American Red Cross

How to Pull a Roster from SABA using Instructor's Desk

NOTE:

To use this job aid you must have *"Instructor Desk"* privileges in your drop down for the Learning Center. Contact your Training Specialist for information on how to complete the training to gain access.

The Learning Center
Password & Account Help

- Username should be your email address
- To reset: Click the “forgot password” link
- Customer Service
  - Blue Chat box link
  - Email: support@redcrosstraining.org
  - Phone:1-800-RedCross, option 3

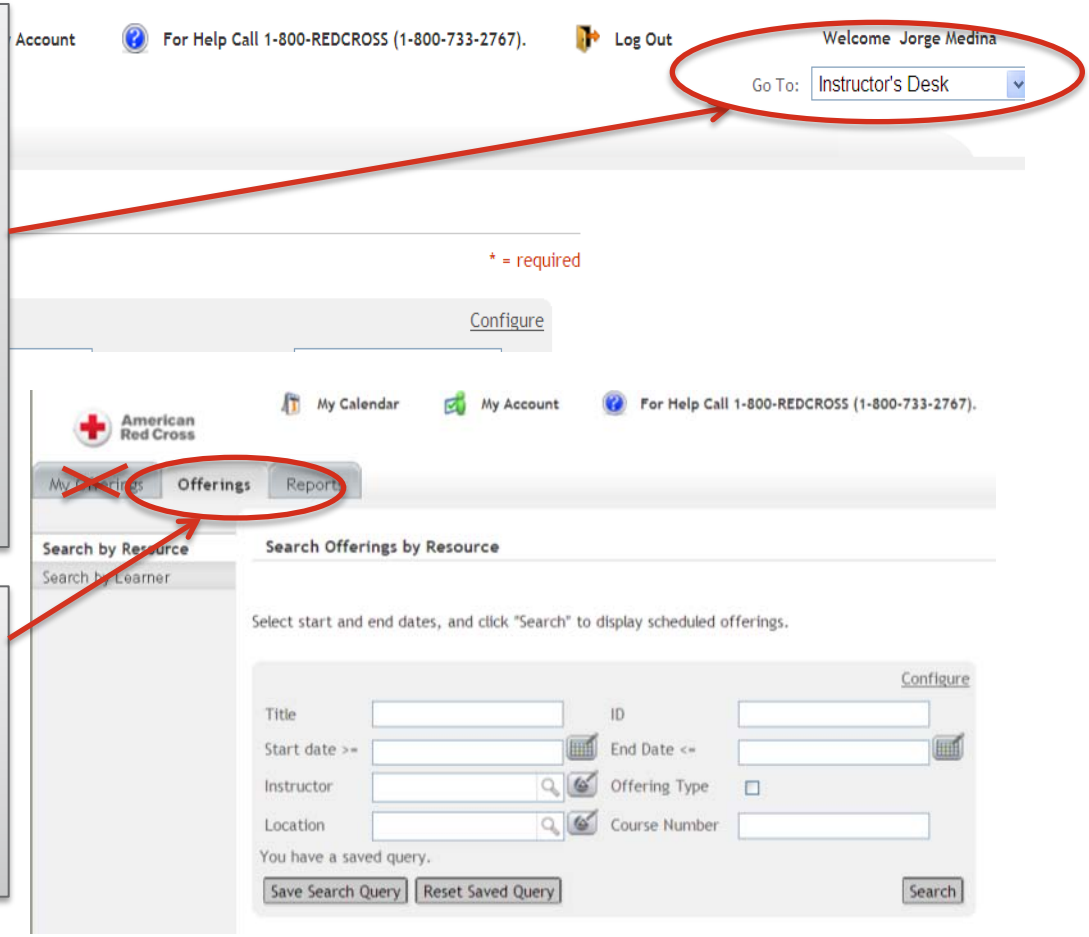
Instructor's Desk

Instructor's Desk:

- **If you have instructor Desk access, you will be able to view general information about community classes that are already in the system**
- **You will also be able to pull Reports like the "Class Roster"**
- **Select this from the drop-down in the top Right-Hand side.**

Instructor's Desk:

Note, when searching for offerings, make sure you are in the "Offerings" tab and not the "My Offering's" Tab.



