



**American  
Red Cross**

Connecticut Region

American Red Cross Learning Center

**We welcome you to the**

**NEW**

**American Red Cross**

**Learning Center**



**American  
Red Cross**

Connecticut Region

**THANK YOU!**

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 contacts with the self-service option for entering course records and making payments
- Once Course Record & payment information are submitted correctly, the Chapter will approve them - allowing you to print your own certificates
- Instructors and AP contacts will have real-time access to student and instructor records
- Instructors and AP contacts can easily access & print instructor transcripts directly from the LMS

# New Look Certifications

## CERTIFICATE *of* COMPLETION

*This is to certify that:*

**User One**  
*successfully completed*

Course Title - Course4  
Offering Id - PG4CE4  
Version - 1.1  
Instructor - John Williams

*conducted by American Red Cross  
on  
13/12/2005*

*Certificate is valid from completion date for 2 Years*

*The American Red Cross is authorized by IACET to offer [credits] CEUs for this course.*



- Instructors and AP contacts can print 8 1/2" 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- If Instructor Authorization is withdrawn by one unit, it is withdrawn for all units.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.
- To accommodate the upcoming ECC Guidelines update, Instructor Authorizations that were scheduled to expire prior to December 31, 2010 were extended to December 31, 2011.
- It is anticipated that nearly all instructors will need to complete an update to the revised ECC guidelines before December 31, 2011.
- 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"

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.

  
**American Red Cross**

**New Users**  
[New Users](#)  
[View the Catalog](#)

**Returning Users Please Log In:**

Username:

Password:

Locale:

[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.

The screenshot displays the American Red Cross Learning Center LMS interface. At the top left is the American Red Cross logo. The top navigation bar includes links for "My Calendar", "My Account", "Help", and "Log Out". On the right, it says "Welcome Carla Administrator". Below this is a "Go To:" dropdown menu with a list of options: "Home", "Home", and "CR Administration". A red box highlights the "CR Administration" option, and a red callout bubble points to it with the text "Select CR Administration". Below the navigation bar are tabs for "Home", "My Learning", "My Skills", "My Profile", and "Reports". The main content area is divided into two columns. The left column has a "Welcome to the American Red Cross Learning Center!" message, followed by an "Announcements" section with text about the Red Cross's history and a list of course types: individuals, workplaces, and professional rescuers. Below that is a "Current Enrollments" section with "No items found" and an "Add Learning" button. The right column has a "Catalog Search" section with instructions on how to search for courses and a search input field with a "Go" button and links for "Advanced Search" and "Browse by Category".

# Adding a new Course Record

**American Red Cross**

My Calendar My Account Help Log Out

Welcome Carla Administrator

Go To: CR Administration

Course Record

Course Record

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.

Configure

Sheet No.

Status

Creation Date >=

Course

Save Search Query Search

**New Course Record**

Click the **New Course Record** link

# Adding a new Course Record (cont'd)

**American Red Cross** My Calendar My Account Help Log Out Welcome Carla Administrator Go To: CR Administration

Course Record

Course Record

### Create Course Record Sheet

\* = required

Complete the required information below.

Your name is automatically populated in the contact field indicating you are the contact for this course record. Select the organization associated with this course record. You are only able to select organizations that are associated with your instructor record. If the desired organization does not appear in the drop down menu, contact your local unit.

Contact Carla Administrator **Click the **Organization** field**

Organization\* **-Select One-**

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.*

Total Students\* 0

Training Site Address

Enter the address of the facility where the course was conducted.

# Adding a new Course Record (cont'd)

- Click on the gray picker icon to open a new window.
- Type the first few words of the title of the course taught in the **Title** field – for Lay Responder classes containing First Aid, type in "Standard". Only use course codes starting with "HSS" except for CT Child Care (CDL). Do not choose the r.2011 version unless it is a course from the new program.
- Click, **Search**.
- Select** the course taught

The screenshot shows the American Red Cross 'Create Course Record Sheet' interface. The main window has a 'Course Record' tab and a 'Create Course Record Sheet' section. The 'Title' field contains the text 'Standard'. A 'Select Course' dialog box is open, showing a list of courses. The 'Standard' text in the Title field and the 'Search' button are circled in red. The 'Standard First Aid' course is also circled in red.

