

## Instructor Zone Schedule - Signup - My Requests – My Schedule

In this guide you will learn about:

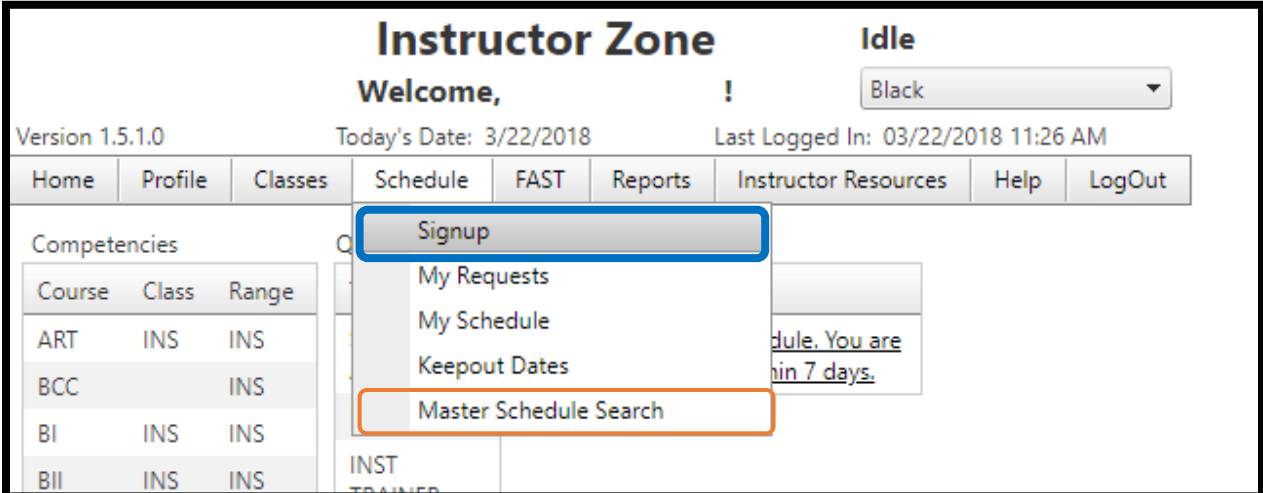
- ★ Signing Up for Classes
- ★ Viewing Your Request Status
- ★ Viewing Your Approved Classes

Here are a few things to know about scheduling for the season:

- ★ The entire schedule is released to Instructors at the beginning of the season.
- ★ You may request classes at any time.
- ★ The scheduler will approve requests based on the dates published in the Instructor Resources area > Schedules > Schedule Request Approval Dates.
- ★ If there is a class available at your home site, you will be assigned that class before you are assigned a class that requires travel.
- ★ Travel assignments will be approved no sooner than three weeks before the class run date.
- ★ To recertify you will need to teach the following:
  - One Basic I class in either the A or B position.
  - Any course where you are the A position, with the exception of range-only classes.
  - Any class, any position with the exception of RPS/SRT.

### Search for a Class to Teach

To search for a class to teach, hover over the Schedule tab and click Signup from the drop-down menu. **HINT:** You can also use the Master Schedule Search to view all courses, but you will not be able to request courses.



The screenshot displays the Instructor Zone interface. At the top, it says "Instructor Zone" and "Idle". Below that, it says "Welcome, !" and "Black" in a dropdown menu. The version is "Version 1.5.1.0", the date is "Today's Date: 3/22/2018", and the last logged in time is "Last Logged In: 03/22/2018 11:26 AM". There is a navigation bar with tabs: Home, Profile, Classes, Schedule, FAST, Reports, Instructor Resources, Help, and LogOut. The "Schedule" tab is active, and a dropdown menu is open, showing options: Signup, My Requests, My Schedule, Keepout Dates, and Master Schedule Search. The "Signup" and "Master Schedule Search" options are highlighted with blue and orange boxes, respectively. On the left, there is a table for "Competencies" with columns "Course", "Class", and "Range". The table contains rows for ART, BCC, BI, and BII, all with "INS" in the Class and Range columns.

Course	Class	Range
ART	INS	INS
BCC		INS
BI	INS	INS
BII	INS	INS

From the new screen that appears you can set the following criteria for your search:

**Instructor Zone**  
Welcome, !  
Version 1.5.1.0 Today's Date: 3/22/2018 Last Logged In: 03/22/2018 11:26 AM

Home Profile Classes Schedule FAST Reports Instructor Resources Help LogOut

Home > Sign Up Search Filter

### Sign Up Search Filter

From: 3/15/2018 To: 12/31/2018

Course: All Courses

Site: All Sites

Find Reset

**Dates** can be searched:

- ✖ For the entire season by leaving the dates the computer generates
- ✖ You can change the dates by typing into the From and To text boxes
- ✖ By clicking on the calendar icon to select a date.

