



CENTURA SABA TRAINING GUIDE

VERSION 0.4

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Abstract

Miscellaneous Job Aids and Details for EMS and Trauma Connect

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Manual Updates

3/13/2018 – added list of web based classes

10/22/2019 added Enrolling Students in Courses and Classes as an Organizational Manager

10/22/2019 added Taking attendance and registering learners as a learning admin

7/7/2020 Virtual Instructor Led Training and Modifying Terminated Learners

5/12/2021 User Transcript

Creating New User Accounts on CenturaAccess-internal.sabacloud.com

If you have "Human Capital" or People Admin Privileges

Saba Admin >People> Manage People

External People

Option 1 – Search and Clone

Use the search capability and find a user with similar attributes (ex. Look up by organization or email address. You can use the wild card % character or partial search and when you find a similar user, use the clone button.

Email	Person ID	Organization	Location	Job	Approval Status	View
MBARERRA@LARKSPURFIRE.ORG	00003241	Larkspur Fire Protection District		EMT	Approved	Edit Profile Information Copy Profile Profile Snapshot Full Profile Act as Proxy
DBATEMAN@LARKS	3242	Larkspur Fire Protection District			Approved	Edit Profile Information Copy Profile Profile Snapshot Full Profile Act as Proxy

Option 2 – Create an entire new Person by clicking on the

Do not use any of the search capabilities, click on New external person

New External Person

New User

Skip the Password and Confirm Password Fields

Replace

First Name

Last Name

Middle Name (erase if not available)

Username:

- use an email address
- if not available firstname.lastname

Domain: World

Home Domain: World

Organization and Company – choose the company and organization

Certification Level

Location – optional South Denver Area

Business Card Title

Email – Update the email or erase, if not available

Time zone: (GMT-0:700) Mountain Time (US & Canada)

Update State of CO License Start, CO EMT

Expiration, CO EMT Number, NREMT Renewal

Expiration, NREMT Number

Scroll down and choose Save

* - required

Main | Contact Information | Address | Password | Preferences | Privileges

Title	-Select One-	Username*	BVAD@SOCOLO.NET
First Name*	Bryan	Last Name*	Ware
Middle Name		Suffix	
Domain*	world	Status	-Select One-
Home Domain*	world		
Organization	Beulah Fire Protection and Ambulan	Accounting Code	00007315
Company	Beulah Fire Protection and Ambulan	Job Level	-Select One-
Certification Level	Paramedic	Person No	00007537
Manager		Person Legal ID	
Additional Approver for Orders		Business Card Title	Chief
Location	Pueblo Metro Area	E-mail	bvad@socolo.net
Start Date	08-FEB-2017	Person Type	-Select One-
Terminated On			
Date of Birth			
Manager Access	<input type="checkbox"/>	Special User	<input type="checkbox"/>
Enable Two Factor Authentication	<input type="checkbox"/>		
TimeZone*	[(GMT-07:00) Mountain Time (US & Canada)]		

Currencies [Add Currency](#) | [Print](#) | [Export](#) | [Modify Table](#)

Clone Options

Skip the Password and Confirm Password Fields

Replace

First Name

Last Name

Middle Name (erase if not available)

Username:

- use an email address
- if not available firstname.lastname

Domain: World

Home Domain: World

Email – Update the email or erase, if not available

Certification Level

Time zone: (GMT-0:700) Mountain Time (US & Canada)

Update State of CO License Start, CO EMT Expiration, CO EMT Number, NREMT

Renewal Expiration, NREMT Number

Scroll down and choose Save

Title	-Select One-	Username*	_clone2790489073855
Password*	*****	Confirmed Password*	*****
First Name*	_clone	Last Name*	_clone
Middle Name	_clone	Suffix	
Domain*		Status	-Select One-
Home Domain*	world		
Organization	Larkspur Fire Protection District	Accounting Code	
Company		Job Level	-Select One-
Certification Level	EMT	Person No	
Manager	Stuart Mills	Person Legal ID	
Additional Approver for Orders		Business Card Title	FF/EMT
Location		E-mail	MBARERRA@LARKSPURFIRE
Start Date	08-FEB-2017	Person Type	-Select One-
Terminated On		Default Currency*	US Dollars
Date of Birth			
Manager Access	<input type="checkbox"/>	Special User	<input type="checkbox"/>
Enable Two Factor Authentication	<input type="checkbox"/>		
TimeZone*	(GMT-07:00) Mountain Time (US & Canada)		
Other Information			
State of CO License Start (optional)	21-SEP-2013		
CO EMT Expiration(recommended)	20-SEP-2016		
CO EMT Number			
NREMT Renewal Expiration (ex 03/31/2017)(optional)			
NREMT Number (if applicable)			
Company			
Contact Information			
Work Phone	303-681-3284	Home Phone	
E-mail	MBARERRA@LARKSPURFIRE.ORG	Fax	
Main Address		Billing Address	
Address 1	8414 Spruce Mountain Road	Address1	
Address 2		Address2	

Audience Types (optional)

One last step – to limit the display of certain classes to certain agency members, a user may need to have additional audience types attached to his profile.

