PHSS Service Delivery – Guidance on Accessing Class Roster from Instructor's Desk in LMS

The instruction and screen-shots illustrates how PHSS Instructors can access the Class Roster to which they were assigned in the Learning Center.

Assumptions:

- The Instructor has taken appropriate training to have the Instructor's Desk Role
- The Instructor's Desk user role has been given to the instructor in Learning Center

System Requirements: It is recommended that you use either Mozilla Firefox or Internet Explorer to pull rosters. It will not work on Chrome or Safari.

1) The Instructor logs in to the Learning Management Center: https://classes.redcross.org/Saba/Web/Main

Enter your Username and password

2) Go to the User Role of Instructor's Desk under "Welcome Instructor Name"

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3) Go to the Reports tab and choose the + next to the Offerings

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5) Click on the "Search Pencil" next to the Offering ID box

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7) Type the Offering ID for your course in the Offering ID box and click on the search button

- 8) The course should appear below the search box
- 9) Check on the select box to select this course

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				Malott, Sara	SARA_MALOTT	10717 Connor dive WILLIAMSPORT, MD	5	HMalott@myactv.n et	15134509			
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18) If you want to print the whole page, make sure you may need to change the page orientation to Landscape instead of Portrait.

How to access the Online Content Completion Status Report from Instructor's Desk

- 1) Stay on the reports tab
- 2) Click on the American Red Cross Online Content Completion Status report in a new window

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	American R Schedule R	ed Cross - Class eport	This report displays offerings with dates	n start <u>Email</u> <u>Subscribe</u>				
	American R Content Co	ed Cross - Online mpletion Status	This report displays the content completion status for the offerin	and its <u>Email</u> gs <u>Subscribe</u>				
	American R Training Sta	ed Cross - Web-Based atus	This report displays web based to completions	aining <u>Email</u> <u>Subscribe</u>				
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3) Click on the pencil in the box

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4) A new window opens up

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Follow steps 8-15 for accessing your roster to access the Online Content Completion Status Report.

If the roster will not load on your screen you can also try emailing the roster and online completion status to yourself from SABA.

- 1. Stay in the Reports Tab.
- 2. Select the + sign beside Offerings.



3. Select Email next to Course Roster or Online Content Completion Status. (whichever you need)

-	Offerings	

÷	8.5 X 11 for Offerings - All Components on One Page	8.5 X 11 for Offerings - All Components on One Page	<u>Email</u> Subscribe
i	All Orders by Offering Start Date	This report enables administrators to identify the orders placed by all learners for an offering start date range.	<u>Email</u> Subscribe
÷	<u>American Red Cross -</u> <u>Class Roster</u>	This report displays a roster for all Learners	Email Subscribe
:	American Red Cross - Class Schedule Report	This report displays offerings with start dates	<u>Email</u> Subscribe
i	American Red Cross - Course Completion by Unit Code	This report displays course completions by 5 digit unit code	<u>Email</u> Subscribe
i	<u>American Red Cross -</u> Online Content Completion Status	This report displays the content and its completion status for the offerings	<u>Email</u> Subscribe
:	<u>American Red Cross -</u> Web-Based Training <u>Status</u>	This report displays web based training completions	<u>Email</u> Subscribe
i	Instructor Assignments	Instructor assignments	<u>Email</u> Subscribe

4. Enter Email Address you are sending to.



7. Click Send.