**Sign Up Search Filter**

From: 3/15/2018 To: 12/31/2018

Course: All Courses

Site: All Sites

December 2018

	S	M	T	W	T	F	S
48	25	26	27	28	29	30	1
49	2	3	4	5	6	7	8
50	9	10	11	12	13	14	15
51	16	17	18	19	20	21	22
52	23	24	25	26	27	28	29
1	30	31	1	2	3	4	5

**Instructor Zone**  
Welcome, !  
Version 1.5.1.0 Today's Date: 3/22/2018 Last Logged In: 03/22/2018 11:26 AM

Home Profile Classes Schedule FAST Reports Instructor Resources Help LogOut

Home > Sign Up Search Filter

### Sign Up Search Filter

From: 3/15/2018

Course: All Courses

Site: All Sites

Find Reset

Courses and Sites can be left on All Courses and All Sites to see the entire season or you can pick a course and a site by using the drop-down menus.

Click the Find button to start your search.

**Course**

- All Courses
- All Courses
- Advanced Rider Training - Oregon (ART)
- Basic I Course (BI)
- Basic II Course (BII)
- Braking and Cornering Clinic (BCC)
- Experienced Course (EXP)
- IP-BSP/CSP (IPQV)
- IP-Experienced (EU)
- Introduction to Riding (INTRO)
- Outreach (OUT)
- Precision Riding Clinic (PRC)
- Professional Development Workshop (PDW)
- Riding Practice Session (RPS)
- Sidecar / Trike II Course (STII)
- Stable Patrol (SP)
- Update (UPD)
- eRider Basic I (ONB)
- eRider Basic II (ONBII)

**Site**

- All Sites
- All Sites
- Boise
- Gowen Field
- Hayden-Coeur d'Alene
- Idaho Falls
- Lewiston
- McCall
- Meridian
- Mountain Home AFB
- Mountain View High School
- Nampa
- Pocatello
- STAR Office Conference Room
- Twin Falls

## Requesting a Class from Your Search

Once you have set your search filters and clicked the Find button, you will be taken to a Sign Up Select Class screen that will list all the classes that have met your search criteria.

NOTE: If classes that you have specified have already been assigned to another Instructor or there are no classes that meet your search criteria, they will not show. If this happens you will need to expand your search criteria.

**Instructor Zone** Idle  
 Welcome, [Name] Black  
 Version 1.5.1.0 [Date] Last Logged In: 03/22/2018 11:26 AM  
 Home Profile Class Sign Up Select Class Reports Instructor Resources Help LogOut

Home > Sign Up Select Class  
 Sign Up Select Class

**Sign Up Select**

Start Date	Site	Course	Session	Class Role	Seg-Day-Wk	Seg-Day-Wk	Review	Request
3/25/2018 Sun	Lewiston	EU 1 day(s)	AM WE	F180325-ALEW1 A - A Instructor	C1-Sun-1			
3/31/2018 Sat	Nampa	RPS 1 day(s)	AM WE	A180331-ANAM1 A - A Instructor		R1-Sat-1		
3/31/2018 Sat	Nampa	SRT 1 day(s)	AM WE	R180331-ANAM1 A - A Instructor		R1-Sat-1		
4/4/2018 Wed	STAR Office Conference Room	OUT 1 day(s)	AM WD	O180404-ACON1 A - A Instructor	C1-Wed-1			
4/7/2018 Sat	Nampa	ONB 2 day(s)	AM WE	O180407-08ANAM B - B Instructor		R1-Sat-1 R2-Sun-1		

Callouts:  
 - Green box: Type of Course you would be teaching and # of days in the assignment.  
 - Blue box: The day(s) you would be teaching on the range, classroom or both.  
 - Red box: Click to Request the class.

**Sign Up Select Class**

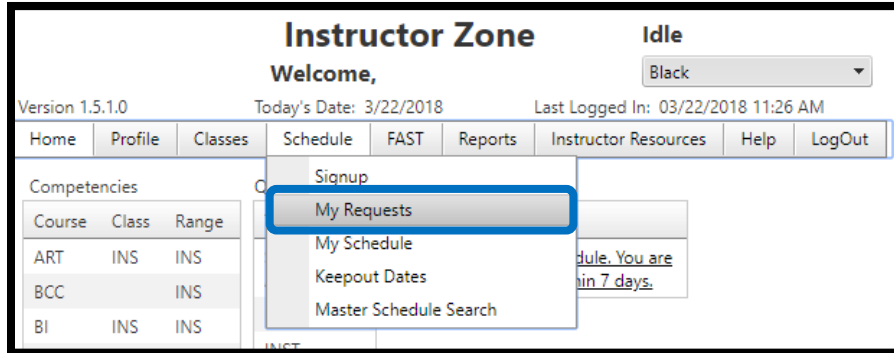
Start Date	Site	Course	Session	Class Role	Seg-Day-Wk	Seg-Day-Wk	Review	Request
6/8/2018	BI	BI	AM	B180608-10ALEW1	C1-Fri-1	R1-Sat-1		
6/8/2018	Gowen Field	STII	AM					
6/9/2018	Boise	BII	AM					
6/9/2018	Boise	BII	AM					

Callout: After you have clicked on the black arrow to request a class, a Request Confirmation will appear. Click OK to request the course or Cancel to reject your request.

