

## 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

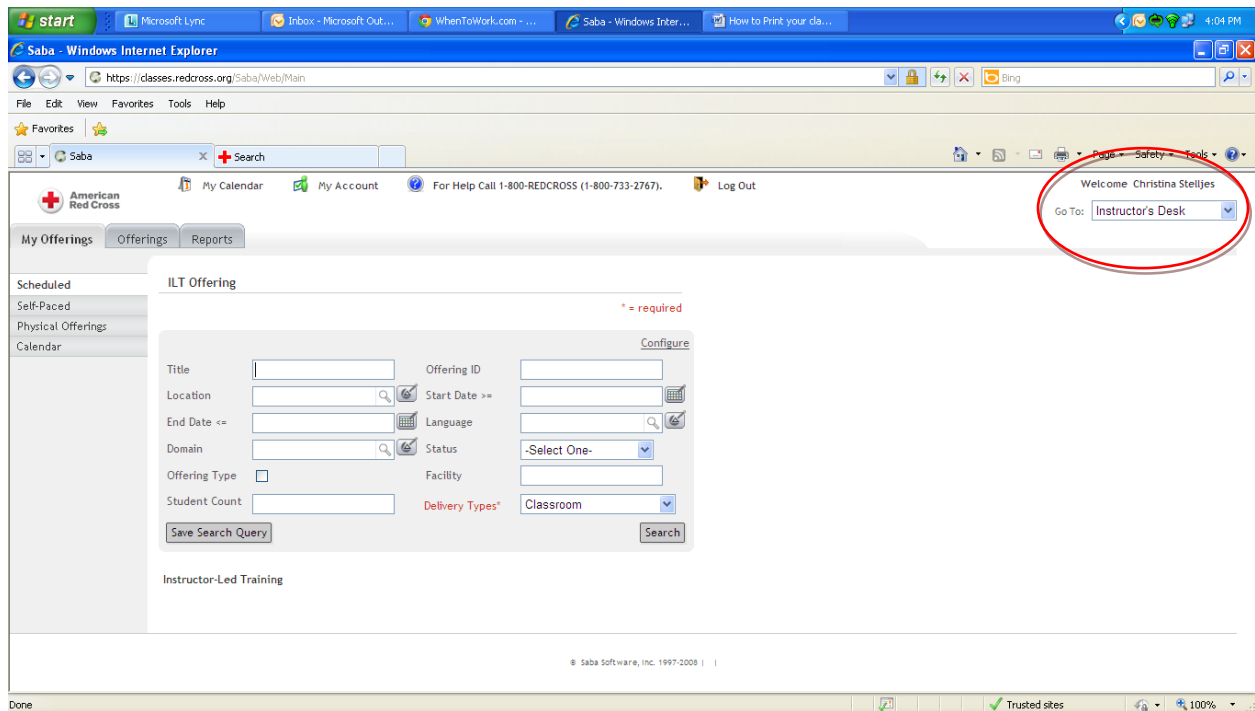
**System Requirements:** It is recommended that you use either Mozilla Firefox or Internet Explorer to pull rosters. It will not work on Chrome or Safari.

1) The Instructor logs in to the Learning Management Center:

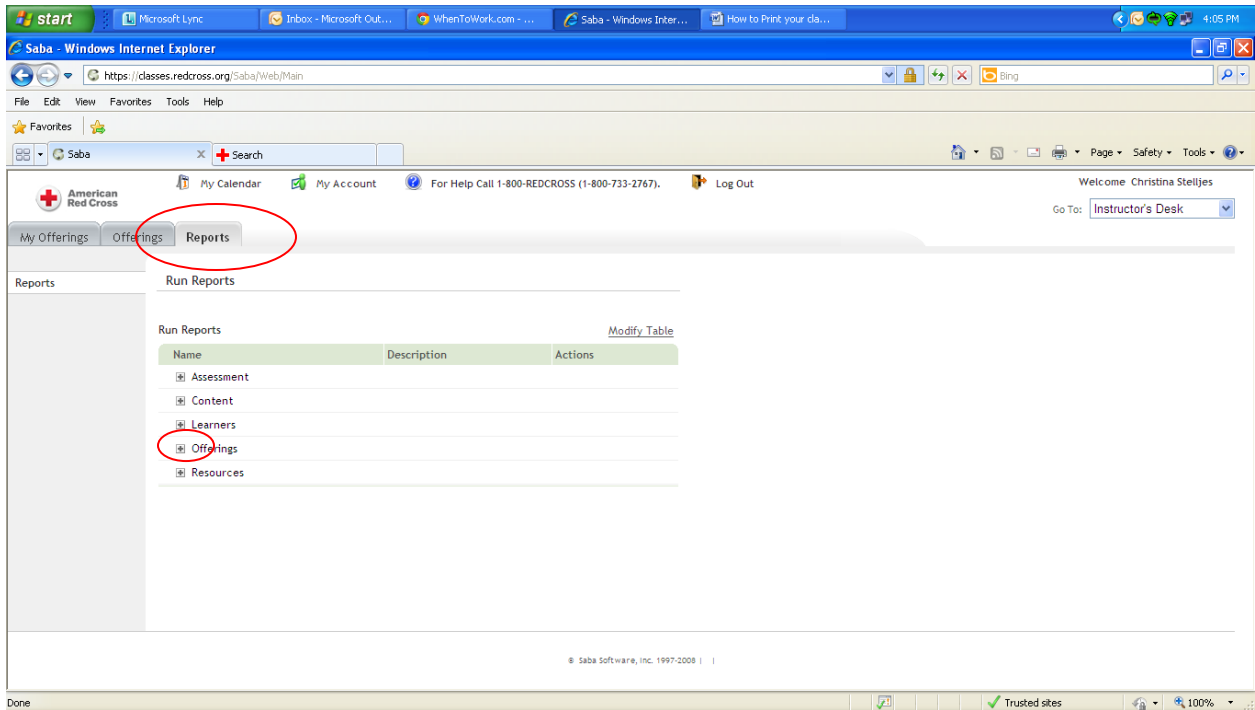
<https://classes.redcross.org/Saba/Web/Main>

