Instructor Quick Reference

Guide

**Instructor Quick Reference Guide**

MyLearning, Capgemini’s global Learning Management System, provides you with information on the activities you are scheduled to teach

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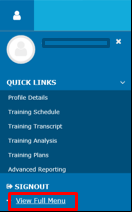
[**Help** 7](#_Toc512022386)

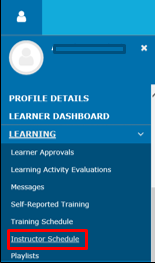
**Access MyLearning at:** <https://mylearning.capgemini.com>

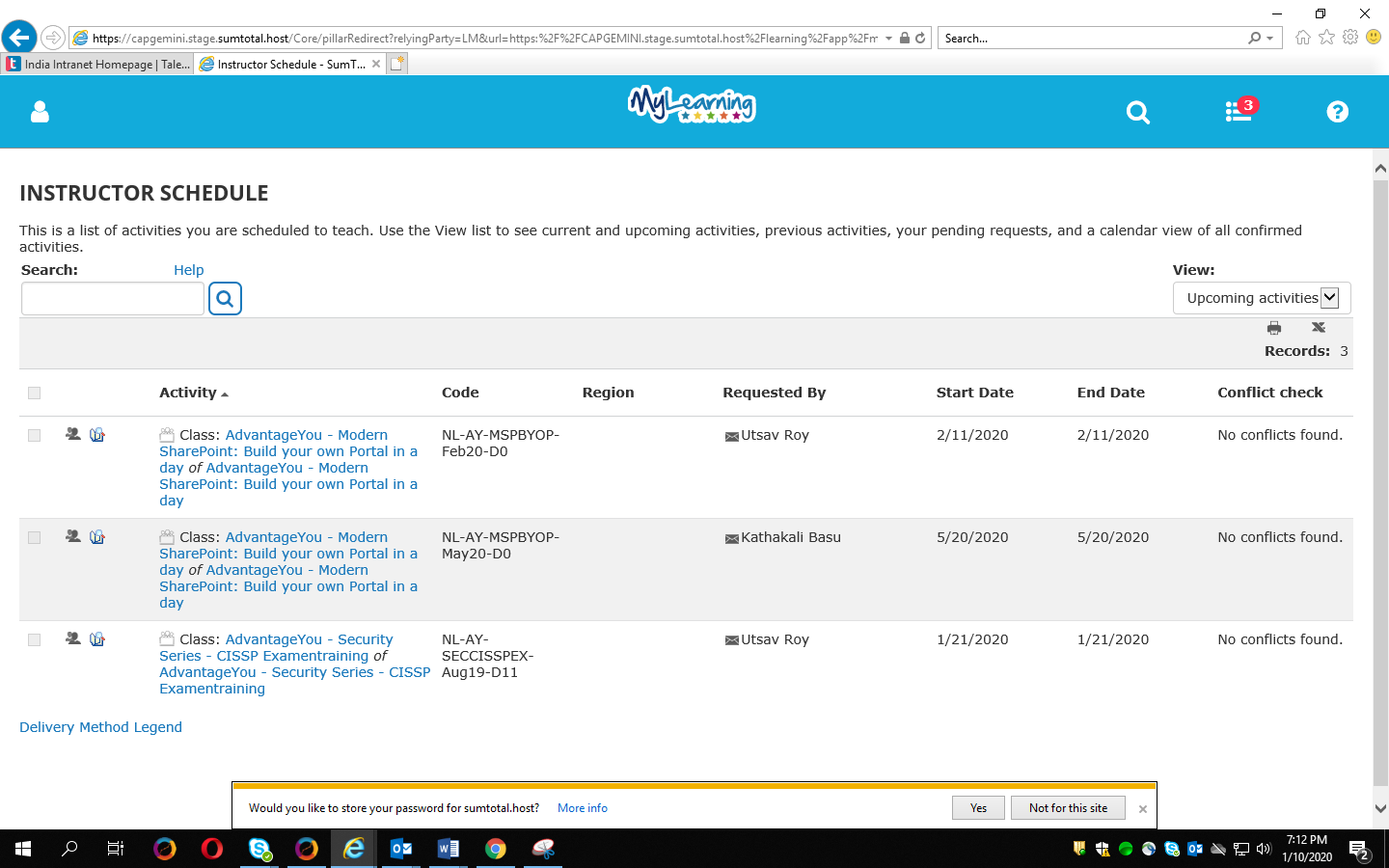
**Instructor Schedule**

If you are defined as an instructor in MyLearning, you can view sessions that you are scheduled to teach from the Instructor Schedule page

**Self-Icon –View Full Menu - Learning – Instructor Schedule**







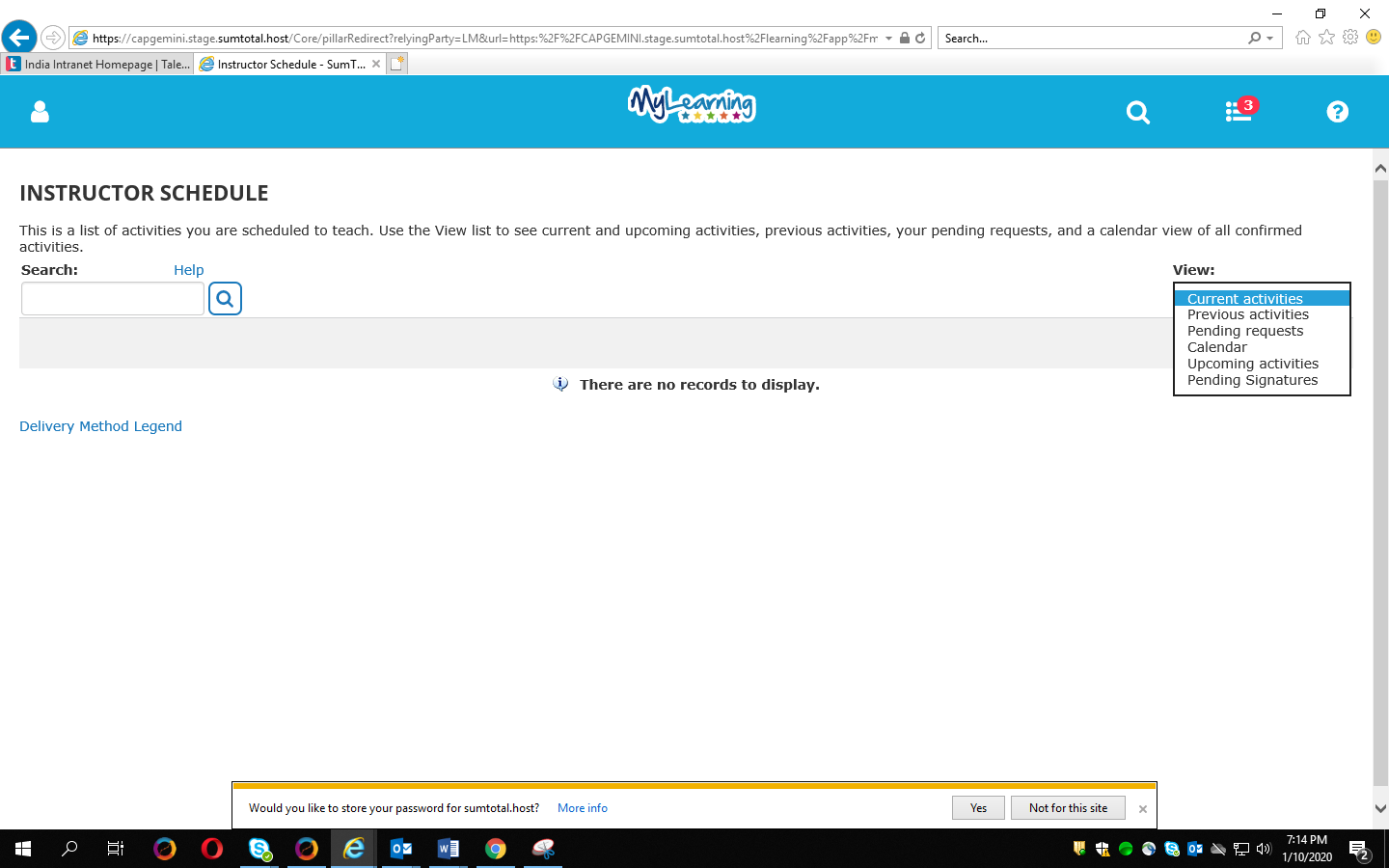
Instructors can view their schedule by:

**Current activities** - Shows the current activities you are scheduled to teach.

**Pending Request** – Displays pending activities

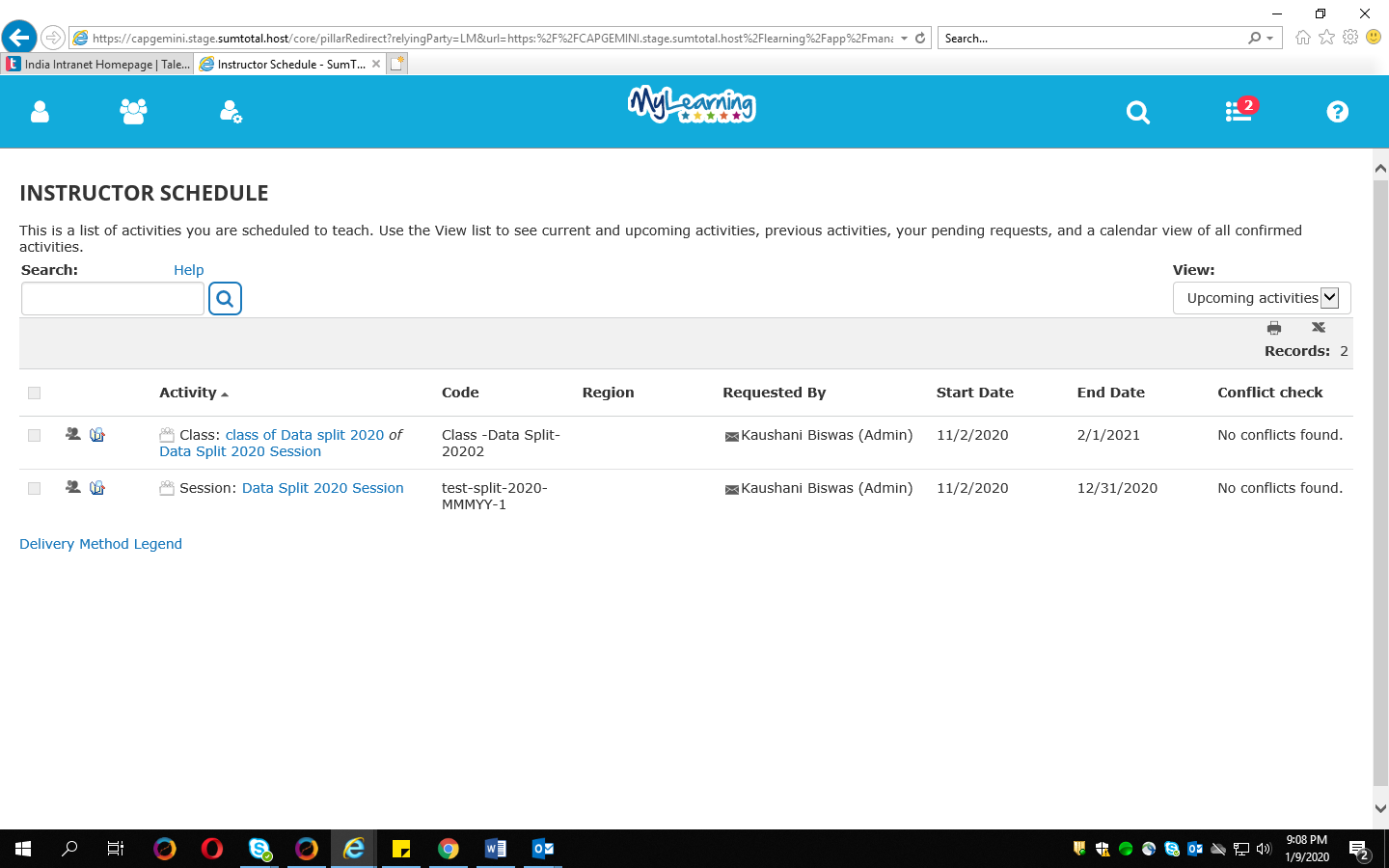
**Calendar** - displays the instructor schedule in an interactive calendar view.