**Request Confirmation**  
 Are you sure you want to request the class S180608-09AGOW1 starting on 6/8/2018?  
 OK Cancel

## Viewing Your Requests

To view the requests and progress of those requests you have made, hover on the Schedule tab and click My Requests from the drop-down menu.



To Cancel/Remove your request, click on the **X**.

Home > Sign Up My Requests > Sign Up Cancel Request

**Sign Up Cancel Request**

Request Number: 10578  
 Request Date: 3/22/2018  
 Class: S180608-09AGOW1  
 Day 1: 6/8/2018  
 Site: (GOW) Gowen Field  
 Range: (GOW) Gowen Field - Boise

Confirm Cancellation    Go Back

Click the Confirm Cancellation button to remove the request.

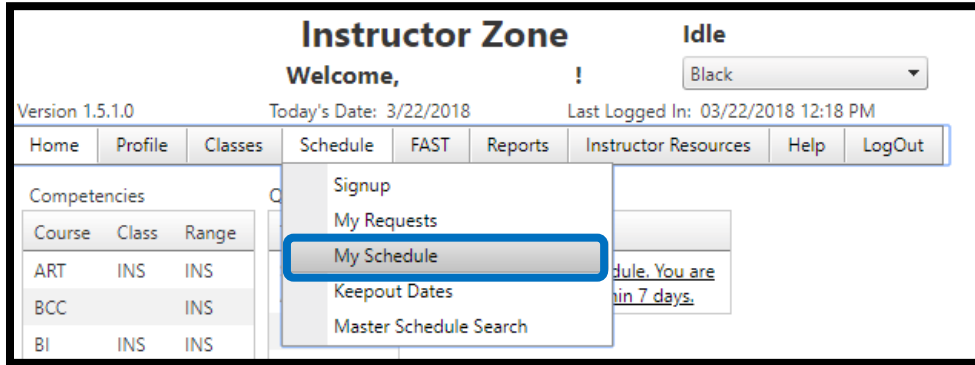
Request No.	Request Date	Start Date	Site	Course	Session	Class Role	TC	Status	View	Cancel/Remove
10437	2/6/2018	03/02/2018	Meridian	BI	AM	B180302-04AMER1	<input type="checkbox"/>	DEC		
10438	2/6/2018	03/09/2018	Nampa					DEC		
10439	2/6/2018	03/10/2018	Gowen Field					DEC		
10442	2/6/2018	04/13/2018	Meridian	BI	AM	B180413-15AMER1 A - A Instructor	<input checked="" type="checkbox"/>	DEC		
10443	2/6/2018	04/13/2018	Boise	BI	AM	B180413-15ABO11 A - A Instructor	<input checked="" type="checkbox"/>	DEC		
10445	2/6/2018	04/21/2018	Idaho Falls	BII	AM	C180421-AIDA1 A - A Instructor	<input type="checkbox"/>	PND		

Status of your request codes:  
 DEC = Declined  
 PND = Pending  
 If the request has been accepted, you will see it on your My Schedule area.

**IMPORTANT:** You will not receive an email notification of approved requests. It is your responsibility to check the My Schedule screen for assignments.

## View Approved Classes

To view your approved classes that you will be teaching, hover over the Schedule tab and click on My Schedule.



The My Schedule page will give you the details of the assignment. If you did not request a certain class, please email [Scheduling@IdahoSTAR.org](mailto:Scheduling@IdahoSTAR.org) or call the main office.

The screenshot shows the 'My Schedule' page. A green callout box contains the text: 'Your name will appear here, next to the assigned role. You will also be able to view other Instructors who are assigned to the class.' The page has a navigation bar with 'Home', 'Profile', 'Classes', 'Schedule', 'FAST', 'Reports', 'Instructor Resources', 'Help', and 'LogOut'. Below the navigation bar, it says 'Home > My Schedule'. The main heading is 'My Schedule'. Below this is a table with the following columns: Course, Class, L, Site, Instructor, Role, Date, Day, Time 1, C/R 1, Time 2, C/R 2, and W. The table contains three main rows of class assignments:

Course	Class	L	Site	Instructor	Role	Date	Day	Time 1	C/R 1	Time 2	C/R 2	W
UPD	U180324-ALEW1	E	LEW		A	3/24/2018	Sat	8:00 AM	Range			
					B	3/24/2018	Sat	8:00 AM	Range			
					B	3/24/2018	Sat	8:00 AM	Range			
OC	D180405-08ACON1	E	CON		A	4/5/2018	Thu	8:00 AM	Class			
						4/6/2018	Fri	7:00 AM	Class			
						4/7/2018	Sat	7:00 AM	Class			
						4/8/2018	Sun	7:00 AM	Class			
ST	S180407-08AMER1	E	MER		A	4/7/2018	Sat	8:00 AM	Class	1:00 PM	Range	
						4/8/2018	Sun	8:00 AM	Class	12:30 PM	Range	Yes