Enter your Username and password

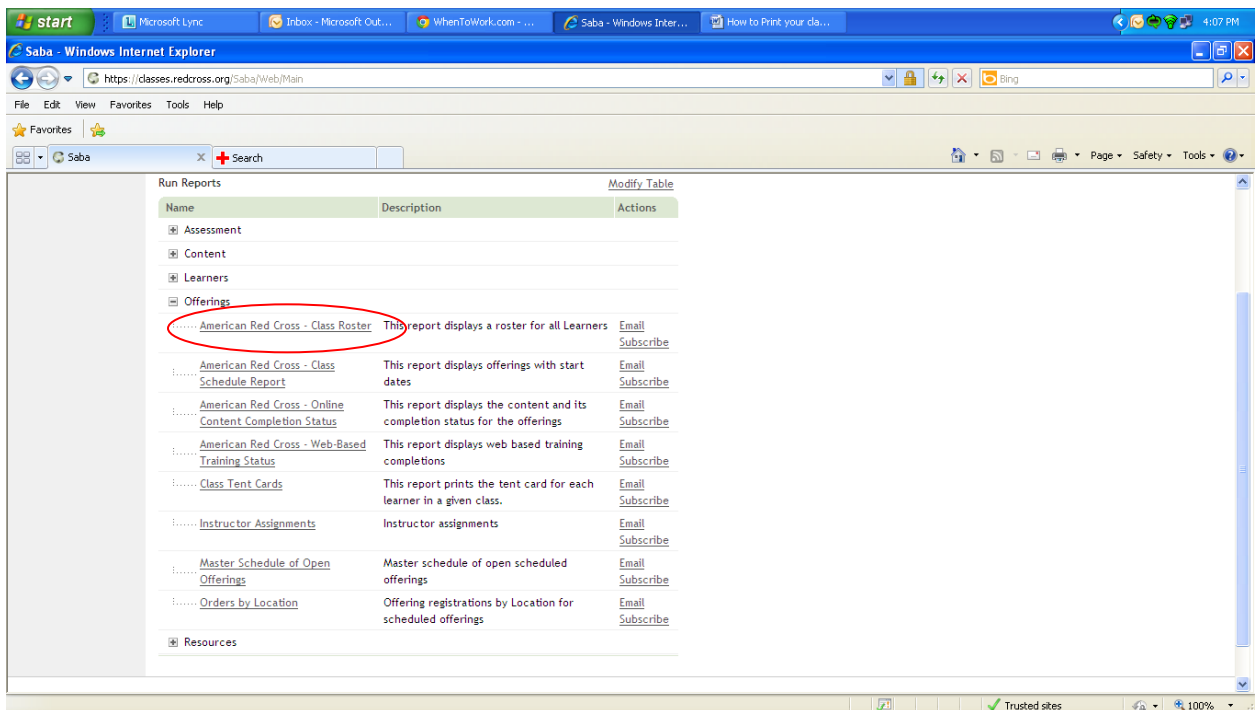
2) Go to the User Role of Instructor’s Desk under “Welcome Instructor Name”



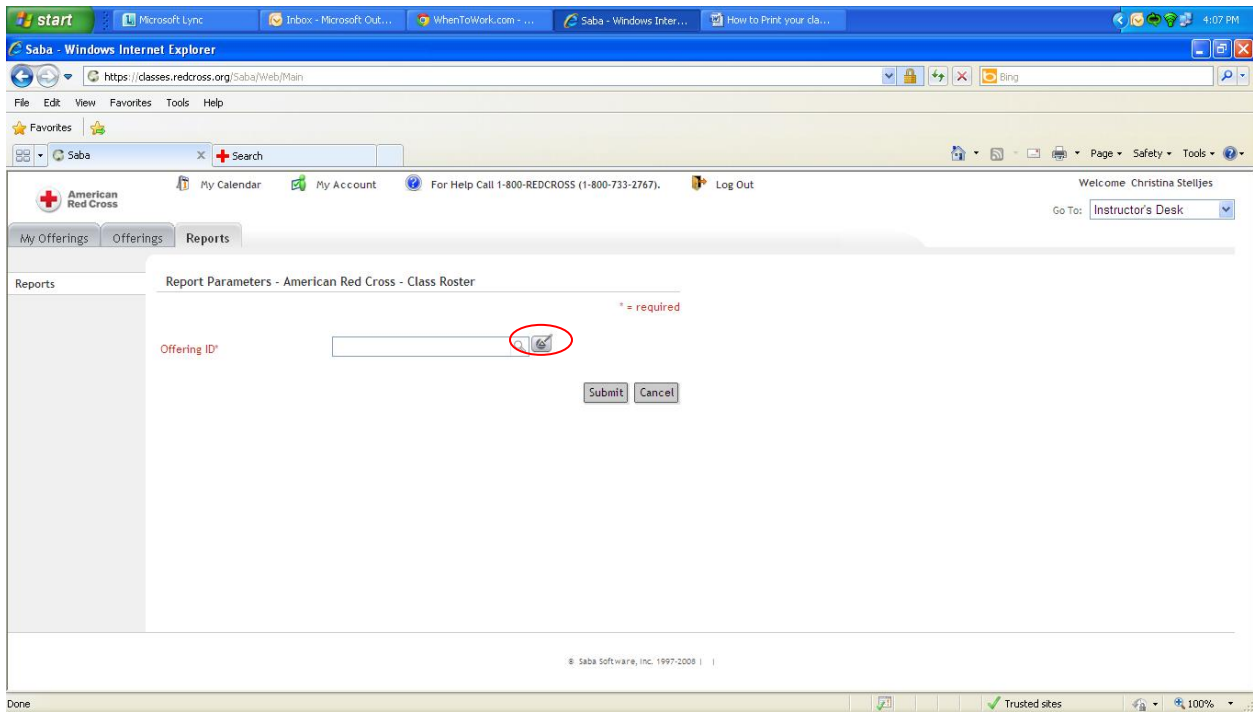
3) Go to the Reports tab and choose the + next to the Offerings