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Search for Offering's by Date and Location

My Offerings | Offerings | Reports

Search by Resource
Search by Learner

Search Offerings by Resource

Select start and end dates, and click "Search" to display scheduled offerings.

Configure

Title | ID
Start date >= 09/03/2013 | End Date <= 09/07/2013
Instructor | Offering Type
Location FL-South Florida | Course Number
You have a saved query.
Save Search Query | Reset Saved Query | Search

Offerings

		ID	Start date	Offering Type	Session Template	Location	Language							
		02456867	09/03/2013	Public	Tu 6:15p-9:45p (3 hrs 30 mins)	FL-South Florida	English							
		02345026	09/04/2013	Public	W 6p-9p (3 hrs)	FL-South Florida	English	- Normal			United Methodist Church			
		02345664	09/05/2013	Public	Th 6:01p-10:02p (4 hrs 1 mins)	FL-South Florida	English	Open - Normal	09/05/2013	10	Broward County Chapter HQ	WW4DQJUDI	Evaluation
Shelter Fundamentals	SHFUND	02462547	09/07/2013	Public	Sa 12:30p-4p (3 hrs 30 mins)	FL-South Florida	English	Open - Normal	09/07/2013	8	Miami Central	AFLORES57@YAHOO.COM	Evaluation
Adult CPR/AED	HSSSFA107	02186337	09/07/2013	Public	Sa 9a-12p (3hrs)	FL-South	English	Open - Normal	09/07/2013	2	Broward County		Evaluation

Instructor's Desk:

- **You can search for offerings by Date and Location, or you can pull the offering ID from When-To-Work**
- **When searching by date you will see all Red Cross offerings in the location including Disaster Courses**

Instructor's Desk:

- **Click the class name to get general info.**
- **Here is an Adult CPR/AED Course**