**Course Record**

Course Record

Create Course Record Sheet

Complete the required information below.

Your name is automatically populated in the contact field indicating course record. Select the organization associated with this course record. select organizations that are associated with your instructor record. not appear in the drop down menu, contact your local unit.

Contact Scott Gerding (SCOTT.GERDING@YA)

Organization\* Athletic Club Metro V

Offering Information

Enter the course name and offering end date. The date entered will certificates. If the course you are entering does not require student "skip student details." If you want to skip entering student names, c

Course\*  A.

Offering End Date\*

Total Students\* 0

Training Site Address

Enter the address of the facility where the course was conducted.

Select Course

Configure

Title Standard B.

Course ID

Domain

Audience Type/Sub Type

Save Search Query

Search C.

1 2

Courses Export | Modify Table

Select	Version	Course ID	Title
<input type="checkbox"/>		CDLSFA201	Standard First Aid plus Conscious Choking
<input checked="" type="checkbox"/>		HSSSFA101	Standard First Aid D.
<input type="checkbox"/>		HSSSFA101C	Standard First Aid Challenge
<input type="checkbox"/>		HSSSFA101R	Standard First Aid Review
<input type="checkbox"/>		HSSSFA401	Standard First Aid with CPR - Adult
<input type="checkbox"/>		HSSSFA401C	Standard First Aid with CPR - Adult Challenge
<input type="checkbox"/>		HSSSFA401R	Standard First Aid with CPR - Adult Review

# 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.

The screenshot shows a web form for adding a new course record. The form is titled "Adding a new Course Record (cont'd)". It includes several sections:

- Organization\***: A dropdown menu showing "Athletic Club Metro V".
- Offering Information**: A section with instructions: "Enter the course name and offering end date. The date entered will appear on the student certificates. If the course you are entering does not require student names you will see an option 'skip student details.' If you want to skip entering student names, check the box."
- Course\***: A text input field containing "Standard First Aid (HS)".
- Offering End Date\***: A text input field containing "11/09/2010". A red circle labeled "7." highlights the calendar icon next to the date field.
- Total Students\***: A text input field containing "5". A red circle labeled "8." highlights this field.
- Training Site Address**: A section with instructions: "Enter the address of the facility where the course was conducted."
- Street Address\***: A text input field containing "995 E. Broad St.". A red circle labeled "9." highlights this field and the subsequent fields: **City\*** (Columbus), **State\*** (Ohio), and **Zip\*** (43205).
- County**: A dropdown menu showing "OH-Franklin County".
- Other Information**: A section with instructions: "Use the drop down menu to indicate how you would like to distribute certificates. After you click Save the page will refresh. Click the 'Add Instructor' link. Search for instructors who taught this".

# 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

The screenshot shows a web form with the following sections and fields:

- Offering End Date\***: A date input field containing "05/22/2010" with a calendar icon.
- Skip Student Details**: A checkbox that is currently unchecked.
- Total Students\***: A text input field containing the number "6".
- Training Site Address**: A section header followed by the instruction "Enter the address of the facility where the course was conducted." and several input fields:
  - Street Address\***: A text input field.
  - City\***: A text input field.
  - State\***: A text input field.
  - Zip\***: A text input field.
  - County**: A dropdown menu.
- Other Information**: A section header followed by a paragraph of instructions: "Use the drop down menu to indicate how you would like to distribute certificates. After you click Save the page will refresh. Click the 'Add Instructor' link. Search for instructors who taught this course. Only instructors associated with the Organization selected for the course record will be available. Click the box to the left of the instructor you want to add to the course record and click 'Select and Close'. Click Next."
- Certificates**: A dropdown menu with the following options:
  - Select One-
  - Certificates will be printed by customer (highlighted with a red box)
  - Send certificates to customer
  - No certificates needed
- Comments**: A text area for additional notes.
- Buttons**: "Save" and "Close" buttons at the bottom right.

A red callout box points to the "Certificates will be printed by customer" option in the dropdown menu, with the text "Select Certificates will be printed by customer".

# 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

# Adding a new Course Record (cont'd)

The next step is to add the instructor to the course.

