We welcome you to the NEW American Red Cross Learning Center
Congratulations on your commitment to building a healthier, safer community by teaching Red Cross curriculum and helping us reach even more people with lifesaving training.

We believe the new American Red Cross Learning Management system will help ensure the continued efficiency of our health and safety training.
Overview of the new American Red Cross Learning Management system (LMS)

- New interactive Course Record entry system and database for all American Red Cross chapters
- Serves as one central platform for all American Red Cross training
- Tracks all courses offered by chapters, instructors, and Authorized Providers nationwide
Access to training records and student/instructor certificates

• Data entry system included in LMS provides instructors & AP/LTP contacts with the self-service option for entering course records and making payments

• Once Course Record & payment information are submitted correctly, the Training Support Center will approve them - allowing you to print your own certificates

• Instructors and AP/LTP contacts will have real-time access to student and instructor records

• Instructors and AP/LTP contacts can easily access & print instructor transcripts directly from the LMS
New Look Certifications

• Instructors and AP/LTP contacts can print 8 ½” x 11” certificates after Course Record submission and approval

• Unlimited access to certifications and re-printability
Instructor Authorization

Extending Instructor Authorizations and Transferring teaching records across chapters is No Longer Required.

- Instructors are now automatically authorized to teach in all Red Cross units nationwide.

- If Instructor Authorization is withdrawn by one unit, it is withdrawn for all units.
Instructor Authorization

LMS automatically tracks expiration date of instructor authorization(s)

• 90 days before expiration, instructors will receive an email notification with a link to a “Reauthorization Assessment.”

• You need to make certain that your current e-mail address is included in your Instructor record.

• Instructors must complete the online assessment for each authorization to re-certify.

• Once assessment(s) completed (with a grade of 80% or better), instructors are automatically reauthorized and instructor transcripts updated.
Instructor Authorization

• The expiration date of Instructor Authorization(s) will be two years from the exact date reauthorization assessment completion.

• Instructors are still required to teach at least one course within their authorization period.

• Beginning June 30, 2011, instructors expiring will be required to complete the revised recertification assessment process implemented in the American Red Cross Learning Center.
Getting Started with LMS

The Link to the American Red Cross Learning Center:

https://classes.redcross.org/Saba/Web/Main
Initial Logging Into LMS

**User Name:** Instructor ID

**Default Password:** Welcome1

**Warning:** Do not use “New User”

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Welcome to the American Red Cross Learning Center

- If you are new to this site, click on New Users to register and create an account.

- To browse catalog as a guest, click on View the catalog.

- For returning users, enter your User Name and Password and click “Log In.”

   For assistance, please contact our IT Service Desk at 866-272-6312.

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**Returning Users Please Log In:**

- **Username:**
- **Password:**
- **Locale:** User’s Default

[Log In]

- Forgot your password?
- Forgot your username?
After initial Log-in, Change your Password

- Access the Saba LMS and log in.
- From the icons across the top, click **My Account**.
  The **My Account: Preferences** window displays.
- Click the **Account Details** tab.

- Complete the required and any desired optional fields in the **Change Password** form.
- Click the **Save and Close** button. Your password has been changed and will be effective next time you log into American Red Cross Learning Center.

  **Note:** If you complete the **Change Password** form incorrectly, an error message or message window will display. If you complete the form correctly, the message “Your password has been changed” will display.
Getting Started with LMS

• Current instructors in good standing will have access to a user role in LMS called **CR Administration** (CR stands for “Course Record”)

• This user role in LMS will allow you to:
  - Enter your class details, including the course ID, date(s), place where it was held, instructor, and number of students who attended
  - Enter student names (and, optionally, phone numbers and email addresses) – with e-mail address student will receive quarterly refreshers on-line and automatic notification when certification due to expire
  - Enter student completion statuses
  - Enter payment information (credit card or purchase order)
  - After approval from the AP Support team, print your students’ certificates
How It Looks

Once logged-in, instructors can select the “CR Administration” user role at the LMS Go To drop-down menu in the upper right-hand corner of their LMS Home page. If there is no drop-down menu, then ID may be for a student record.
Adding a new Course Record

Welcome to the course record system. This system allows the electronic entry of Red Cross training course records. Search for existing records by entering search criteria below and click search. Contact your local Red Cross unit if you have questions.

Click the New Course Record link
Adding a new Course Record (cont’d)

The **Organization** field is for the organization corresponding to the organization in which this course was offered.

