

How to Download your RED CROSS Class Roster

1) Go to SABA LMS - <https://classes.redcross.org> - Log in with your username (Email)

NOTE: Trouble Logging in? Use the "Forgot Password" and "Forgot Username" Links

2) Once you log in go to the drop-down on the top right hand corner and select "Instructor's Desk"

3) Click the reports tab

4) Expand the "Offerings" Section of the Reports list by clicking the "+" sign on the left side of the word "Offerings"

5) Click on the 3rd report called "American Red Cross Class Roster"

6) Enter the offering ID for the course

7) Click the magnifying glass

8) Select the class from the drop-down

9) Click Submit

10) Click the "Printer" Icon in the Crystal report to convert to PDF