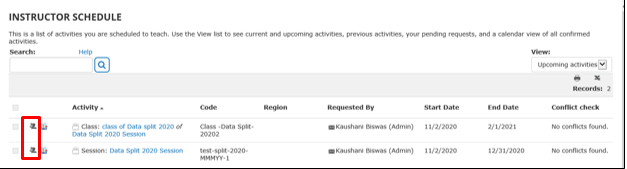
**Upcoming activities** - Shows future activities



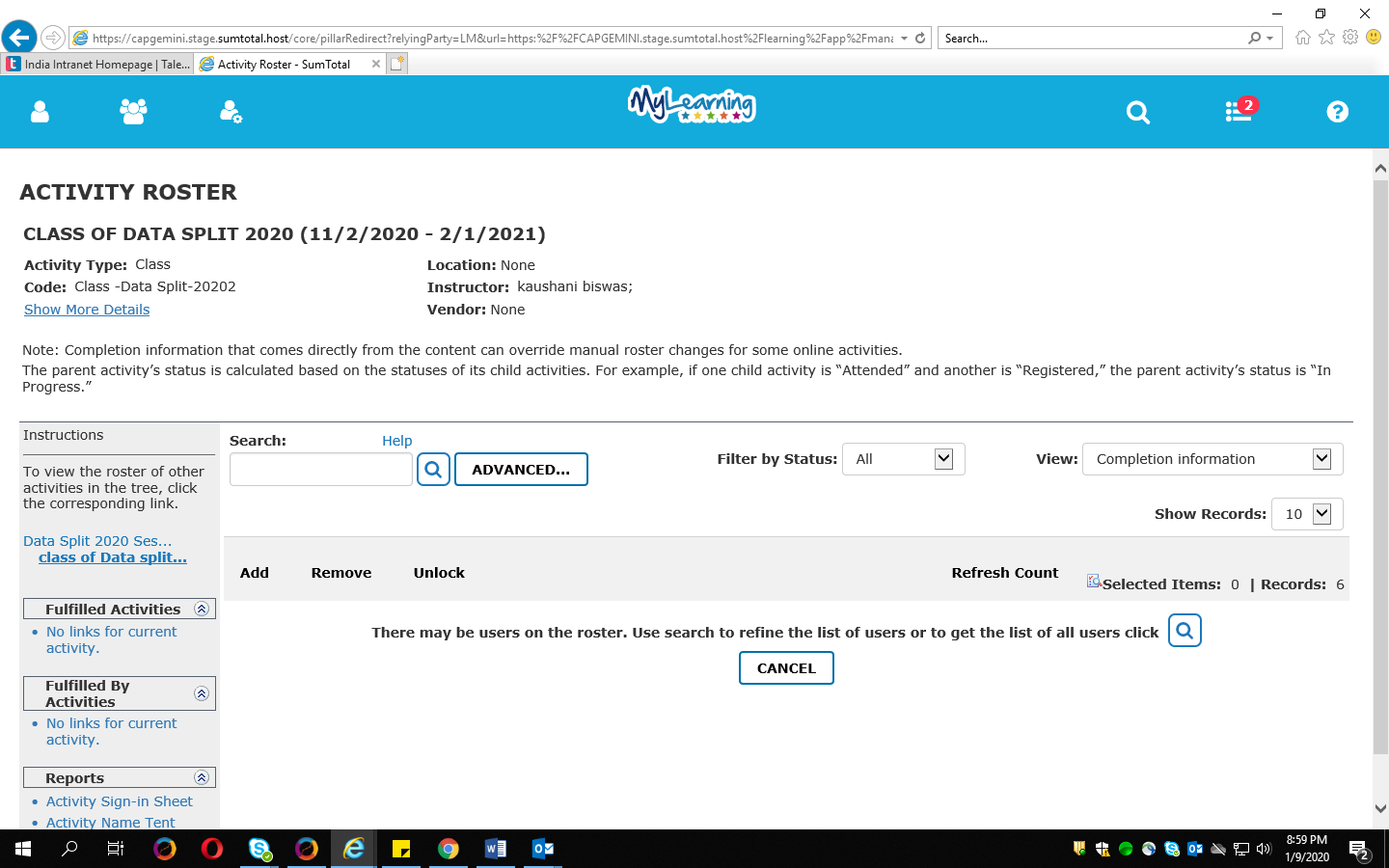
**Manage Activity Roster**:

To view Activity Roster:

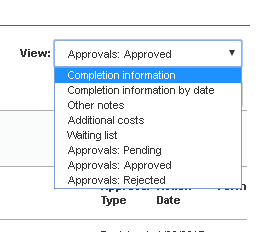
* In the Header menu, click on Self menu>View Full Menu
* Navigate to Learning > Instructor Schedule.
* Locate the learning activity and click on the icon on the left marked red. 



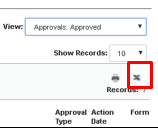
After clicking on the said icon you can view the Roster. Click on the **search** icon to get the list of participants



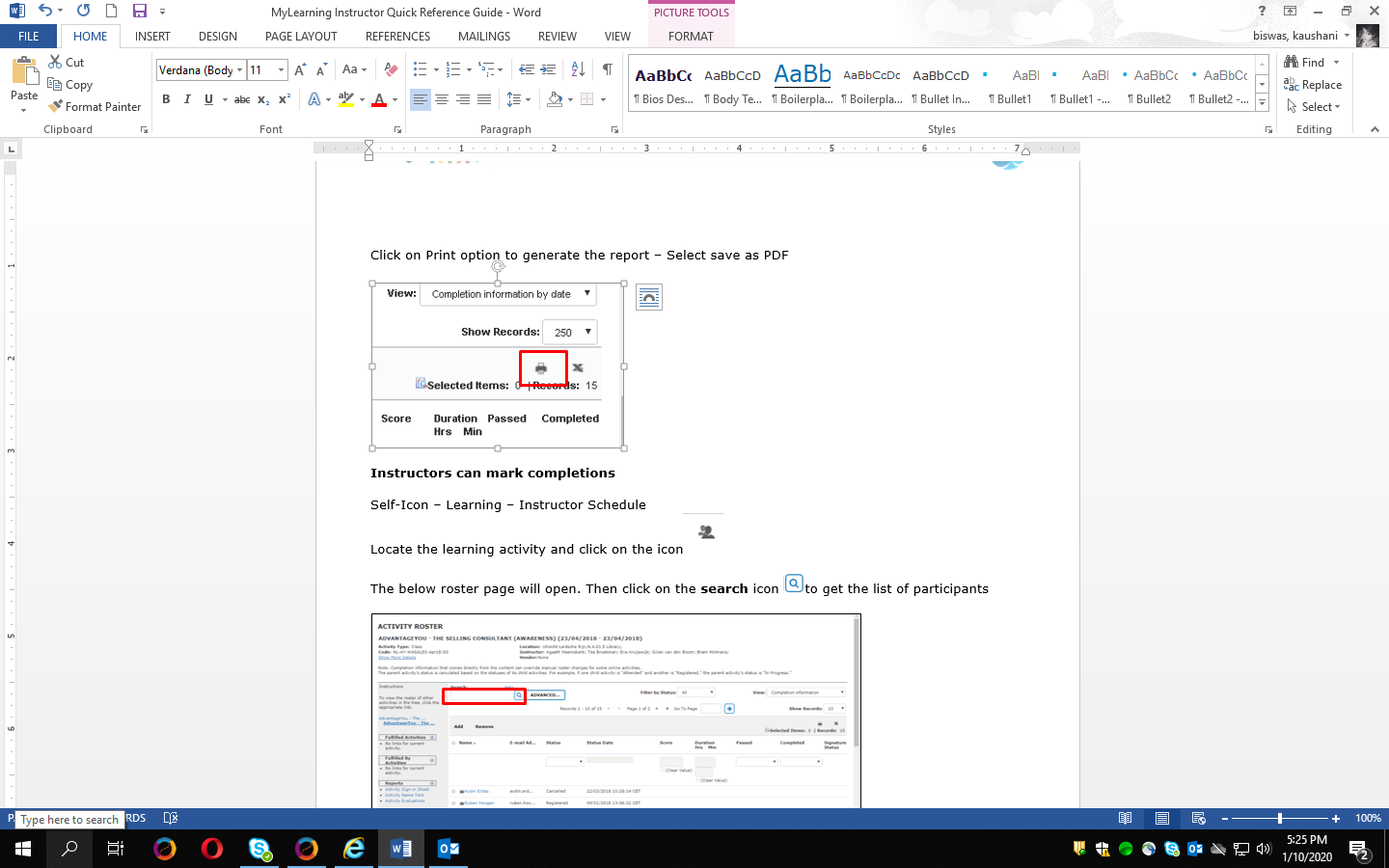
Within the Activity Roster, you can change the View to see a listing of participants in different stages of the registration process as shown below