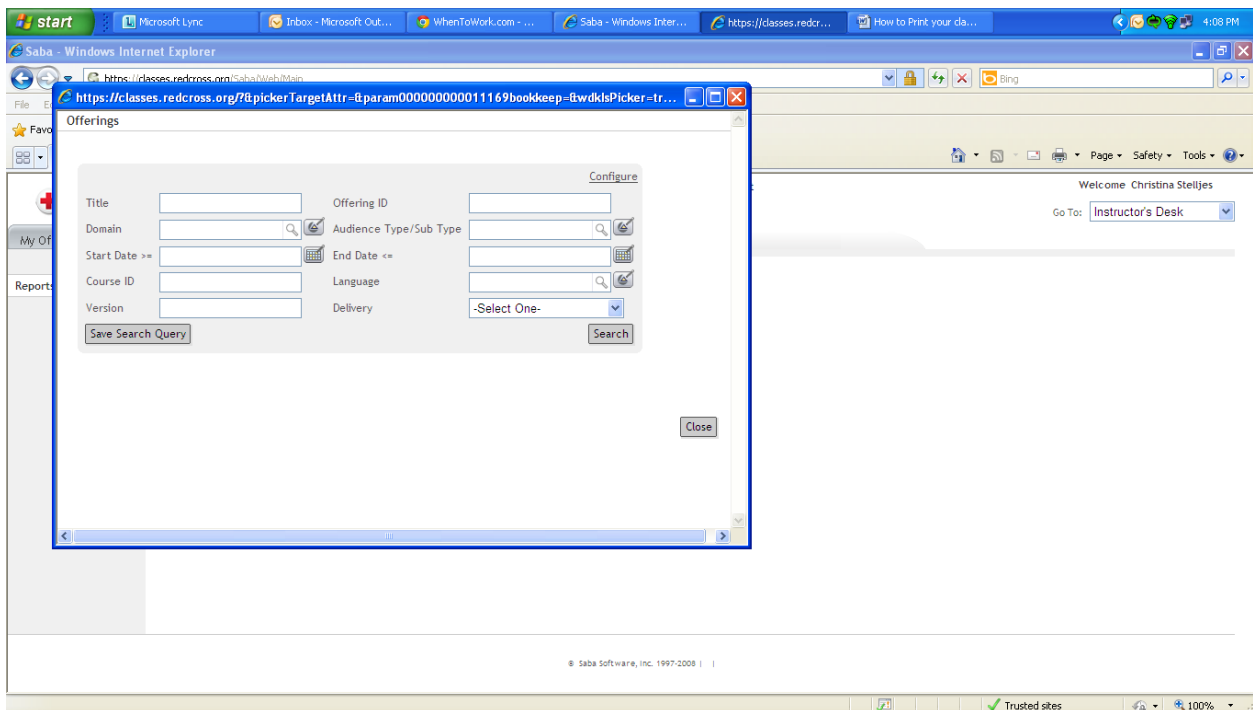
4) Choose the report "American Red Cross – Class Roster"



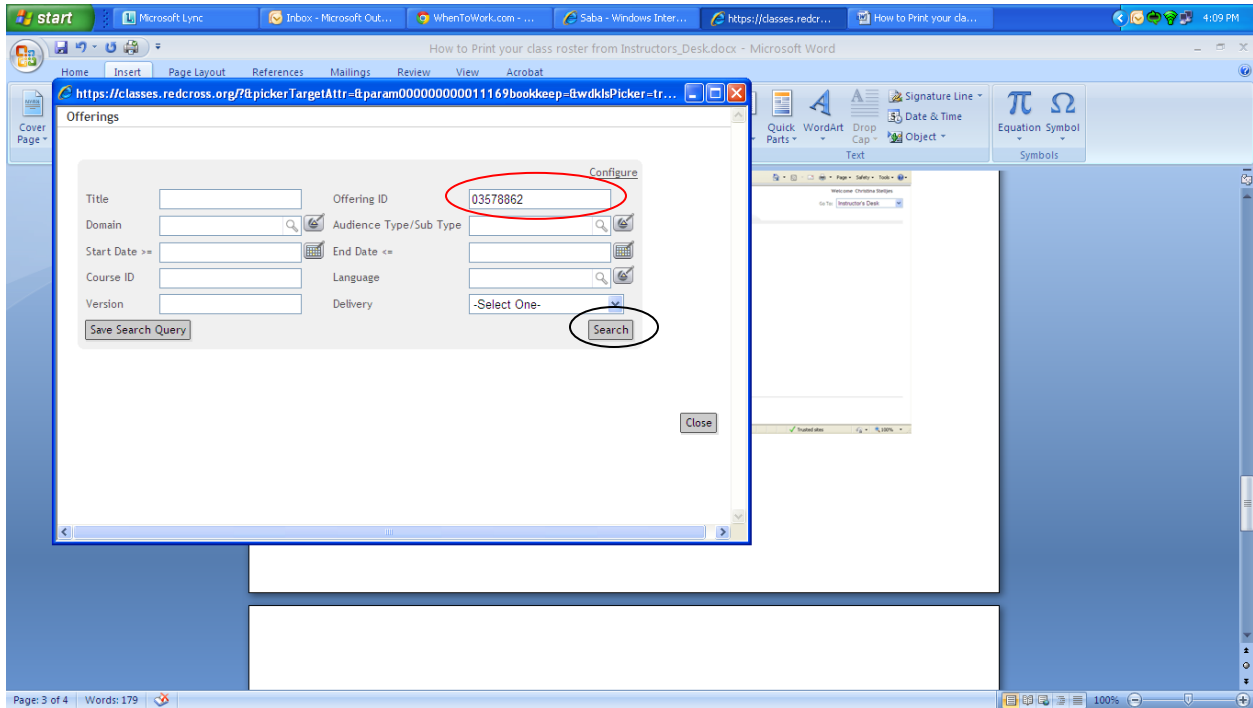
5) Click on the “Search Pencil” next to the Offering ID box



