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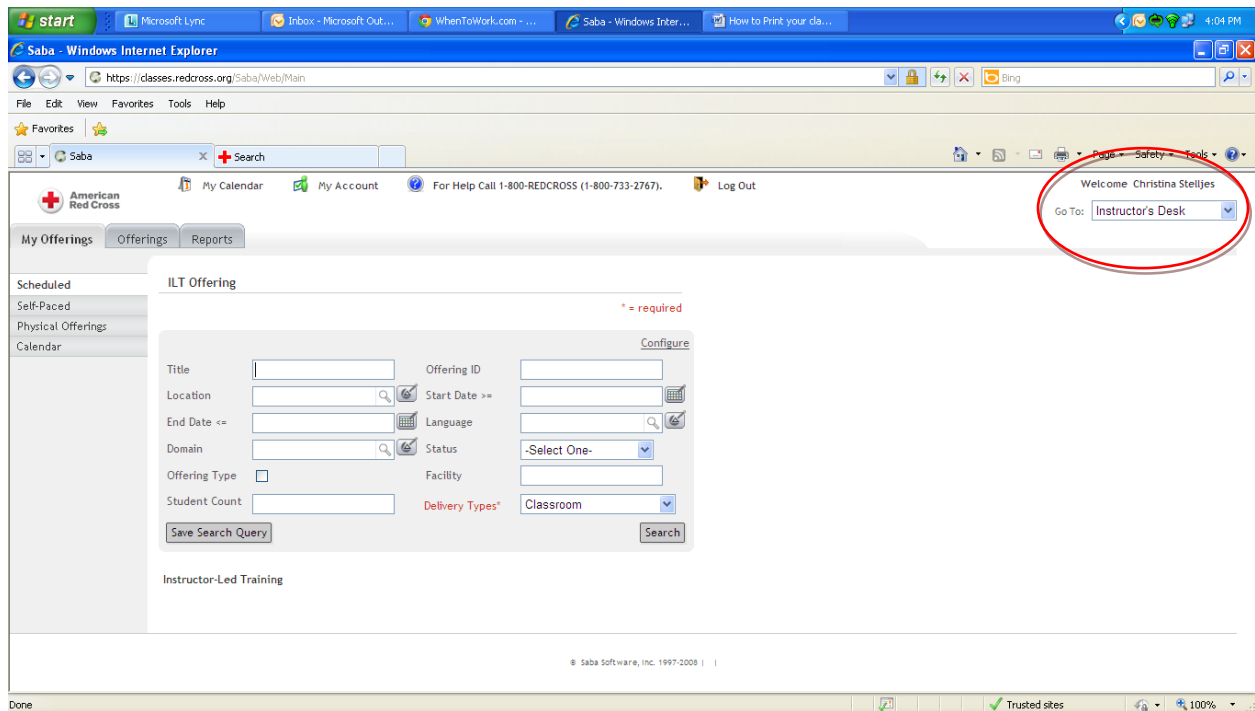
**System Requirements:** It is recommended that you use either Mozilla Firefox or Internet Explorer to pull rosters. It will not work on Chrome or Safari.

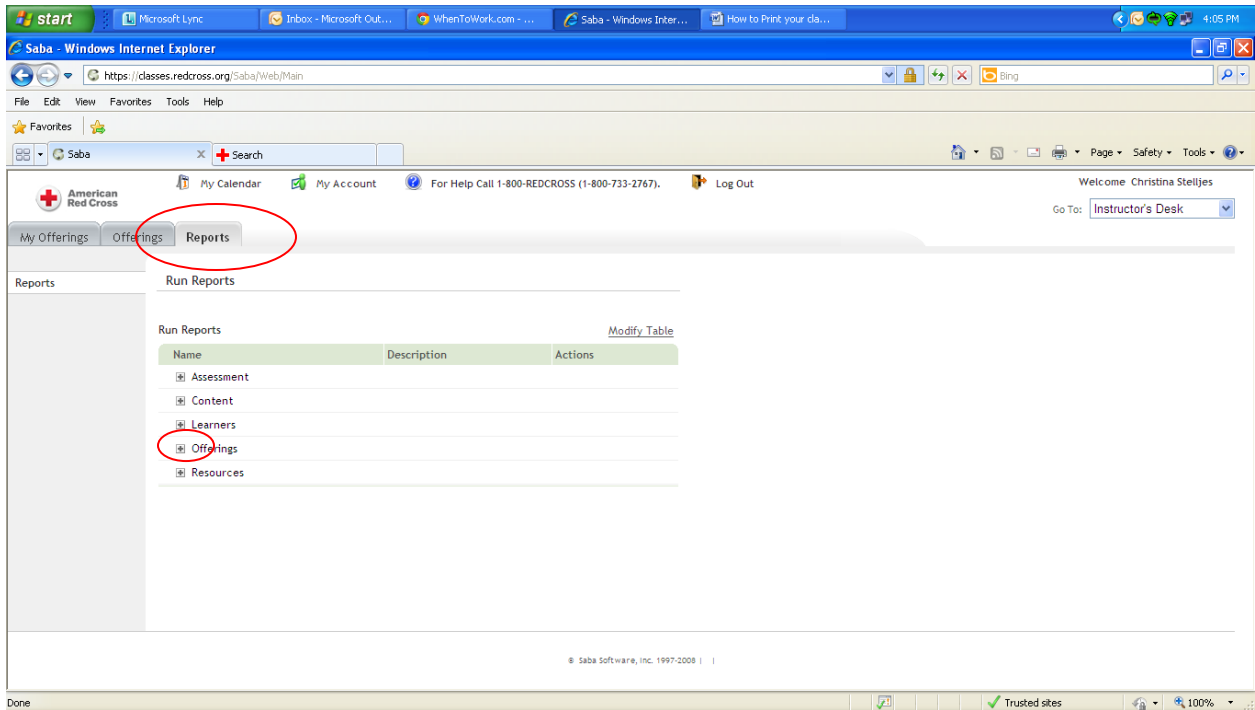1) The Instructor logs in to the Learning Management Center:
   https://classes.redcross.org/Saba/Web/Main