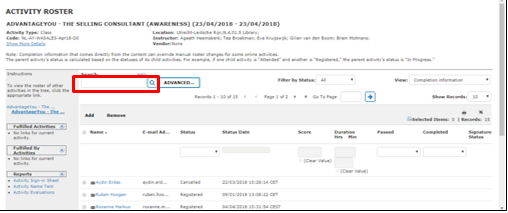
Click on Excel icon to export the session roster to Excel.



Click on Print option to generate the report – Select save as PDF



**Instructors can mark completions**



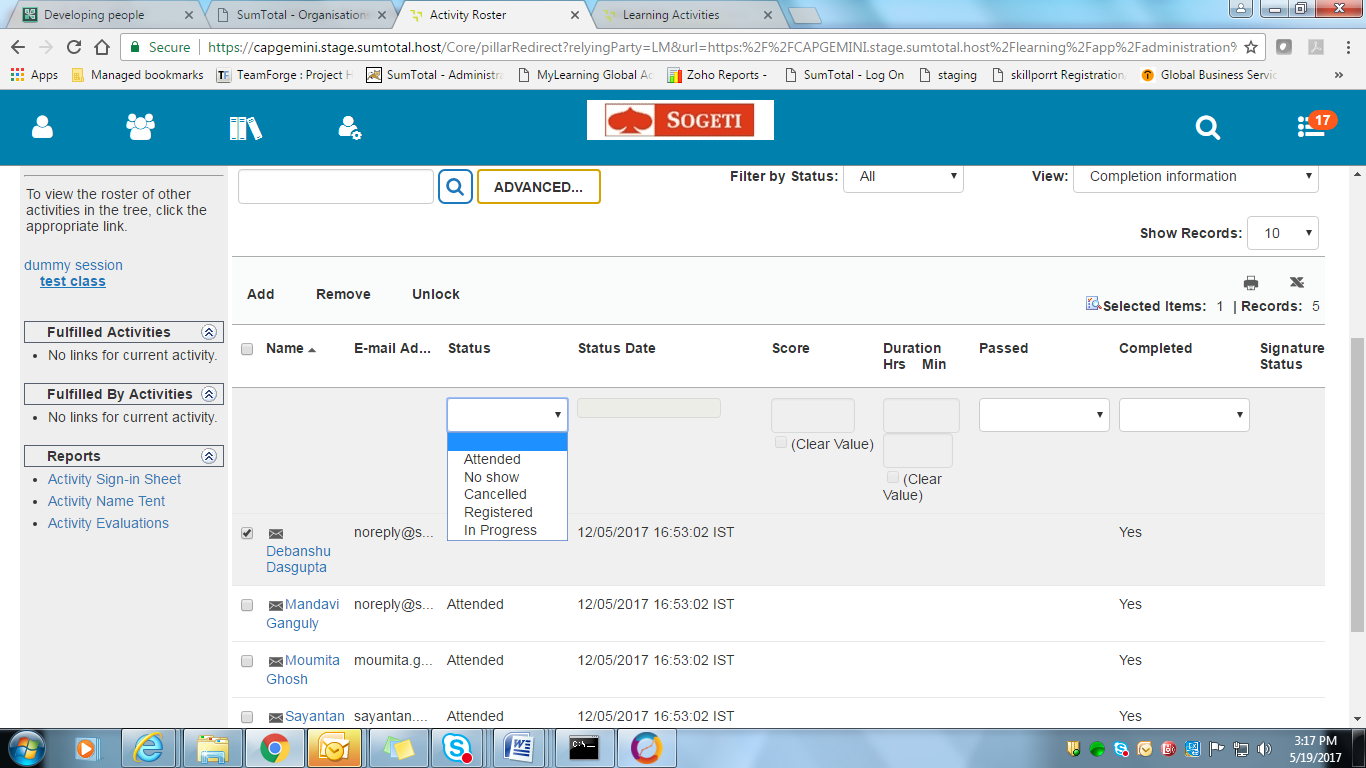