6) A new window opens up

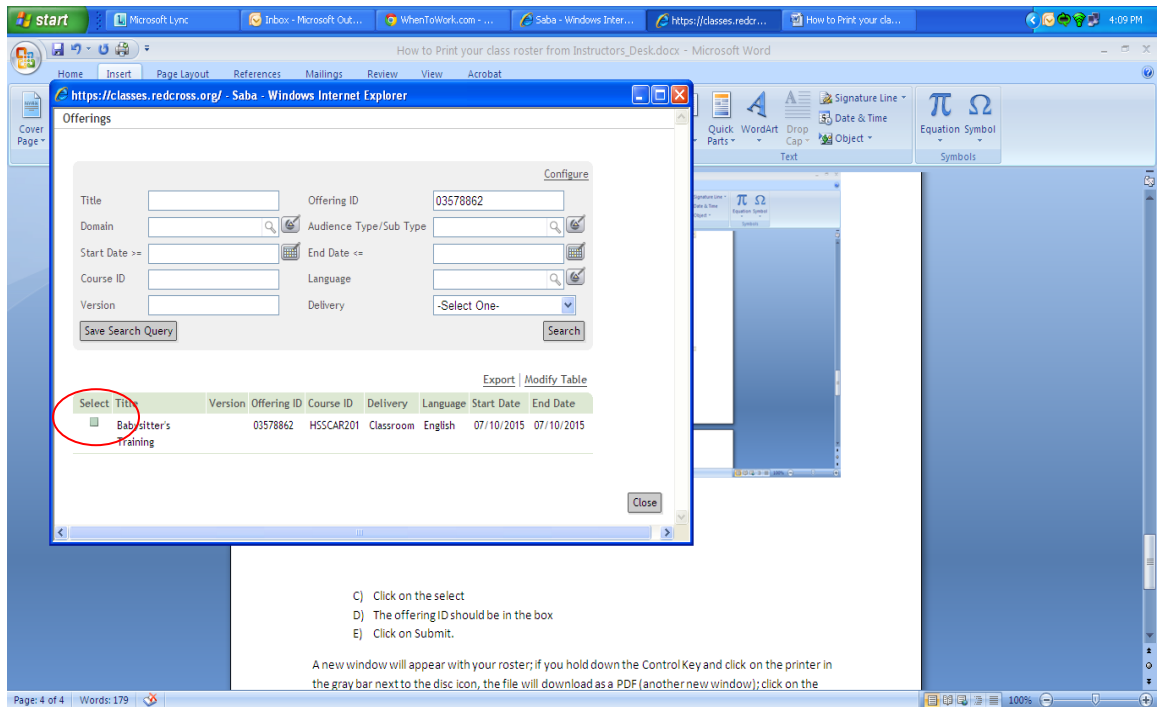


7) Type the Offering ID for your course in the Offering ID box and click on the search button

