Selected Items: 2 | Records: 7

Name	User Num...	Status	Status Date	Score	Passed	Completed
<input checked="" type="checkbox"/> Kelsey S Adland	05834183	Cancelled	8/21/2017 1:29:34 PM EDT			
<input type="checkbox"/> STUFADMIN SumTotal SH-Test-Administrator	STSH0005	Attended	9/29/2017 2:55:00 PM EDT			Yes
<input checked="" type="checkbox"/> STUFLARNER middle SumTotal SH-Test-Learner	STSH0006	Registered	10/2/2017 2:24:07 PM EDT			
<input type="checkbox"/> STUFMANAGER SumTotal SH-Test-Manager	STS-10027...	Registered	9/28/2017 3:16:43 PM EDT			
<input type="checkbox"/> Alan Test	55878470	Registered	10/2/2017 2:10:25 PM EDT			
<input type="checkbox"/> Page J Zyserman	11951660	Registered	8/21/2017 10:59:54 AM EDT			
<input type="checkbox"/> Krieta Lee Zyskowski	33508410	Registered	8/21/2017 10:59:54 AM EDT			

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 - Message (HTML)

File Message Insert Options Format Text Review Tell me what you want to do...

Calibri (Boc) 11 A A

Paste B I U ab A

Clipboard Basic Text Names

To... kaadland@ufl.edu; test@test.ufl.edu

Cc...

Subject

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