Choose a person listed on roster by selecting the check box to the left of the name.

Open the **Status** drop-down list and choose either Attended or Cancelled.

Do not change the status date.

For all Attended participants, select Yes or No in the Completed column.

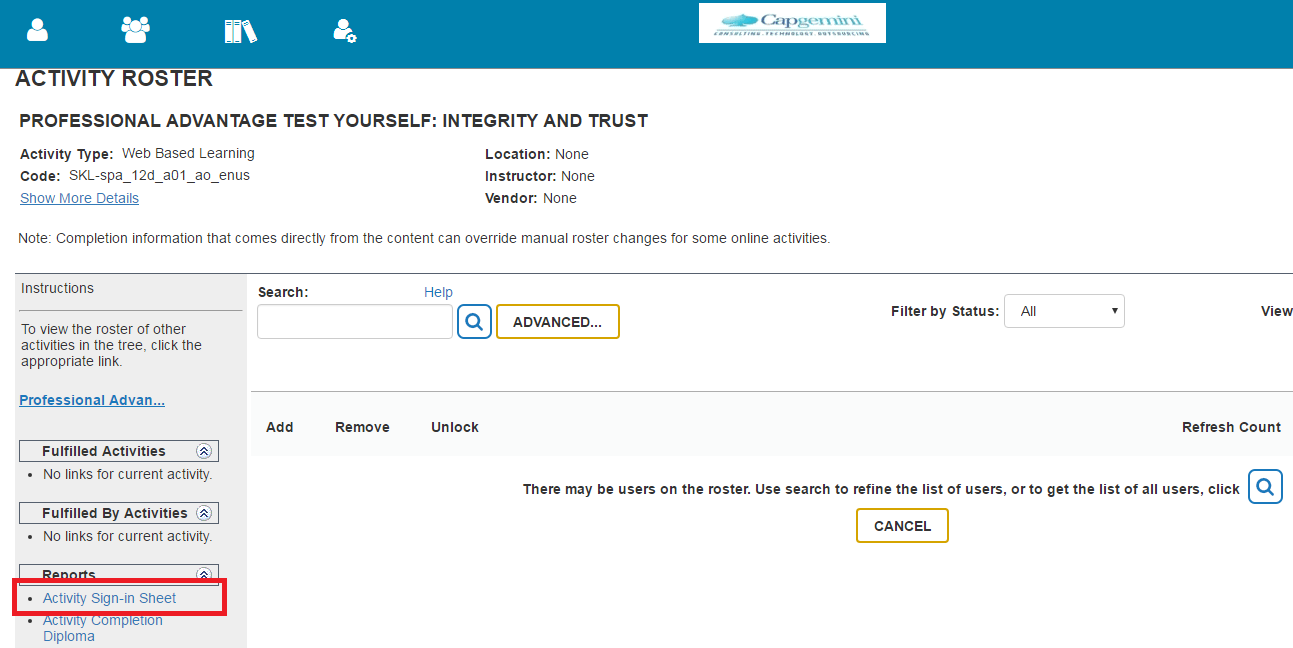
Click **Apply** button.