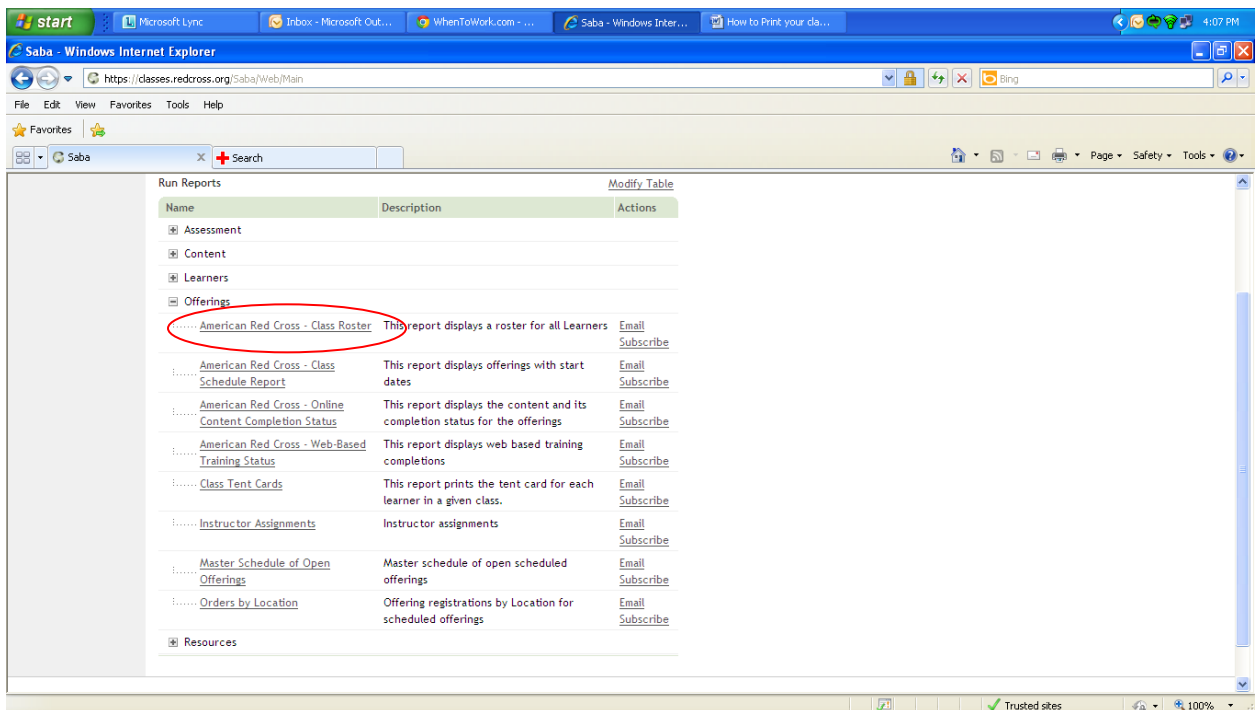Enter your Username and password

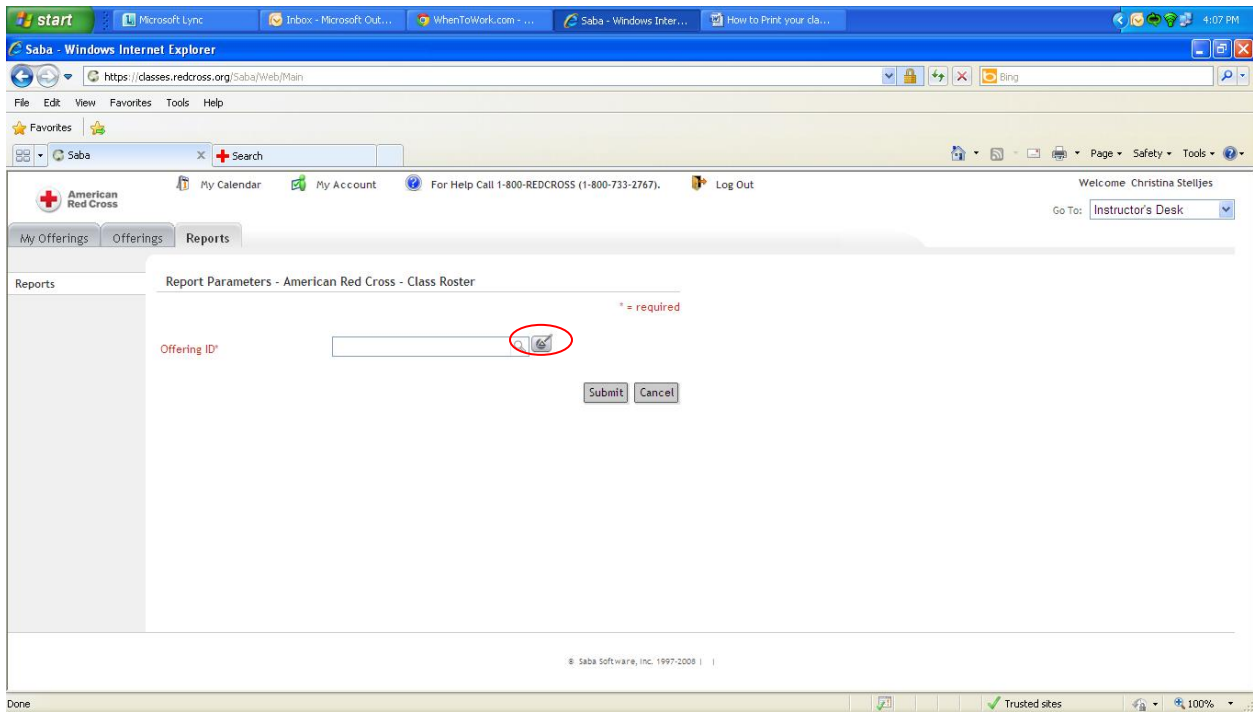2) Go to the User Role of Instructor's Desk under "Welcome Instructor Name"