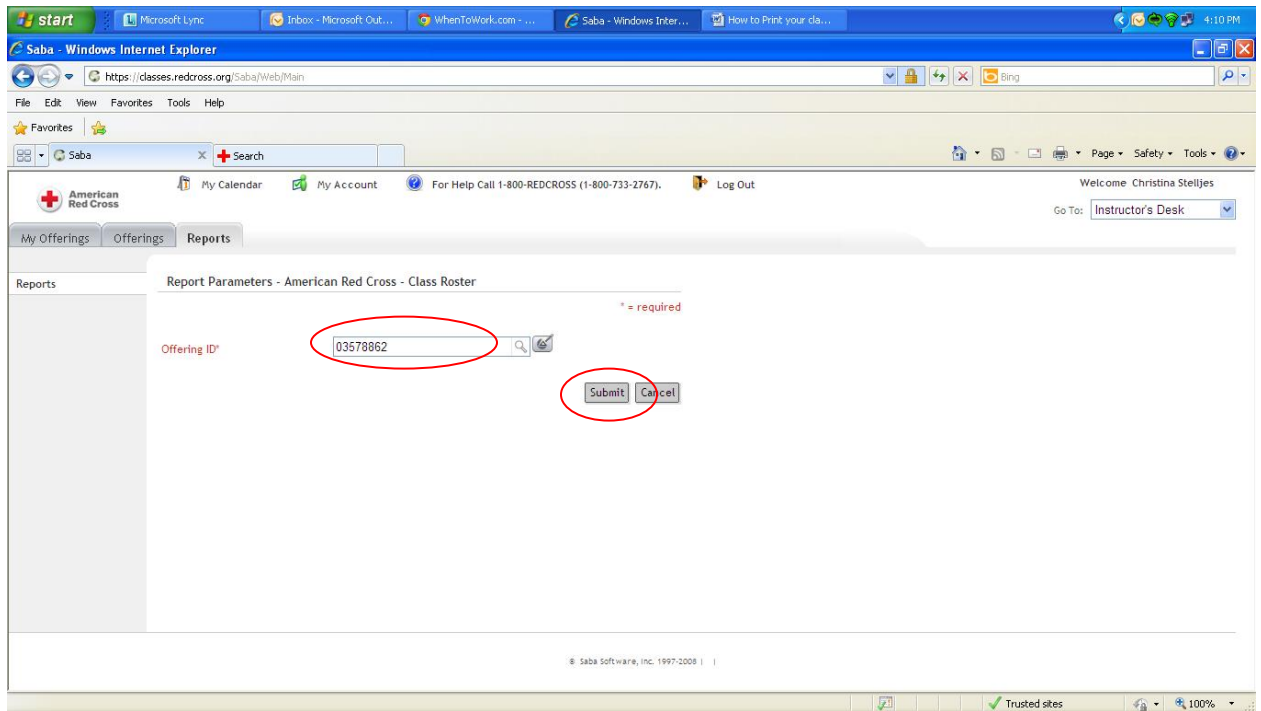


8) The course should appear below the search box

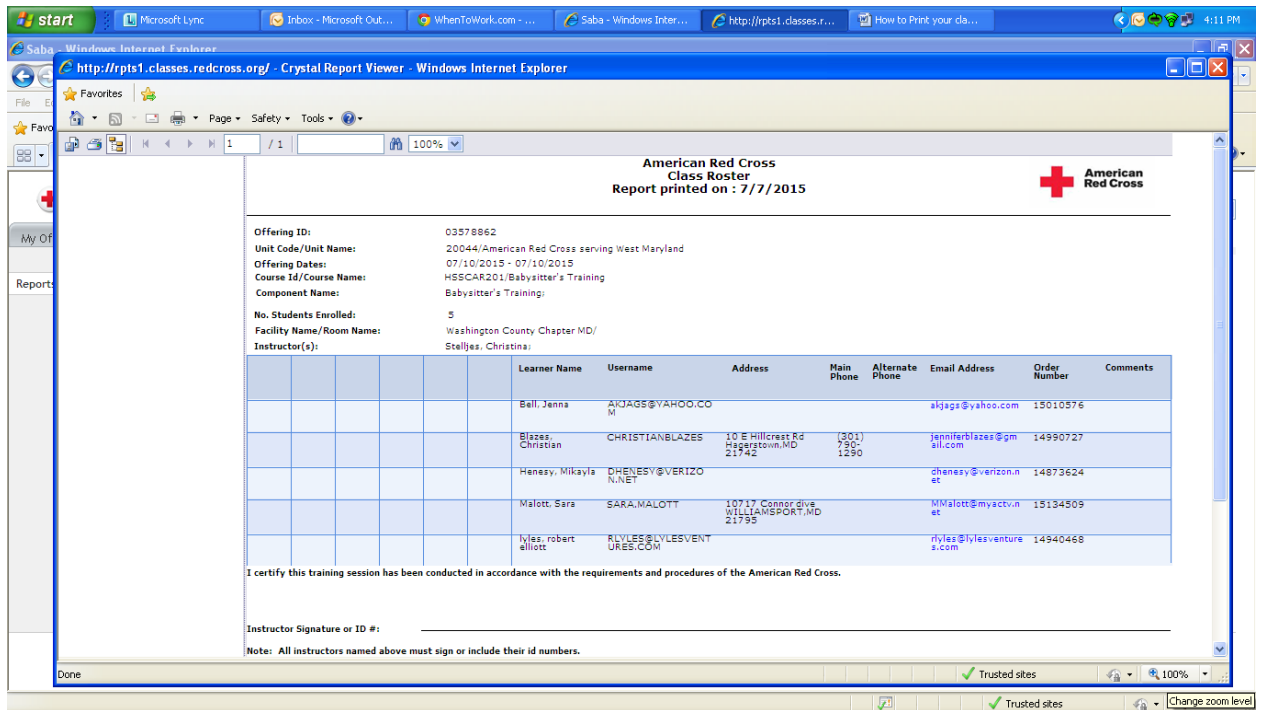
9) Check on the select box to select this course



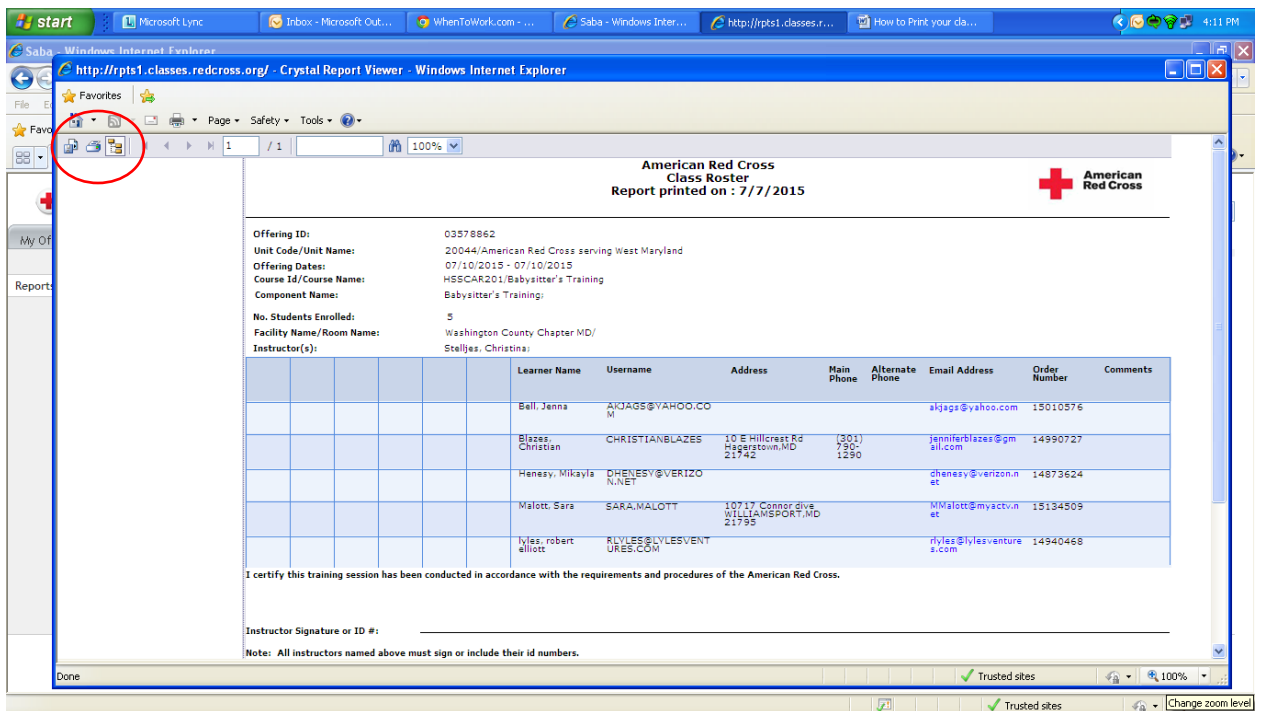
- 10) The offering ID should be in the box
- 11) Click on Submit