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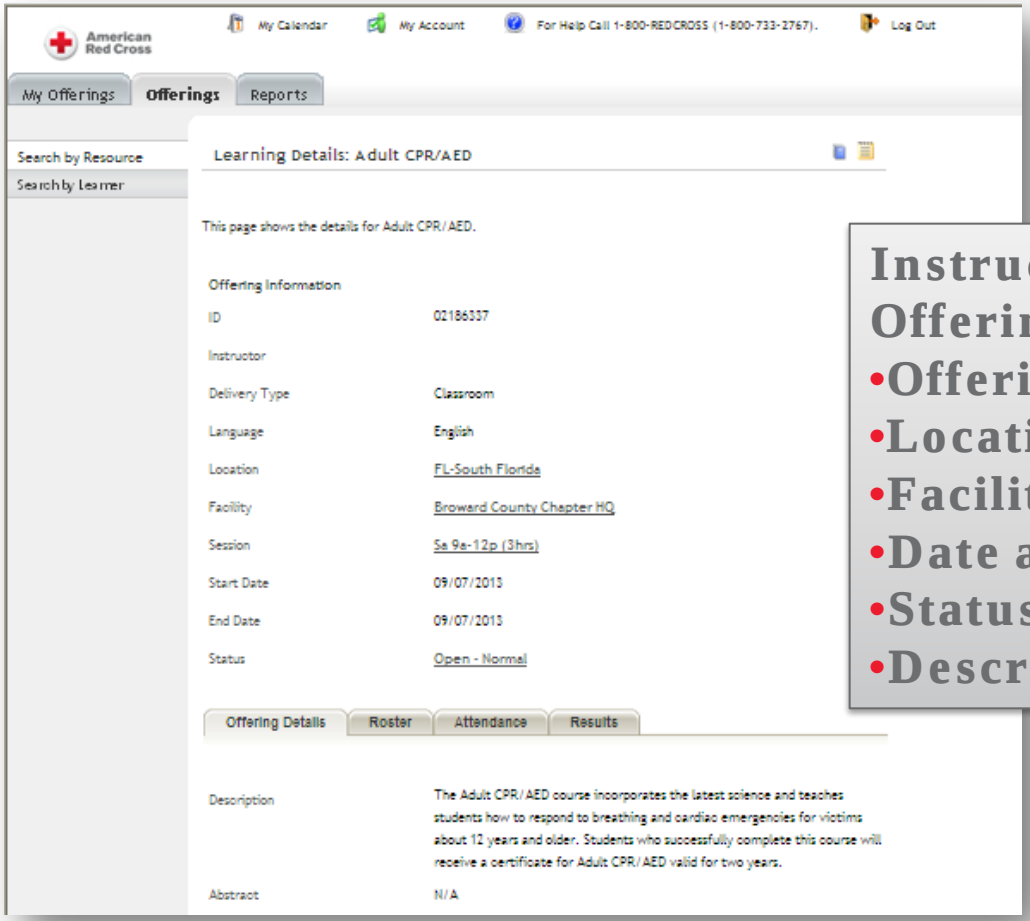
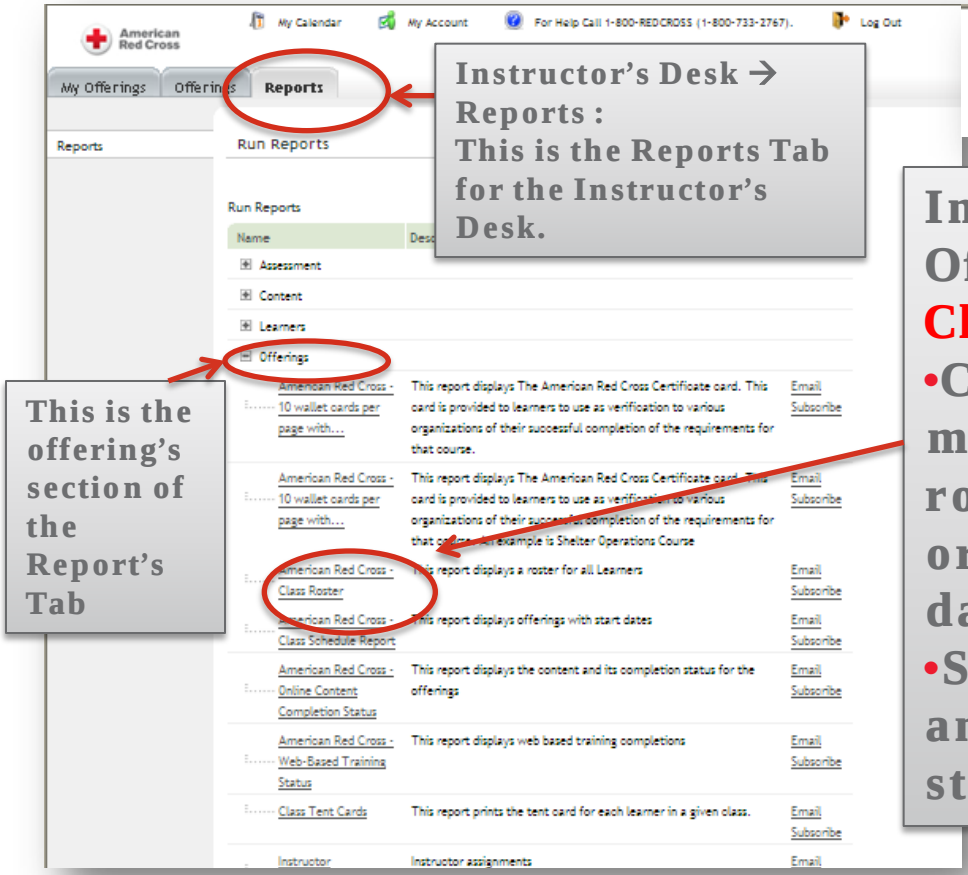
General Course Info

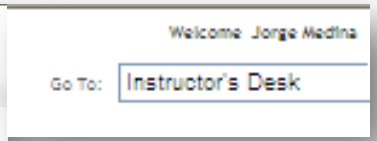


Instructor's Desk →
Offering General Info:

- **Offering ID**
- **Location**
- **Facility**
- **Date and Time**
- **Status**
- **Description**

Instructor Desk Reports Tab: Class Roster





Instructor's Desk → Reports :
This is the Reports Tab for the Instructor's Desk.