**Activity Sign-in Sheet**

This report is designed to support attendance tracking for instructor-led training. It generates a printable form of the activity roster, including all registered participants, and can be used for taking attendance in class.

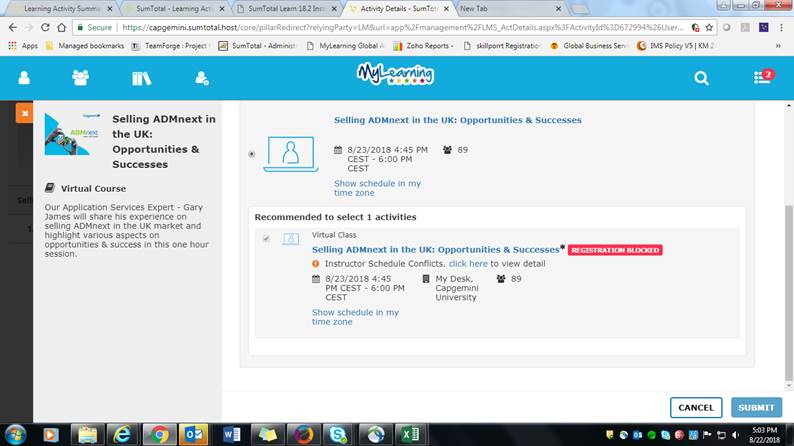
On the left hand side bar, under Reports, click on the **Activity Sign-in Sheet** link

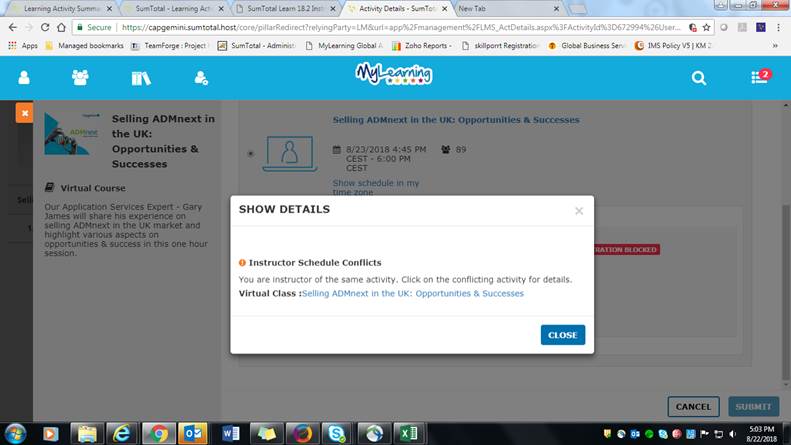


Click **Print**



Note: An instructor cannot register for an activity for which he/she is an instructor. If you try to register, your registration will blocked and the below error will be displayed.





**Help**

For help, please contact your local L&D team.

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