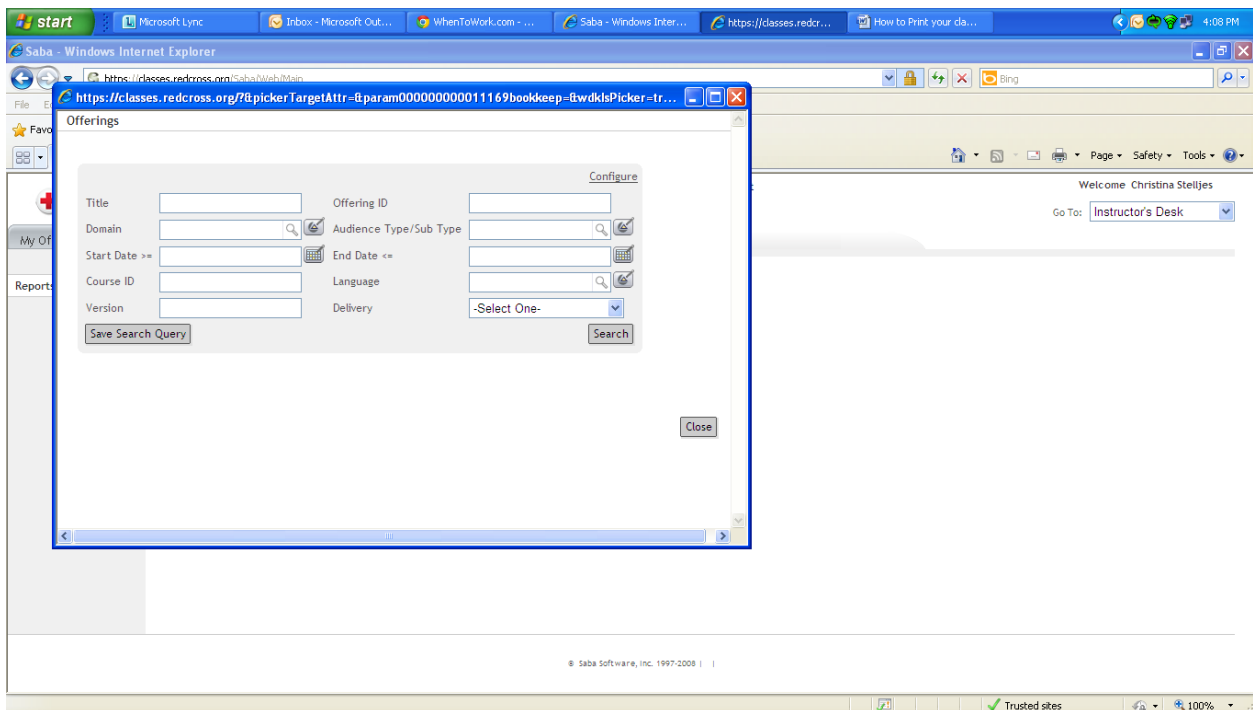3) Go to the Reports tab and choose the + next to the Offerings



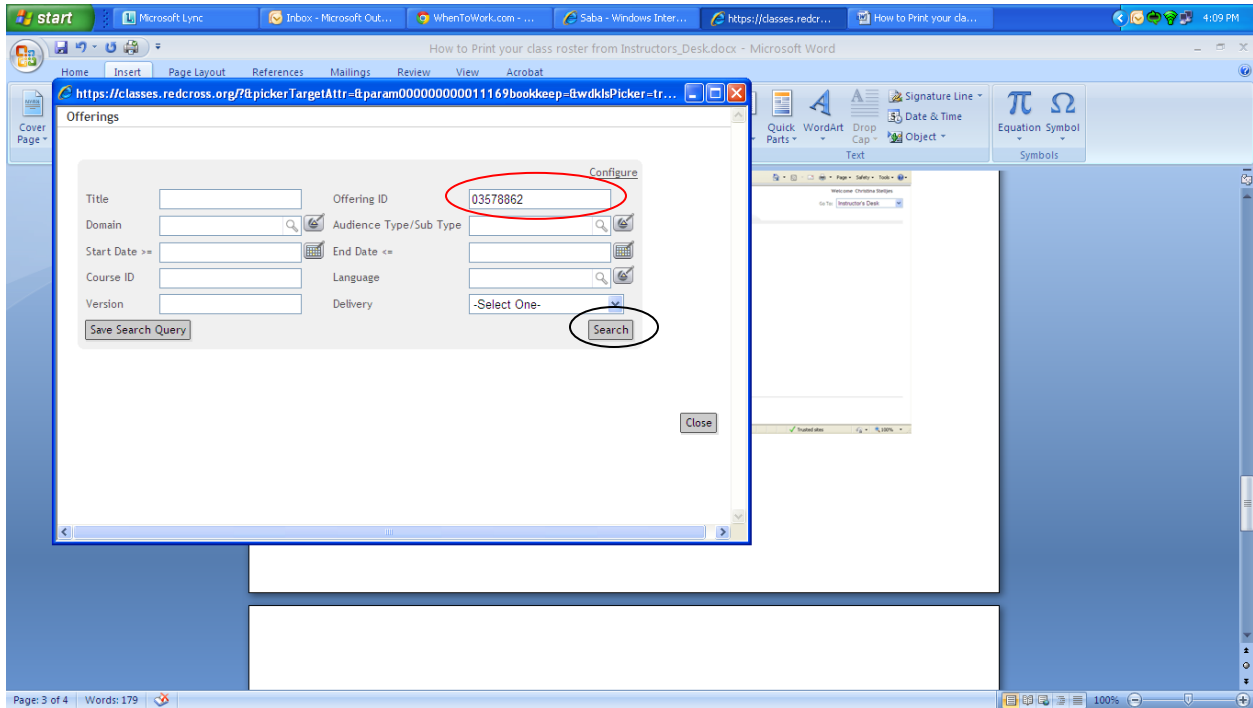4) Choose the report "American Red Cross – Class Roster"