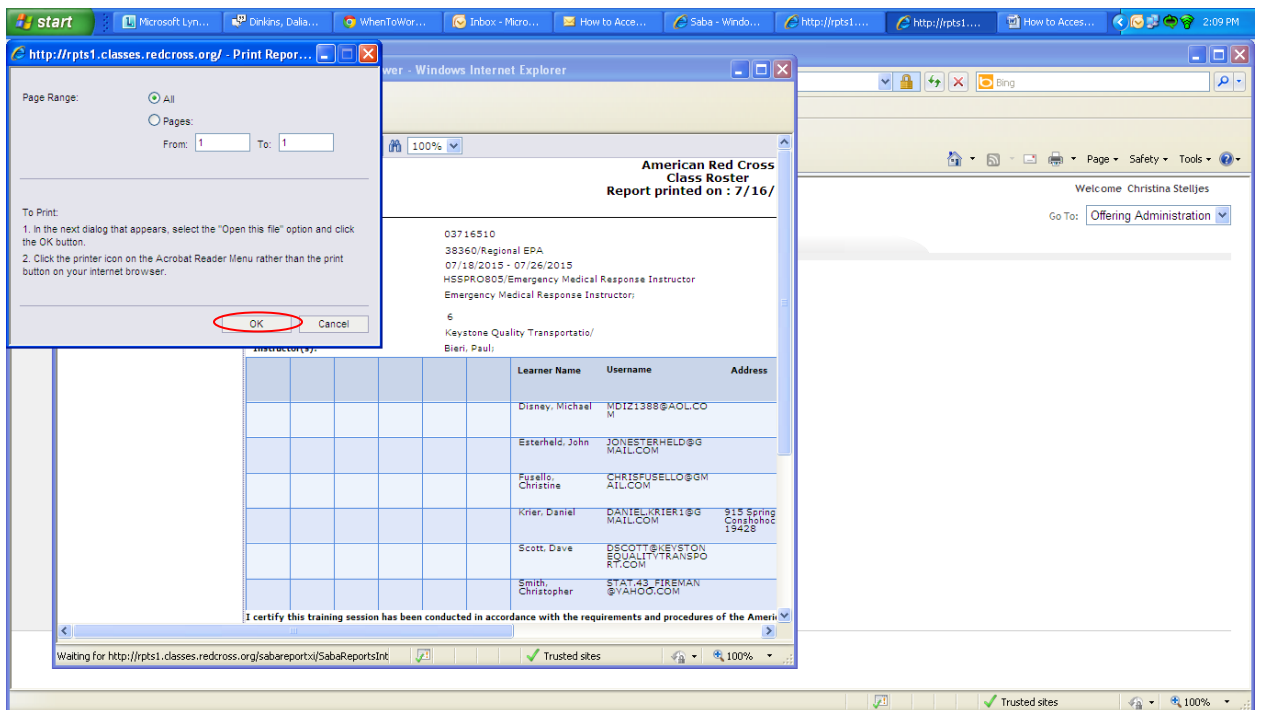
- 12) A new window will appear with your roster



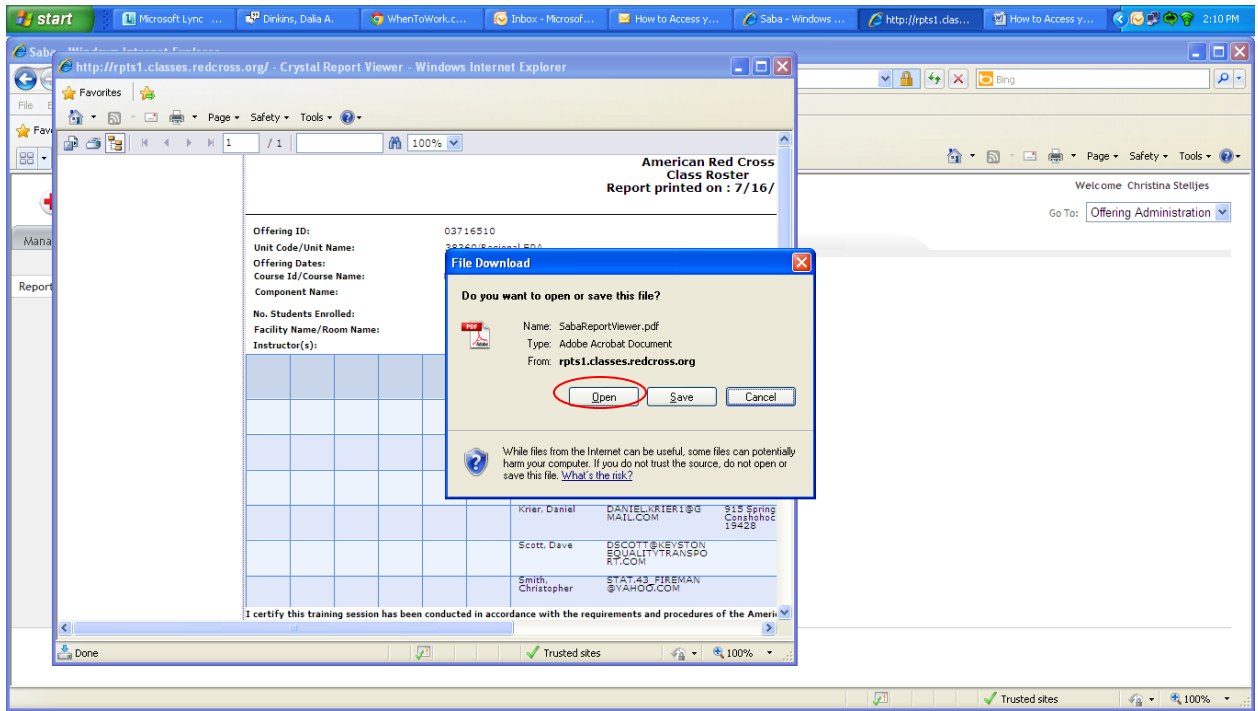
13) If you wish to print your roster, click on the printer in the gray bar next to the disc icon



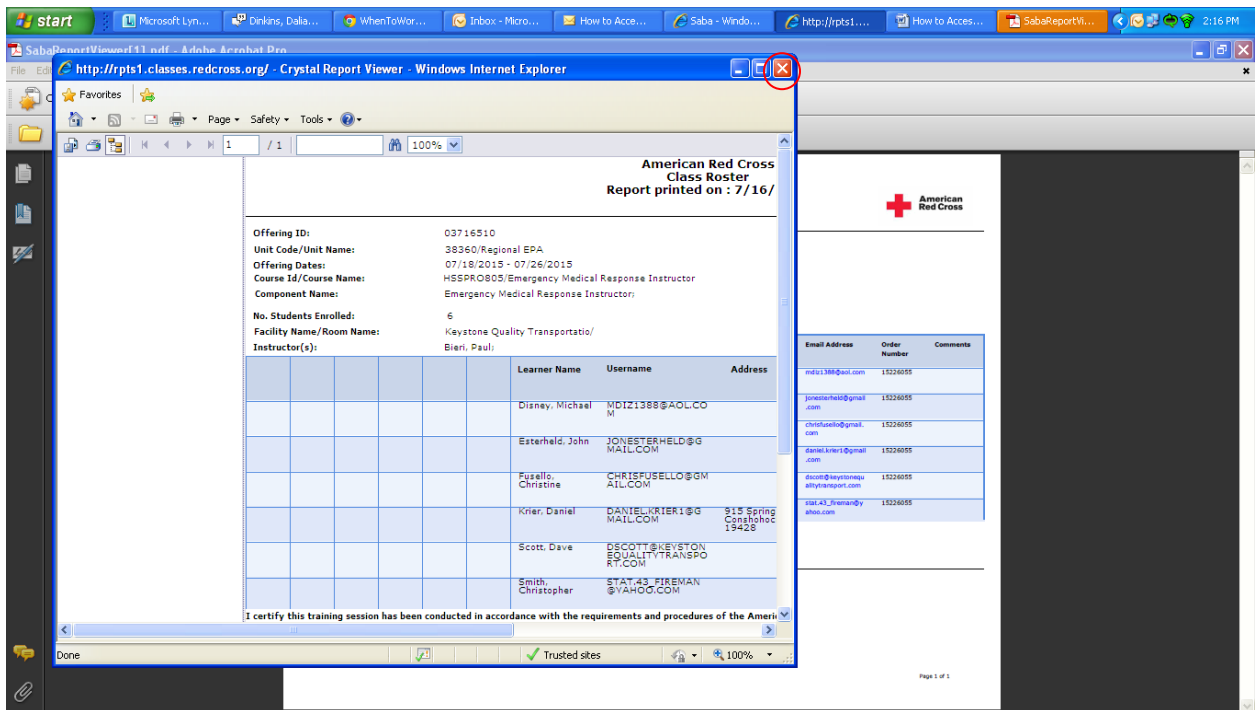
14) Explorer will ask if you want to download the Crystal Report (another new window); click OK.