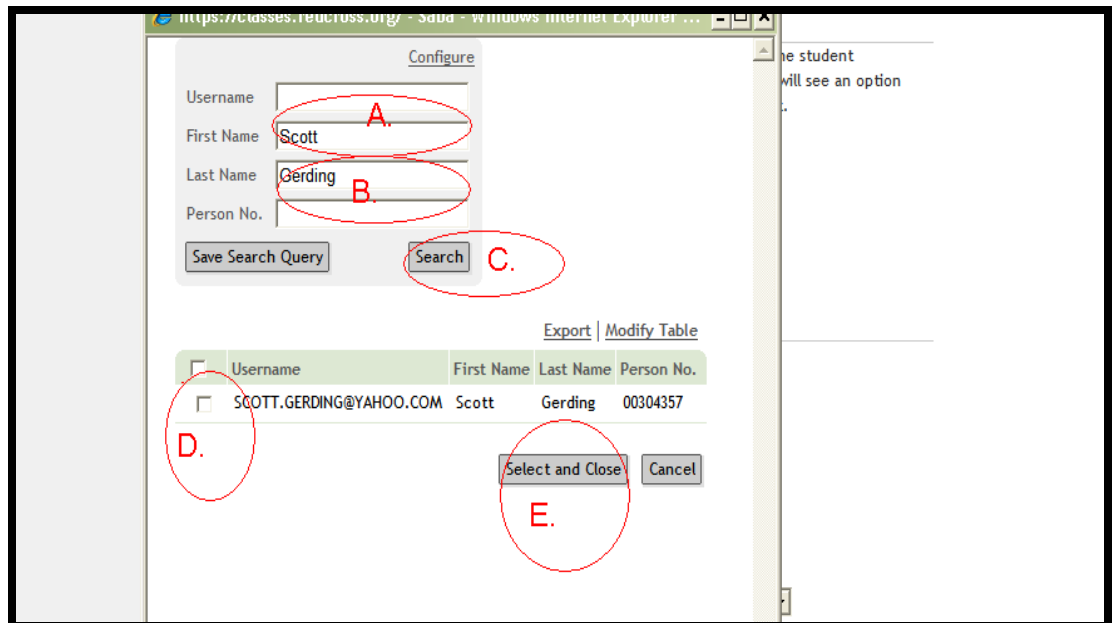
The screenshot shows a web form for adding a new course record. The form is divided into several sections:

- Skip Student Details:** A checkbox that is currently unchecked.
- Total Students\*:** A text input field containing the number "6".
- Instructors:** A section with a red-bordered box around the text "No items found" and a red-bordered box around the "Add Instructor" link. A callout box points to the link with the text "Click the **Add Instructor** link".
- Message:** A message box with a red border containing the text "The course record is saved and the **Instructors** section appears.".
- Address Fields:** Text input fields for "City\*" (Springfield), "State\*" (VA), "Zip\*" (22104), and a dropdown menu for "County" (VA-Alexandria City).
- Other Information:** A section with a heading "Other Information" and a paragraph of instructions: "Use the drop down menu to indicate how you would like to distribute certificates. After you click Save the page will refresh. Click the 'Add Instructor' link. Search for instructors who taught this course. Only instructors associated with the Organization selected for the course record will be available. Click the box to the left of the instructor you want to add to the course record and click 'Select and Close'. Click Next."
- Certificates:** A dropdown menu set to "Certificates will be printed by customer".
- Comments:** A text area for entering comments.
- Buttons:** "Next", "Save", and "Close" buttons at the bottom right.

# 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



The screenshot shows a web application interface for adding an instructor to a course. The interface includes a 'Configure' form with fields for Username, First Name, Last Name, and Person No. Below the form is a table with columns for Username, First Name, Last Name, and Person No. The table contains one row with the instructor's details. Red circles labeled A through E highlight specific elements: A (First Name), B (Last Name), C (Search button), D (checkbox), and E (Select and Close button).

Username	First Name	Last Name	Person No.
<input type="checkbox"/> SCOTT.GERDING@YAHOO.COM	Scott	Gerding	00304357

# Adding a new Course Record (cont'd)

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"

The screenshot shows the American Red Cross Course Record form. The header includes the American Red Cross logo, navigation links (My Calendar, My Account, Help, Log Out), and a welcome message for Carla Administrator. The form is titled "Course Record" and contains a "Student Information" section with a note about the "Skip Student Details" checkbox. Below this is a form for entering student details, including CRS no., Contact, Organization, Course, and Offering End Date. A "List of Students" table is shown with columns for First Name, Last Name, Email, Phone, CPR Adult, and Action. A callout box points to the "First Name" field in the table, and another callout box points to the "Add Student" button.