Note: You will only have organizations with which you are associated as options.

Click the **Organization** field.
Adding a new Course Record (cont’d)

A. Click on the gray picker icon to open a new window.
B. Type the first few words of the title of the course taught in the **Title** field – Only use course codes starting with “HSSS” except for CT Child Care (CDLC).
C. Click, **Search**.
D. **Select** the course taught.
Adding a new Course Record (cont’d)

- Using the calendar function, select the end date of the course.
- Type the total number of students in your class in the Total Students* field.
- Type the Street Address*, City*, State*, and Zip* of the facility where the course was taught.
Adding a new Course Record (cont’d)

After filling out the required information for the Training Site Address, the next step is to select how you would like to distribute certificates.
Adding a new Course Record (cont’d)

- Click on the “Save” button on the bottom right-hand side of the page
- The system will automatically assign a CRS# (course record sheet#)
- Make a note of the CRS# - this is how your course is referenced in the system
The next step is to add the instructor to the course.
Adding a new Course Record (cont’d)

Add the instructor to the course.
- Type the instructor’s first name.
- Type the instructor’s last name – if you know the instructor’s Instructor ID/Username then type that instead to ensure you have the correct instructor
- Click, Search
- Select the Instructor.
- Click, Select and Close
- If there are more instructors, then follow the same steps as above
After using a simple search tool to lookup the instructor’s name, click “Next” to arrive at the screen below. This is where you enter the student names that will end up on the certification cards. If you find you need another line then click on “Add Student”.

Note: If you checked the Skip Student Details checkbox earlier, then you will not enter student details, but rather you will skip this step and go straight to the Payment Detail screen.

Note: First & Last Name are required. Email and phone are preferred in order to help locate student records in the future.

Note: There is a column for every course component associated with the course.

Click the First Name field
Click “Review” to check the information for accuracy. Reviewing the student information is mandatory before you proceed. If you need to make changes, click the “Back” button. If not, then on “Confirm.”
Adding a new Course Record (cont’d)

Once confirmed, you will be led to the “Payment Detail” screen where you can select a **Payment Type**.

A few notes on Payment Detail:

- Total cost is automatically calculated based on number of students who successfully passed the course. If the charge should be less than the fee that is shown, this will be done when it is approved by the Training Support Center.

- This total must be paid for in full by **Credit Card** or **Purchase Order** within LMS. The credit card will not be charged until the course has been approved.

- To use the **Purchase Order** payment method, contact the Training Support Center with the necessary billing information. The Red Cross will then set it up in the system to be made available for use by your organization.
Adding a new Course Record (cont’d)

Payment Detail

Payment of processing fees is required to submit the course record.

<table>
<thead>
<tr>
<th>CRS no.</th>
<th>1640</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact</td>
<td>Carla Administrator (<a href="mailto:CRADMIN@USA.REDCROSS.ORG">CRADMIN@USA.REDCROSS.ORG</a>)</td>
</tr>
<tr>
<td>Organization</td>
<td>City of Springfield (09004CITYSPRING)</td>
</tr>
<tr>
<td>Course</td>
<td>CPR - Adult (HSSFA02)</td>
</tr>
<tr>
<td>Offering End Date</td>
<td>05/22/2010</td>
</tr>
</tbody>
</table>

Payment Information

The total is automatically calculated based on the agreement between the organization and the American Red Cross. If the amount is different than expected, contact your local unit. Select the payment method and enter the required payment reference information. The Purchase Order option requires the organization has set up a PO with the Red Cross. When finished, click Submit.

- Amount Per Student: $50
- No. of students: 4
- Total: $200
- Payment Type: [Select One]

Legal Information

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

[ ] I Agree

Click the Payment Type field
Adding a new Course Record (cont’d)

Once you enter the payment information, click the “I Agree” checkbox and then “Submit.”
After Submitting a Course Record

• **What happens after a Course Record (and payment) is submitted?**

  The Course Record is submitted in the system to the Chapter for review. The AP Support Team will approve or reject it. If rejected, the contact will receive an e-mail with information as to why it was rejected.

  If the Course Record is rejected, you will need to make any needed corrections and resubmit the course record.

  If the Course Record is approved, you will receive an e-mail advising of this and that certificates are ready to be printed. You will receive this message even if you request to have certificates sent to you.

• **Important:** Once you submit a Course Record for review you cannot edit the Course Record.
Printing Certifications

To print certificates after your Course Record was approved,

Log into the LMS, **CR Administration** user role.