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

The screenshot shows the Adobe Acrobat Pro interface with a PDF document titled "SabaReportViewer[1].pdf". The toolbar at the top includes various icons, with the printer icon circled in red. The document content is a report titled "American Red Cross Class Roster Report printed on : 7/7/2015".

Offering ID: 03279862  
Unit Code/Unit Name: 20044/American Red Cross serving West Maryland  
Offering Dates: 07/10/2015 - 07/10/2015  
Course ID/Course Name: HSCAM201/Baby sitter's Training  
Component Name: Baby sitter's Training  
No. Students Enrolled: 5  
Facility Name/Room Name: Washington County Chapter MD/  
Instructor(s): Sheljae, Christina

Learner Name	Username	Address	Main Phone	Alternate Phone	Email Address	Order Number	Comments
Bel, Jenna	ALJAL25@AMOSC.CO M				jajaja@yahoo.com	15010576	
Russel, Christian	CHRISTIANBLAZES	10 8 Hillcrest Rd Wagonsrow, MD 21742	(301) 790- 1290		jevinforlives@gn aill.com	14990227	
Henry, Mikayla	MIKAYLA@VBRIZZO N.NET				zicaheny@verizon.n et	14873024	
Hickel, Sara	SARA.HALDOTT	10717 Connor drive WILLIAMSPORT, MD 21795			MHickel@mysoc.n et	15134505	
lync, robert elbert	ELV.ESS@VLESEVENT URES.COM				rlync@vivoventure s.com	14940468	

I certify this training session has been conducted in accordance with the requirements and procedures of the American Red Cross.

Instructor Signature or ID #: \_\_\_\_\_  
Note: All instructors named above must sign or include their id numbers.

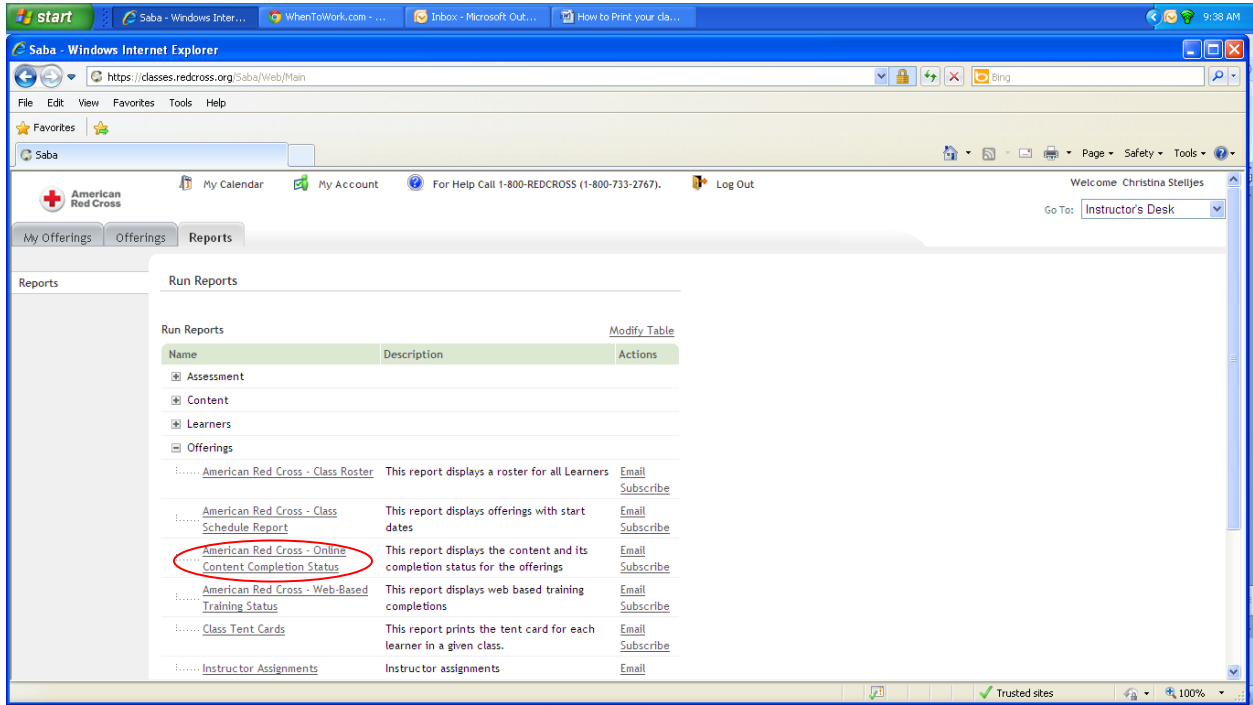
Page 1 of 1

18) If you want to print the whole page, make sure you may need to change the page orientation to Landscape instead of Portrait.