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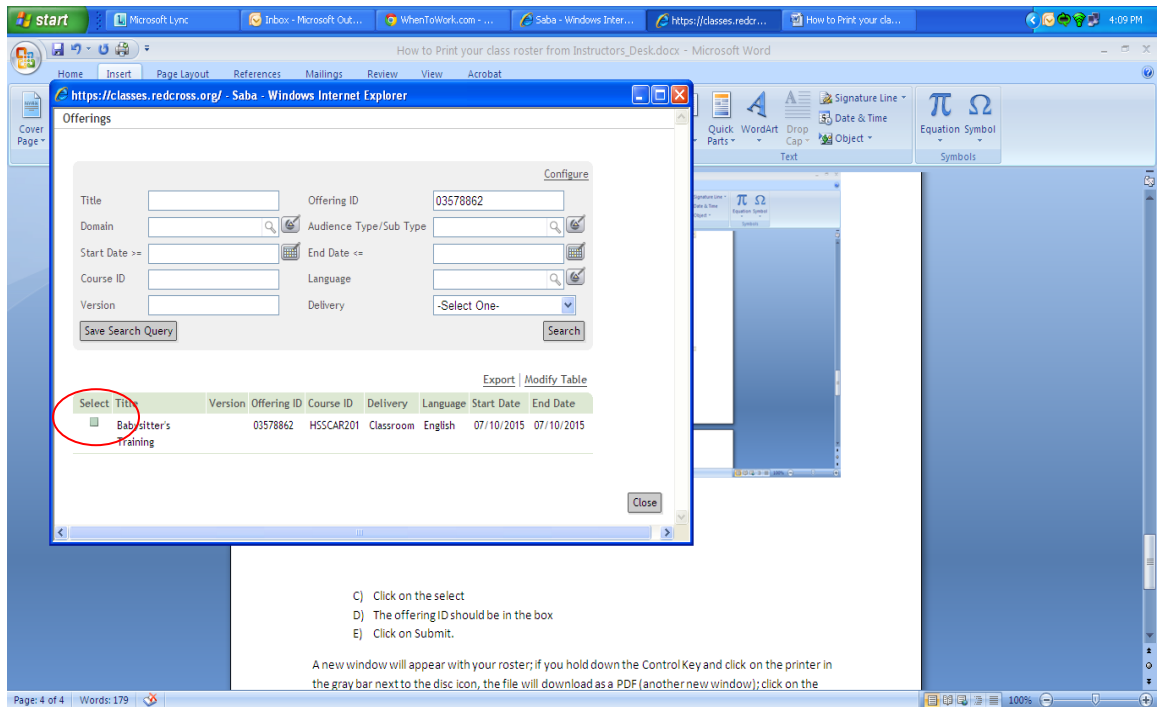


6) A new window opens up

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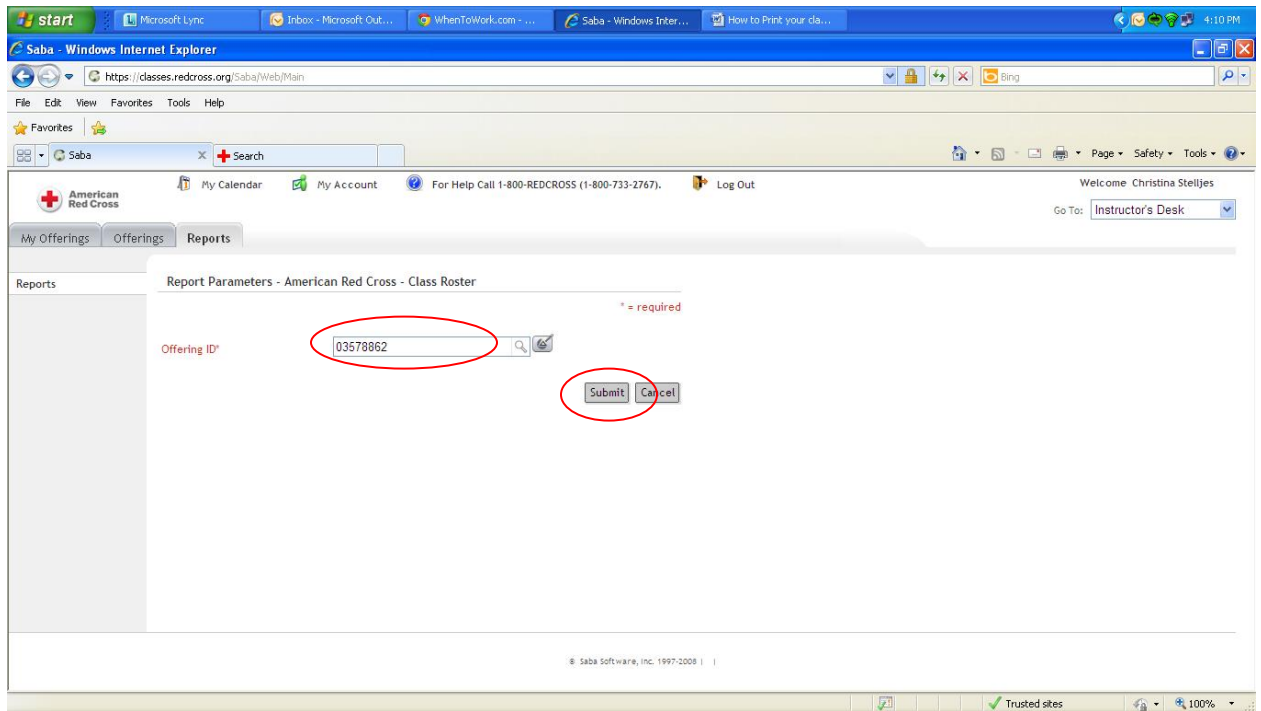