**American Red Cross** My Calendar My Account Help Log Out Welcome Carla Administrator Go To: CR Administration

Course Record

Course Record

**Student Information**

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 to straight to the **Payment Detail** screen.

The information you entered in the fields provided. Use the drop-down menu for each student. Click Review.

CRS no. 1640  
Contact Carla Administrator (CRADMIN@USA.REDCROSS.ORG)  
Organization City of Springfield (09004CITYSPRING)  
Course CPR - Adult (H55FAI02)  
Offering End Date 05/22/2010

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.

List of Students Add Student

First Name	Last Name	Email	Phone	CPR Adult	Action
				Successful	Delete
				Successful	Delete
				Successful	Delete
				Successful	Delete
				Successful	Delete
				Successful	Delete

Click the **First Name** field

# Adding a new Course Record (cont'd)

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"

Course Record

### Student Information

The information you entered appears at the top of this page. Enter the student information in the fields provided. Use the drop down menus to select the completion status for each component for each student. Click Review.

CRS no. 1640

Contact Carla Administrator  
(CRADMIN@USA.REDCROSS.ORG)

Organization City of Springfield (09004CITYSPRING)

Course CPR - Adult  
(HSSFAI02)

Offering End Date 05/22/2010

List of Students [Add Student](#)

First Name	Last Name	Email	Phone	CPR - Adult	Action
<input type="text" value="Sandra"/>	<input type="text" value="Learner"/>	<input type="text"/>	<input type="text"/>	Successful <input type="button" value="v"/>	<a href="#">Delete</a>
<input type="text" value="Emily"/>	<input type="text" value="Emmett"/>	<input type="text"/>	<input type="text"/>	Successful <input type="button" value="v"/>	<a href="#">Delete</a>
<input type="text" value="Andy"/>	<input type="text" value="Anderson"/>	<input type="text"/>	<input type="text"/>	Successful <input type="button" value="v"/>	<a href="#">Delete</a>
<input type="text" value="Lian"/>	<input type="text" value="Lu"/>	<input type="text"/>	<input type="text"/>	Successful <input type="button" value="v"/>	<a href="#">Delete</a>
<input type="text" value="Jack"/>	<input type="text" value="Jackson"/>	<input type="text"/>	<input type="text"/>	Successful <input type="button" value="v"/>	<a href="#">Delete</a>
<input type="text" value="Sanjay"/>	<input type="text" value="Singh"/>	<input type="text"/>	<input type="text"/>	Successful <input type="button" value="v"/>	<a href="#">Delete</a>

Click the **Review** button

# 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 \$12 fee, this will be done when it is approved by the AP Support Team.
- 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 [CTAP@ctredcross.org](mailto:CTAP@ctredcross.org) 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)

**American Red Cross** My Calendar My Account Help Log Out Welcome Carla Administrator  
Go To: CR Administration

Course Record

Course Record

### Payment Detail

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

CRS no.	1640	Course	CPR - Adult (HSSFAI02)
Contact	Carla Administrator (CRADMIN@USA.REDCROSS.ORG)	Offering End Date	05/22/2010
Organization	City of Springfield (09004CITYSPRING)		

### 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	6
Total	300
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

Submit Back Close

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"**

**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	11
No. of students	6
Total	66
Payment Type	<input type="text" value="Credit Card"/>
Credit Card Information:	XXXXXXXXXXXXXXXXXXXX

**I Agree**

**Submit** **Back** **Close**

The **I Agree** checkbox certifies that the training session has been completed in accordance with the requirements and procedures of American Red Cross.

Your course record has been sent to the Chapter. Once the Chapter reviews the information, you will be provided with a link to print certificates.

# 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 to the chapter 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

**American Red Cross**

My Calendar My Account For Help Call 866-272-6312 Log Out

Course Record

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.

Configure

Sheet No.

Status **A.**

Creation Date >=

Course

You have a saved query.