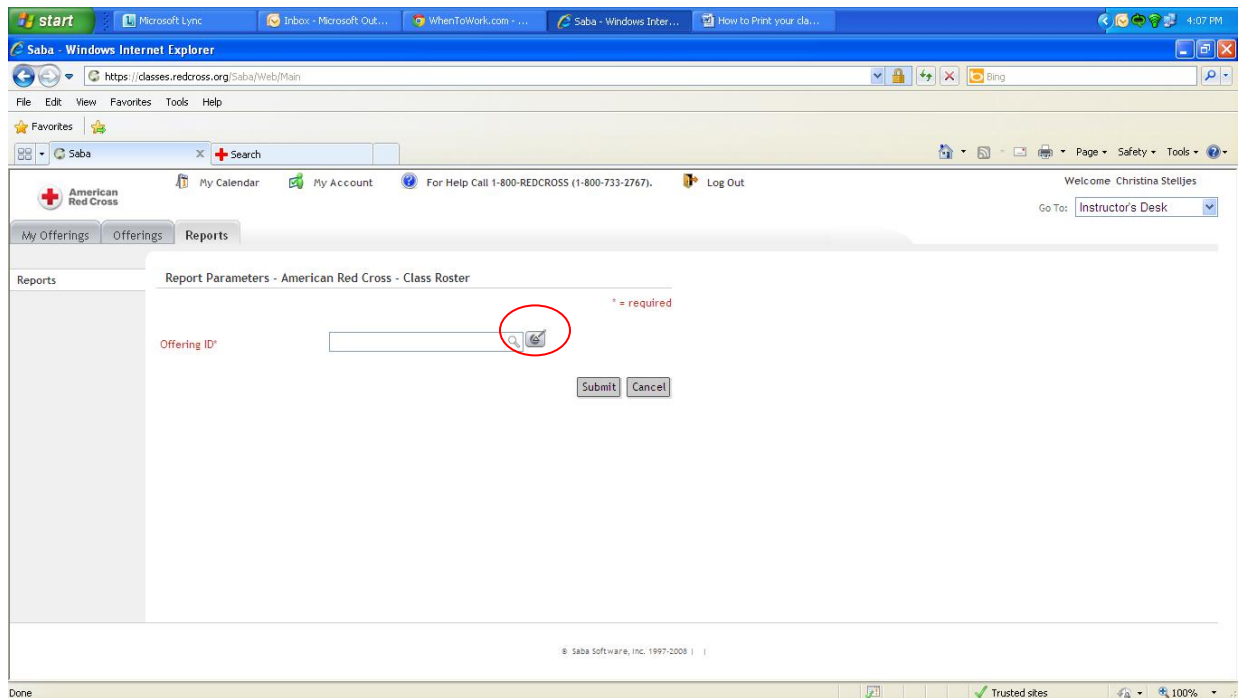


## How to access the Online Content Completion Status Report from Instructor's Desk

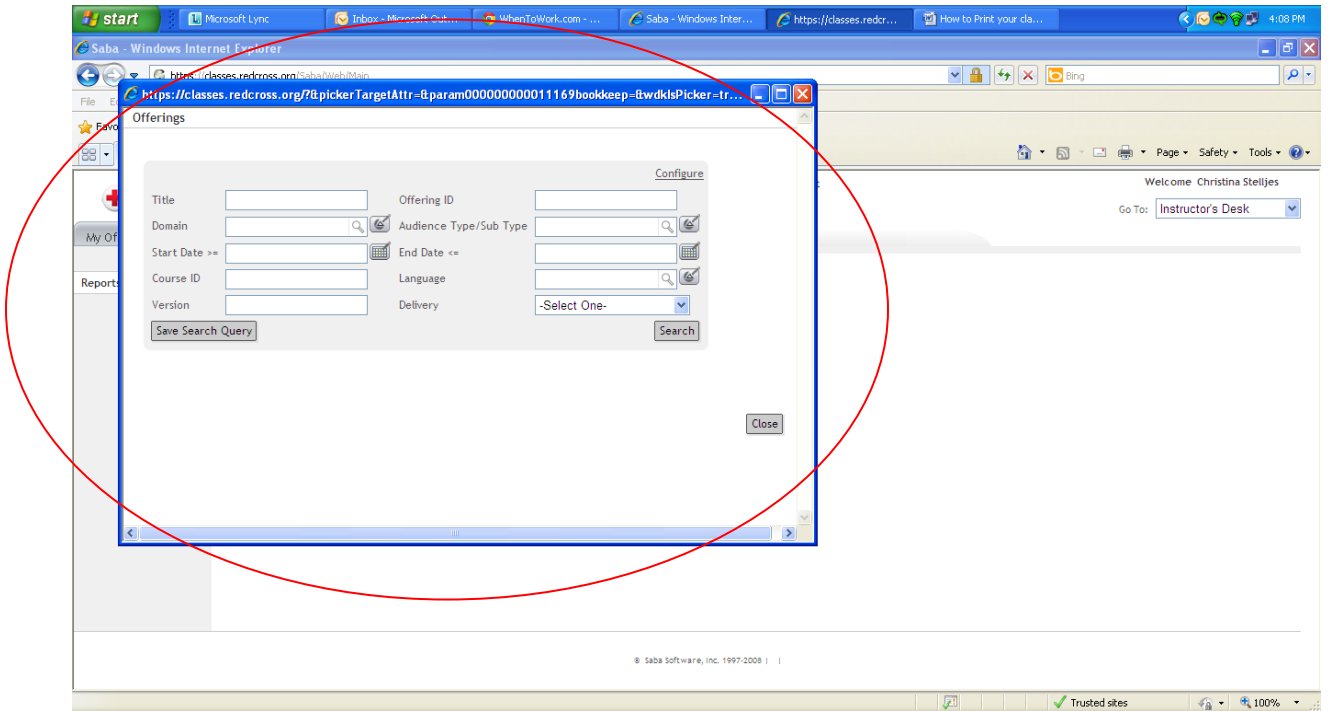
- 1) Stay on the reports tab
- 2) Click on the American Red Cross – Online Content Completion Status report in a new window



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

4. Enter Email Address you are sending to.

### Email American Red Cross - Class Roster

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[Run Reports](#) > [Email American...](#)

To\*

Character Limit : 255  
Remaining character count: 255

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

Report Format\*

MS Word ▼

6. Search for offering ID.

Offering ID\*

7. Click Send.