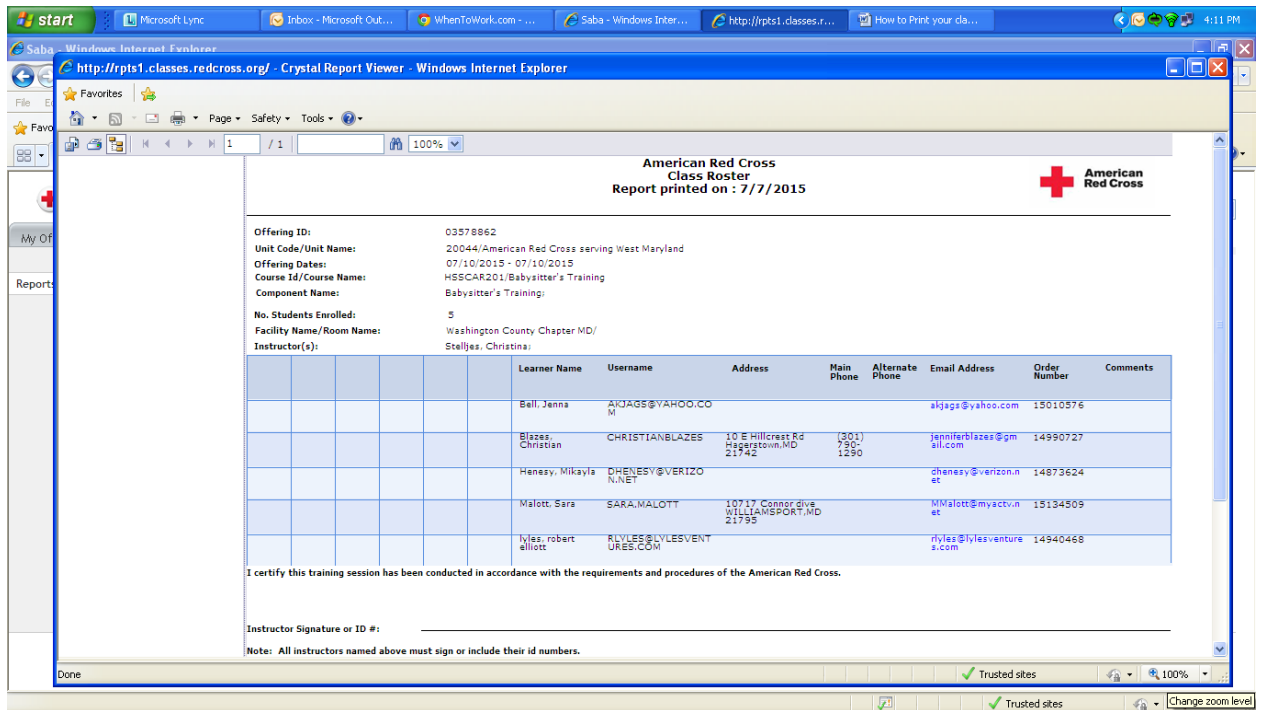8) The course should appear below the search box
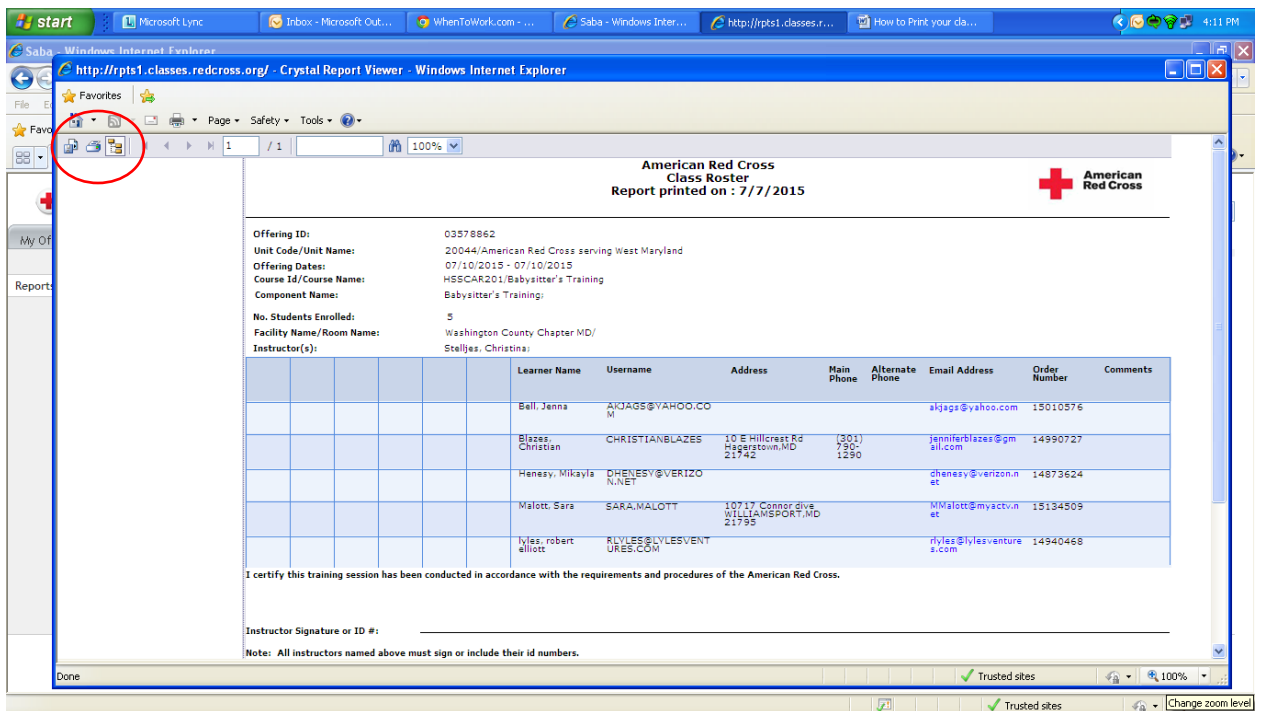9) Check on the select box to select this course