Save Search Query Reset Saved Query **B.** Search

New Course Record | Export | Modify Table


Sheet No.	Organization	Course Code	End Date	Status	Actions
<a href="#">11567</a>	CM Grant Leadership Academy	HSSSFA409	08/20/2010	Approved	<a href="#">View</a> <a href="#">Summary</a> <a href="#">Print</a> <a href="#">Certificates</a> <b>C.</b>
<a href="#">18265</a>	Northwest Swim Club	HSSSFA103C	08/31/2010	Approved	<a href="#">View</a> <a href="#">Summary</a> <a href="#">Print</a> <a href="#">Certificates</a>
<a href="#">18356</a>	YMCA Southwest Community Center	HSSPRO102	08/25/2010	Approved	<a href="#">View</a> <a href="#">Summary</a> <a href="#">Print</a>




# 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.

[Configure](#)

Sheet No.  Status

Creation Date >=   Organization

End Date %   Course   

Unit Code

You have a saved query.

[New Course Record](#) | [Export](#) | [Modify Table](#)

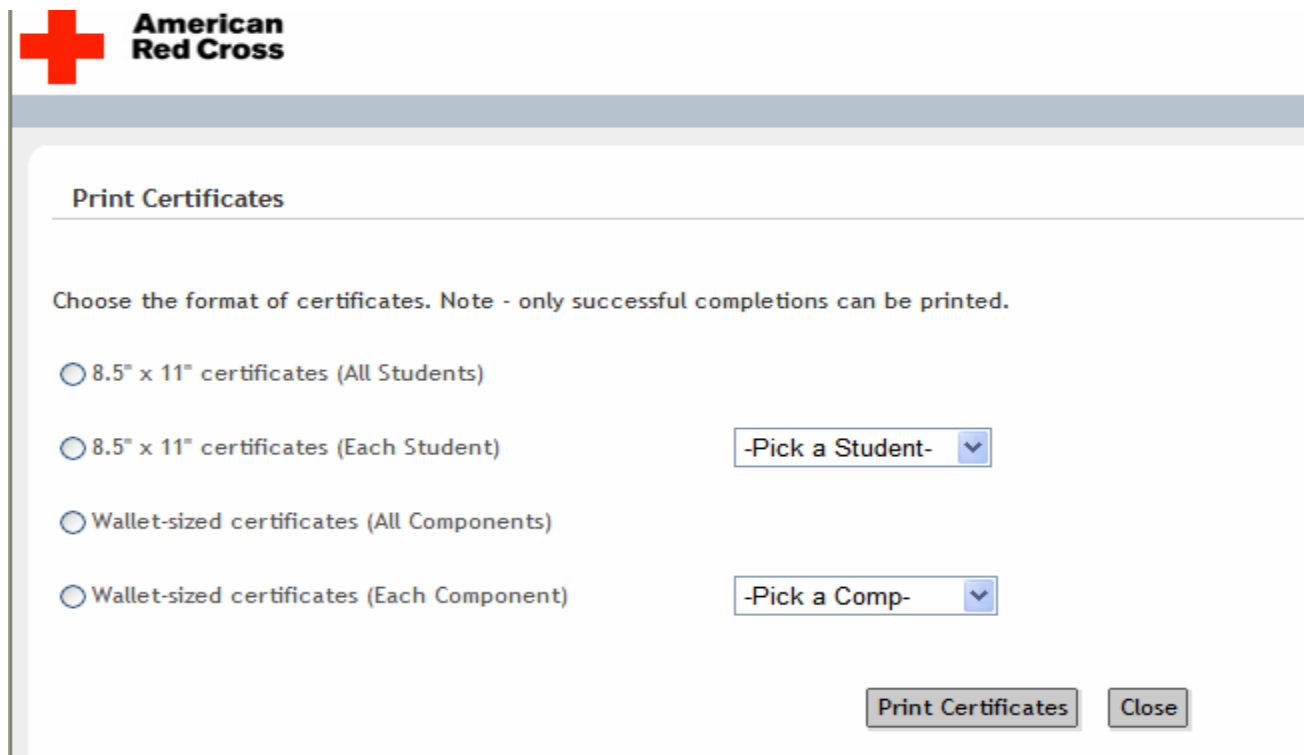
Sheet No.	Organization	Course Code	End Date	Status	Unit Code	Creation Date	Course	Actions
<a href="#">11944</a>	American Red Cross of Greater Chicago	HSS5FA404	08/18/2010	Approved	13302	08/25/2010	Standard First Aid with CPR/AED - Adult	<a href="#">View Summary</a> <a href="#">Print Certificates</a>