From the drop-down menu in the **Status** field,

Select **Approved**.

Click, **Search**.

A list of approved courses will appear. From this screen, you will be able to print certificates
Printing Certifications

Once Approved, you may print Certifications

[A. Status: Approved]
[B. Search]
[C. Print Certificates]
Printing Certifications

If the Course Record has been approved, a “Print Certificates” link will appear to the right of the course under “Actions.” Select this link.
A new window will open with print options. Choose an option and click "Print Certificates."
- 8.5” x 11” (All Students) will print out full-page certificates for each successful student
- 8.5” x 11” (Each Student) will print out full-page certificates for specific students

Wallet sized certificates will not be valid if printed. This can only be done by the Training Support Center
Printing Certifications

A new window will open with the requested certificates. Click the printer icon in the window, **NOT on the web browser.**

Then, another window will open to choose which pages to print. Select All, and choose “OK.”

A window for Adobe will open. Choose “Open.” (You must have Adobe Reader on your computer).

The certificates will open in Adobe Reader. Choose the print icon in the top left.
How will the LMS benefit you?

- Access to training records online
- Easy Course Record entry & certificate printing
- Instructor certificates/transcript changes
- Automatic training updates and alerts
- Nationwide instructor certification
- Ease of Instructor re-authorization
### MINIMUM SYSTEM REQUIREMENTS for LMS

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Operating System</th>
<th>Web Browser</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>High speed internet access (DSL, Cable, etc...)</td>
<td>Windows 2000 SP4</td>
<td>Internet Explorer 6.0 SP1 or higher</td>
<td>Sun Java Virtual Machine 1.5.0 or higher (aka 5.0 on the Java website)</td>
</tr>
<tr>
<td>1.5 gigabytes (GB) of available hard disk space</td>
<td>Windows XP Professional SP2 or later</td>
<td>Mozilla Firefox 2.0 or higher</td>
<td>Adobe Acrobat Reader 7.0 or higher</td>
</tr>
<tr>
<td>Display resolution set to 800x600</td>
<td>Microsoft Vista (all releases)</td>
<td>Apple Safari 2.0 or higher</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Windows 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mac OSX 10.4 or higher</td>
<td></td>
<td></td>
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</tbody>
</table>
LMS CR Steps

- Navigate to https://classes.redcross.org
- Log In to the Learning Management System (LMS) using your username and password
- From the dropdown menu located in the upper right, change your user role from Home to CR Administration (Course Record Administration).
- Click on New Course Record.
- From the Organization* drop-down menu, select the name of the organization that you taught the class for. (Organizations are added and removed by your local chapter based on authorized provider agreements.)
- Click on the gray picker icon to open a new window.
- **Type the name of the course taught in the Title field.**
- Click, Search.
- Select the course taught
- Using the calendar function, **select the end date** of the course.
- Type the total number of students in your class in the Total Students* field.
LMS CR Steps

- Type the Street Address*, City*, State*, Zip* and County of the facility where the course was taught.
- From the Certificates drop-down menu, select how you would like to receive the certificates for your course. Click, **Save** located on the bottom of the page.
- After clicking save you will be given the option to add and instructor(s) to the course. Click, **Add Instructor**
- Type the instructor’s first name.
- Type the instructor’s last name.
- Click, **Search**
- Select the instructor.
- Click, **Select and Close**
- Click, **Save** located on the bottom of the page.
- Click **Next**, on the bottom of the page.
LMS CR Steps

- Type the student’s first name
- Type the student’s last name.
- Type the student’s email address.
- Type the student’s phone number.
- From the drop down menu, indicate whether the student was successful (passed), unsuccessful (failed) or unevaluated (was not tested) in each of the components.
- Click, **Review**.
- Click, **Confirm**.
- In the Payment Type field, select the payment method. (Please note that purchase orders must be approved and set up by the local chapter prior to Course Record entry.)
- Click, **Submit**. (Once submitted your Course Record will be electronically sent to American Red Cross for approval. This approval process may take up to 48 hours.)
LMS CR Steps

- To print certificates after your course record was approved, log into the LMS, CR Administration user role.
- From the drop-down menu in the Status field, select Approved.
  - Click, Search.
- A list of approved courses will appear. From this screen you will be able to print certificates.
Contact the Training Support Center at 1-800-REDCROSS (733-2767) or via e-mail at support@reddcrosstraining.org with any questions or assistance with the new system.