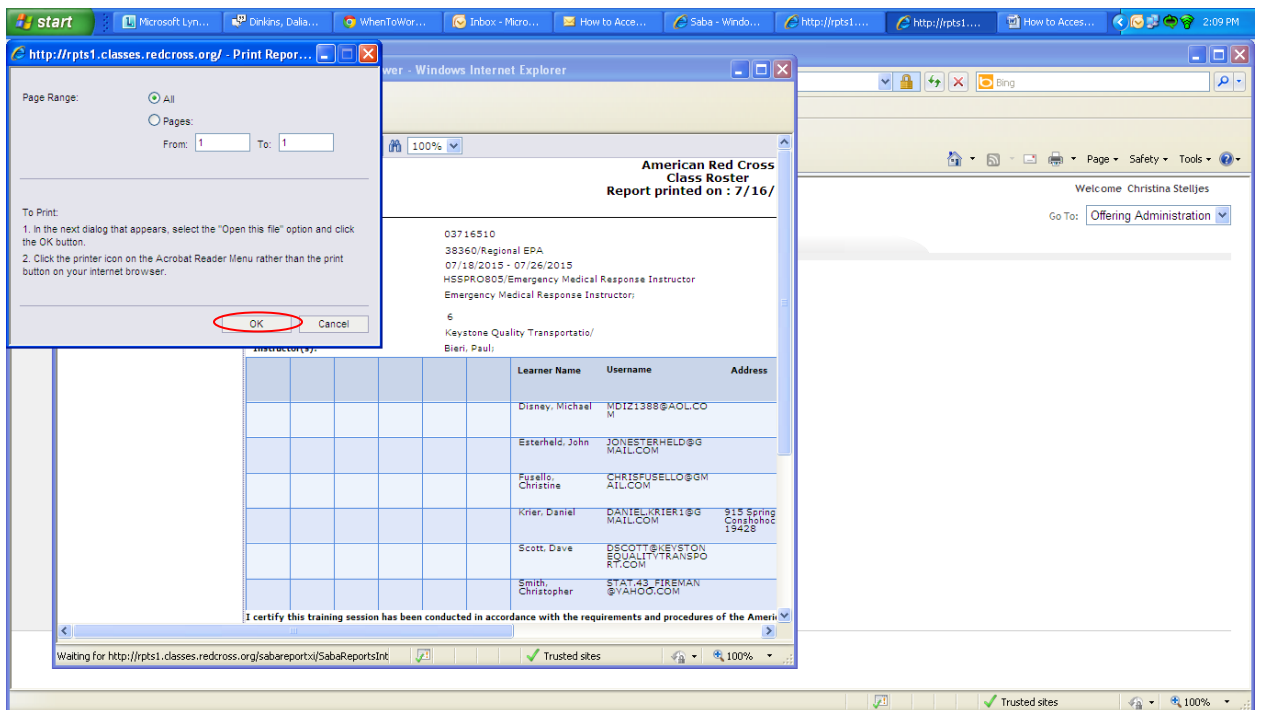10) The offering ID should be in the box
11) Click on Submit
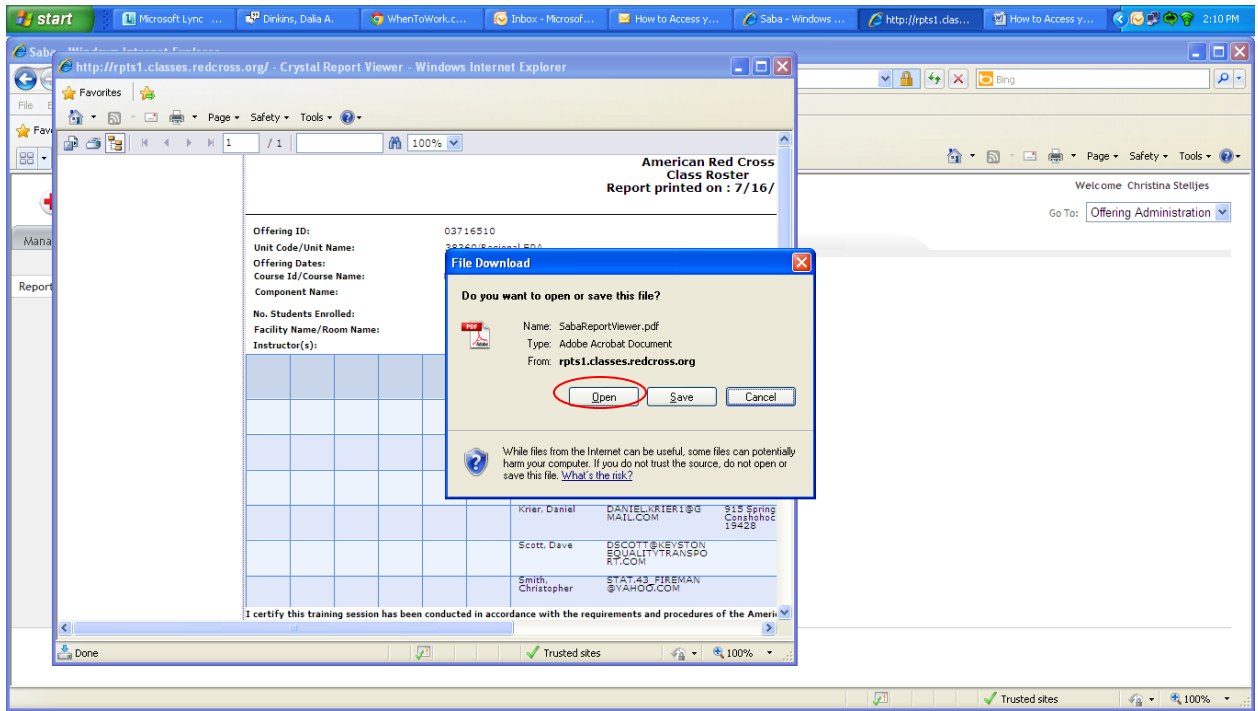