This is the offering's section of the Report's Tab

Instructor's Desk → Reports → Offerings → American Red Cross Class Roster:

- **Click this Report to pull the most current community class roster if you have the offering ID or know the exact location and date of the class.**
- **Self-Service your roster 24/7, and always know how many students you will be teaching to.**

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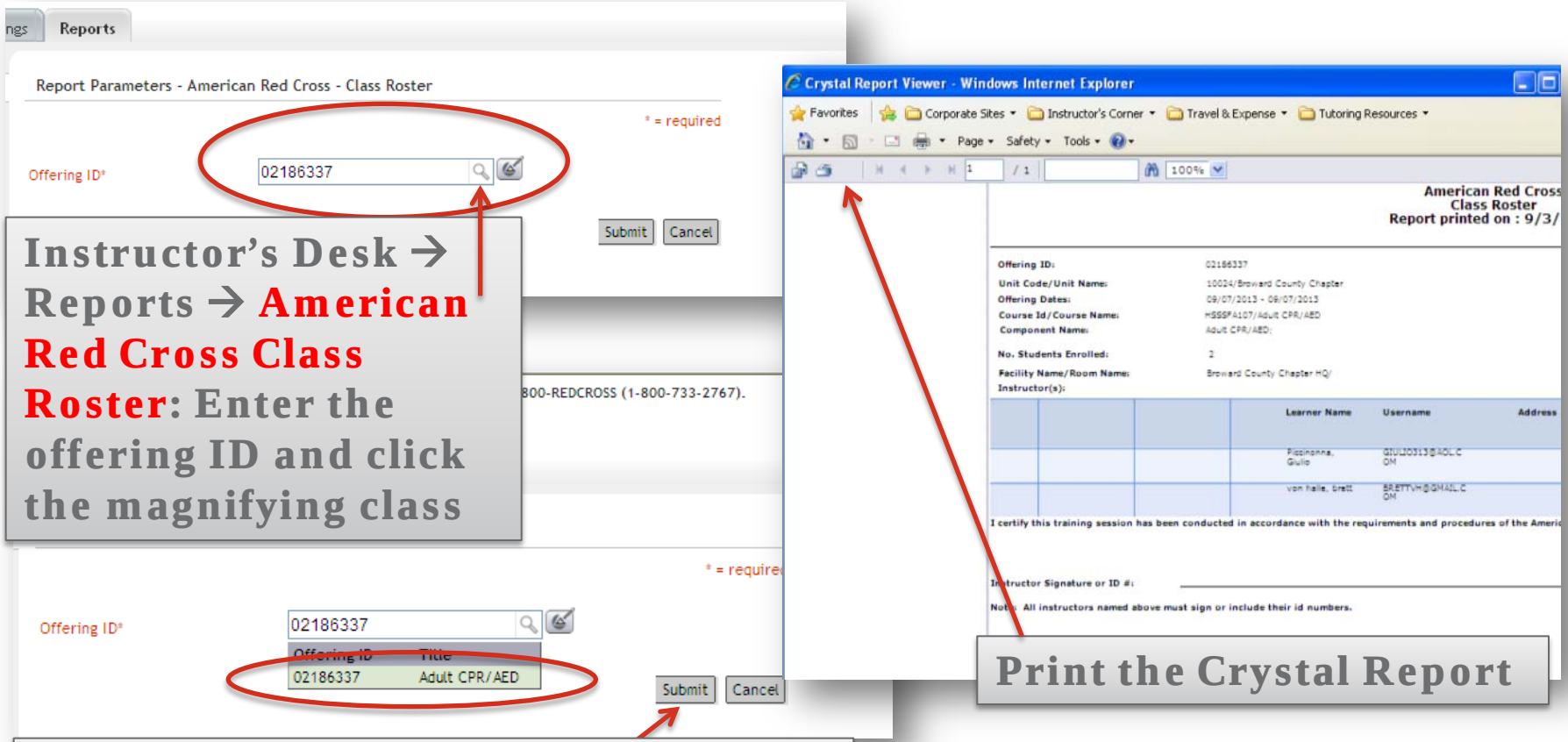
Instructor's Desk: Class Roster



Instructor's Desk → Reports → **American Red Cross Class Roster**: Enter the offering ID and click the magnifying class

Select the Course, and click "Submit"

Print the Crystal Report

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