# Printing Certifications

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 AP Support Team**

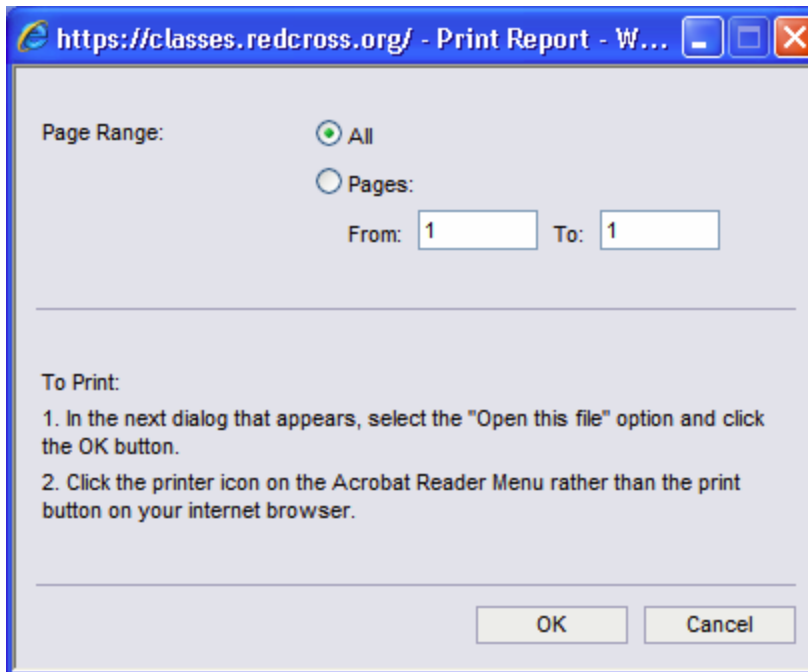


The screenshot shows a web interface for the American Red Cross. At the top left is the American Red Cross logo, consisting of a red cross symbol and the text "American Red Cross". Below the logo is a header bar with the title "Print Certificates". Underneath the header, there is a note: "Choose the format of certificates. Note - only successful completions can be printed." There are four radio button options for certificate formats: "8.5\" x 11\" certificates (All Students)", "8.5\" x 11\" certificates (Each Student)", "Wallet-sized certificates (All Components)", and "Wallet-sized certificates (Each Component)". The "Each Student" and "Each Component" options have associated dropdown menus with the text "-Pick a Student-" and "-Pick a Comp-" respectively. At the bottom right of the form, there are two buttons: "Print Certificates" and "Close".

# Printing Certifications

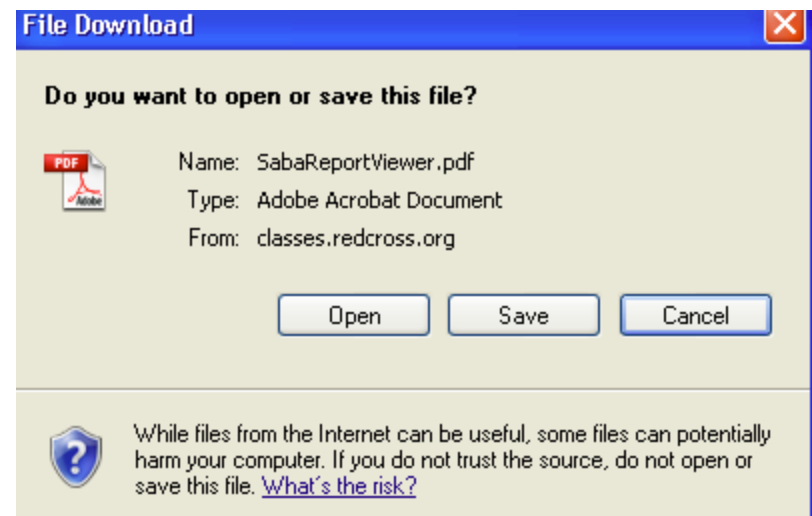
A new window will open with the requested certificates.

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

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

# 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



**American  
Red Cross**

Connecticut Region

THANK YOU!

Contact [CTAP@ctredcross.org](mailto:CTAP@ctredcross.org) with any questions or assistance with the new system.