12) A new window will appear with your roster

13) If you wish to print your roster, click on the printer in the gray bar next to the disc icon
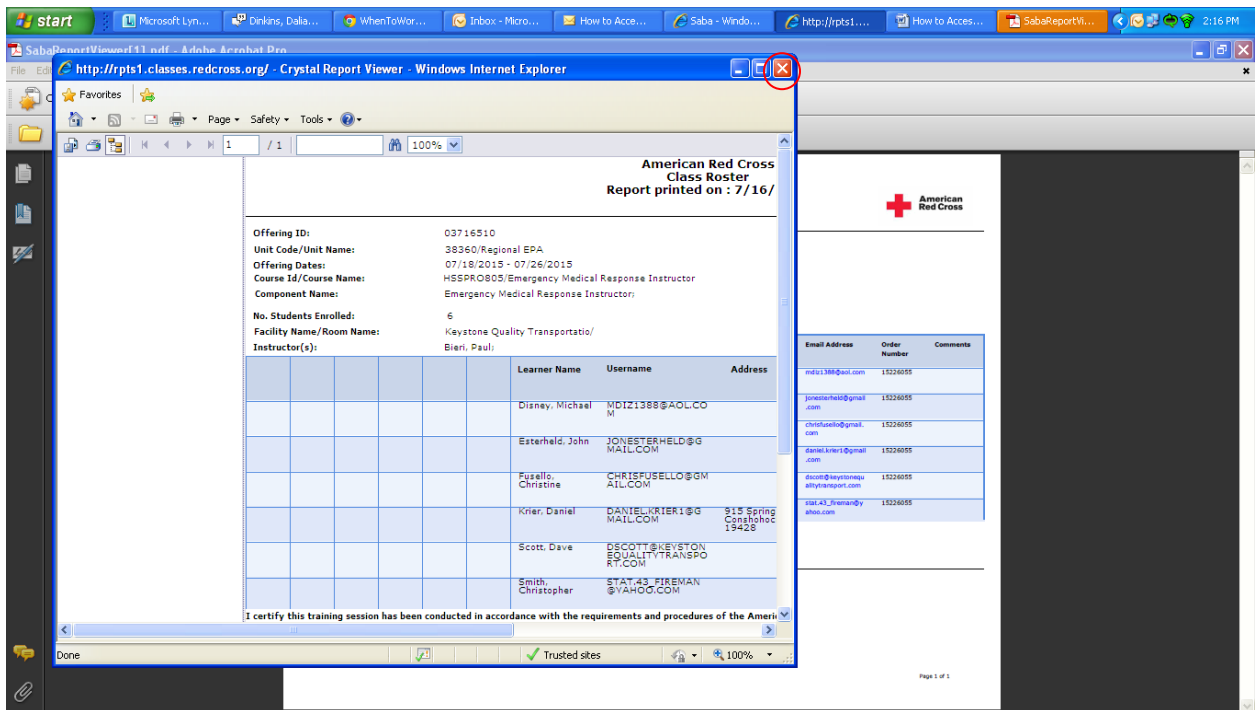


14) Explorer will ask if you want to download the Crystal Report (another new window); click OK.

15) A new box pops up to ask if you'd like to open in a PDF document; click on Open



16) The new PDF window appears behind the original window; click on the red x to close it

17) Click on the printer icon in the tool bar to print



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
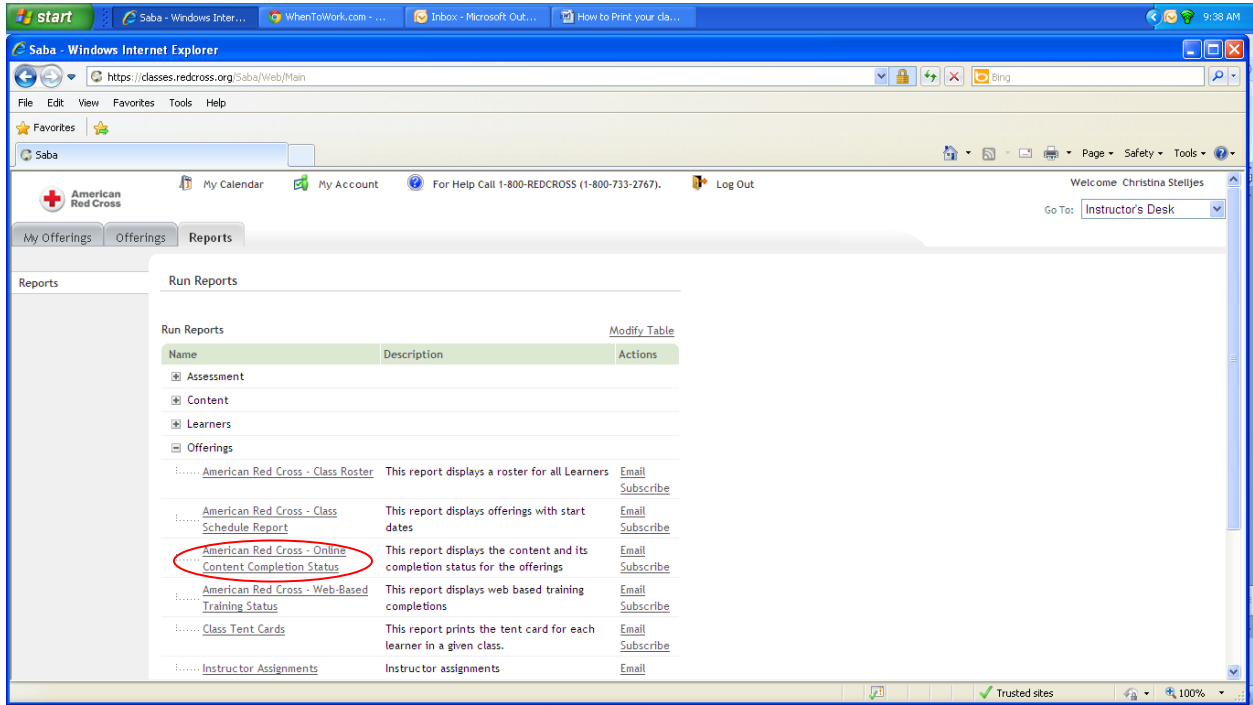


3) Click on the pencil in the box

4) A new window opens up



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.

| Name |
|---|
| ⊞ Financial |
| ⊞ Learners |
| ⊞ Offerings |
| ⊞ Resources |

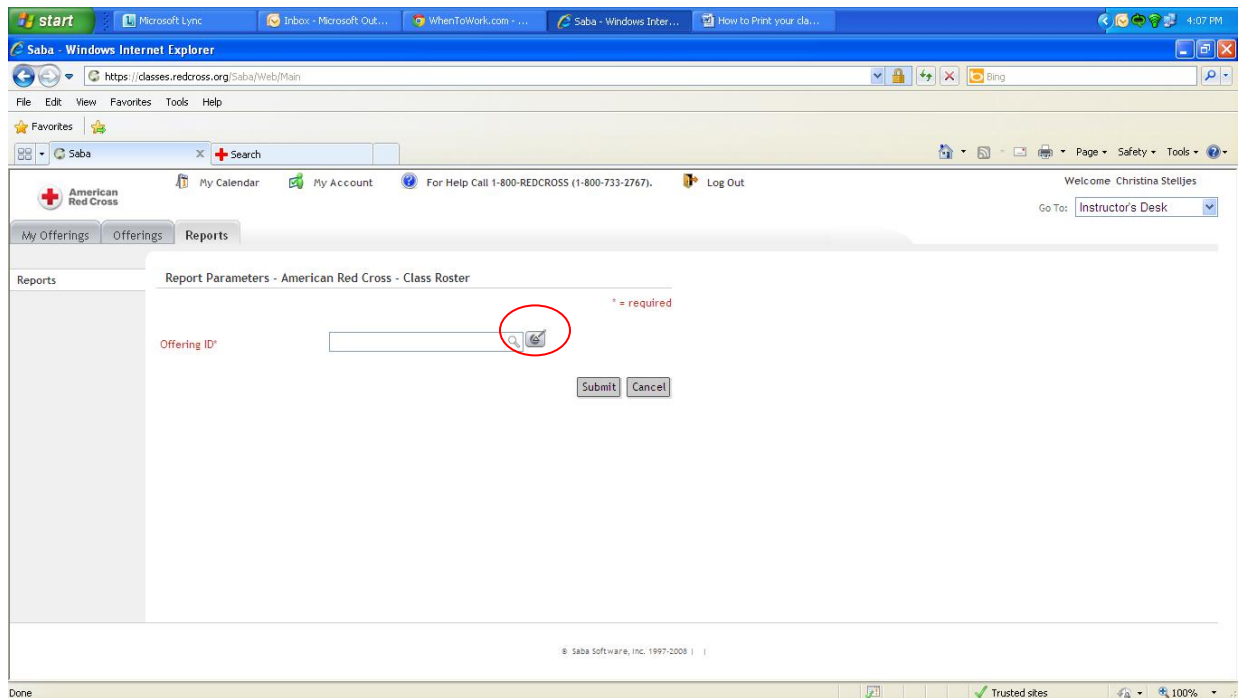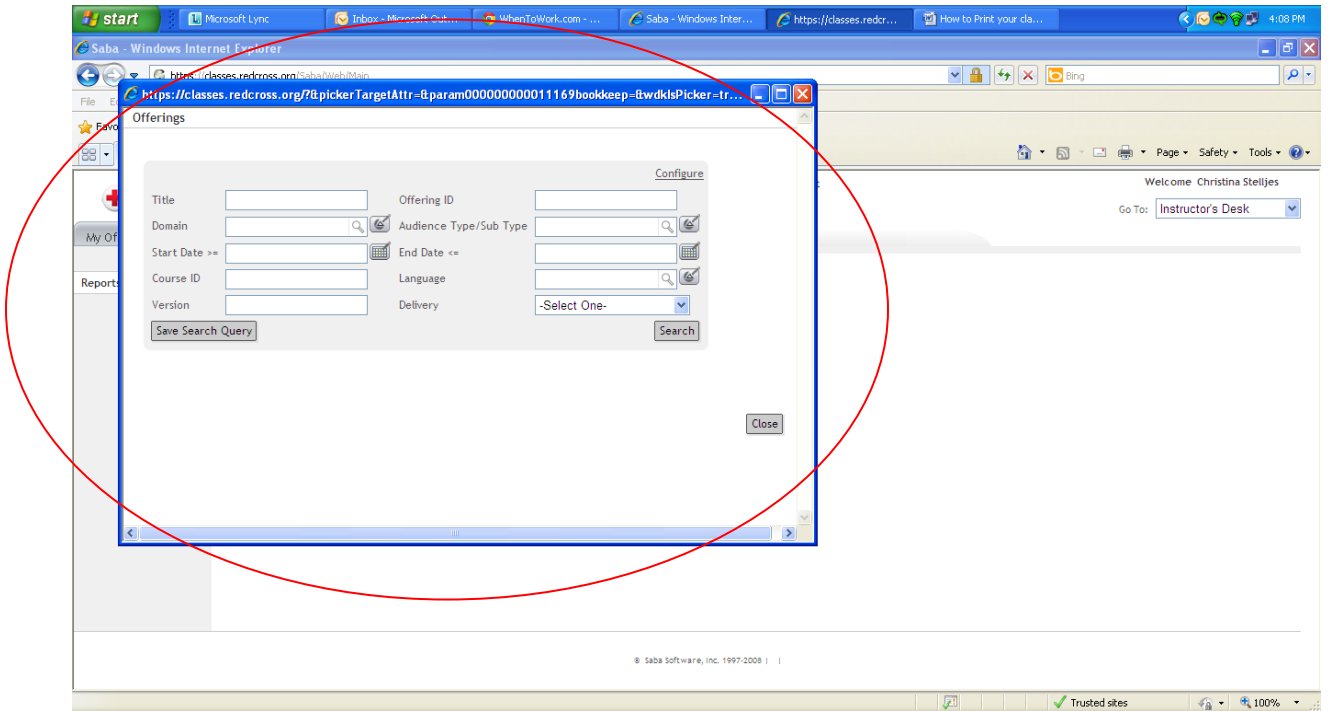3. Select Email next to Course Roster or Online Content Completion Status. (whichever you need)

⊟ Offerings

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

4. Enter Email Address you are sending to.

**Email American Red Cross - Class Roster**

Run Reports > Email American...

To*

Character Limit : 255
Remaining character count: 255

5. Choose your report format (PDF/Word).

Report Format*          MS Word ▼

6. Search for offering ID.

Offering ID*

7. Click Send.

Preview   Send   Cancel