Tutorial on creating audience types:

<https://centurahealth.sharepoint.com/:u:/r/teams/EMSONline/Shared%20Documents/Tutorials/audiencetypes/AudienceTypes/AudienceTypes.htm?csf=1&e=BIM8Zz>

Edit Profile Of Stuart Mills

Main | Contact Information | Address | Password | Preferences | Privileges

Security Roles [Add Roles](#) | [Print](#) | [Export](#)

Name	Domain/Criteria	Actions
Common Privileges in world domain	world	X
External Manager Basic Privileges	Prehospital Services	X
External Person Basic Privileges	Prehospital Services	X
Learning Admin - Instructor	world	X
Organization Manager Basic Privileges	Prehospital Services	X
Report Privileges in world domain	world	X

Audience Types and Sub Types [Add Audience Type](#) | [Print](#) | [Export](#)

Audience Type	Actions
SDOG-Larkspur	X
External	X
Guest	X
Internal and External (All Users)	X
Prehospital	X

Profile Quick Certifications Curricula Recurring Co Enrollments Completed C Continuing E Profile Snaps To-Do Lists

Click on the privileges tab and add the audience types area add: Prehospital, Guest and the appropriate agency (MNDOG-agency, SDOG-agency, SSOG-agency)

Updating User details.

Saba Admin
People> Manage People
External People

Use the search capabilities and then choose “Edit Profile Information”

Manage People

- Internal People
- External People**
- Proxy Settings
- Enrollments
- Completed Courses
- Certifications
- Curricula
- Recurring Courses
- To-Do Lists
- Continuing Education
- Profile Merge
- Profile Activity History
- Manage Archive
- Manage Signup Rules
- Rules Engine
- Manage To-Do Lists
- Manage Smart Lists
- Message Center

Audience type: City:

State of CO License Start (optional): CO EMT Expiration(recommended):

CO EMT Number: NREMT Renewal Expiration (ex 03/31/2017D)(optional):

NREMT Number (If applicable): Company:

Domain: Email:

First Name: Include All Suborganizations:

Job: Last Name:

Location: Manager:

Organization: State:

Status: Username:

Terminated After: Terminated Before:

You have a saved query.
[Simple Search](#) | [Configure](#) | [Save Search Query](#) | [Reset Saved Query](#)

Search Results [New External Person](#) | [Print](#) | [Export](#) | [Modify Table](#)

Last Name	First Name	Username	Middle Name	Email	Person ID	Organization	Location	Job	Approval Status	View
test	test	PREHOSPITAL.TEST			00007547				Approved	Edit Profile Information Copy Profile Profile Snapshot Full Profile Act as Proxy
test01	test01	TESTACCOUNT01			00004767				Approved	Edit Profile Information Copy Profile Profile Snapshot Full Profile Act as Proxy
Test02	Test02	TESTACCOUNT02	_clone		00004768				Approved	Edit Profile Information Copy Profile Profile Snapshot Full Profile Act as Proxy
test03	test03	TESTACCOUNT03			00004769				Approved	Edit Profile Information Copy Profile Profile Snapshot Full Profile Act as Proxy

Be sure to click “Save” at the bottom of the page to save.

Resetting a user password

Log into production (centuraaccess-internla.sabacloud.com) and choose **admin** and **people**. You may also choose Manage People from within People Admin

Sandbox Hi, David Kaye

ME MY TEAM PEOPLE GROUPS CE INFORMATION ADMIN

Admin Home People HR Social Meetings Instructor Learning Marketplace System Analytics

Welcome David Kaye

People Admin
Manages user profiles, including viewing held skills and other activity.

[Go to](#) [More actions](#)

HR Admin
Manages core HR processes and defines organizations, skills, jobs and roles.

[Go to](#) [More actions](#)

Social Admin
Overall moderator for groups, blogs, ideas and all user generated content.

[Go to](#) [More actions](#)

Learning Admin
Manages the learning setup and process. Includes registrar role.

[Go to](#) [More actions](#)

System Admin
Manages the configuration aspects of the system, integrations and OpenSocial apps.

[Go to](#) [More actions](#)

Analytics Admin
Manages configuration of Analytics; authoring, execution and scheduling of reports and dashboards.

[Go to](#) [More actions](#)

Who's Online (0)

Inside of admin people > choose manage people

The screenshot displays the Centura Health Admin interface. At the top, there is a navigation bar with a home icon, 'ME', 'MY TEAM', 'PEOPLE', 'GROUPS', 'CE INFORMATION', and 'ADMIN' (highlighted in yellow). Below this is a secondary navigation bar with links for 'Admin Home', 'People', 'HR', 'Social', 'Meetings', 'Instructor', 'Learning', 'Marketplace', 'System', and 'Analytics'. On the left, a sidebar menu is visible under 'People Home', listing 'Manage People' (with a red notification badge '2'), 'Manage Signup Rules', 'Rules Engine', 'Manage To-Do Lists', 'Manage Smart Lists', and 'Message Center'. The main content area is titled 'Top People Activities' and features three activity cards: 'Manage People' with sub-links 'New Internal Person', 'New External Person', and 'Add To Completed Course'; 'Manage Signup Rules' with a sub-link 'New Signup Rule'; and 'Rules Engine' with a sub-link 'New Prescriptive Rule'.

Choose internal or external people depending on your search. You may then search on any field and press search. Results will appear below the search dialogue. Scroll to the appropriate user and choose Edit Profile

Search Internal People

Person ID: Username: davekaye (4)

First Name: Organization:

Role: Started on >=:

Terminated After: Domain:

State: Status: -Select One-

Middle Name: Audience type:

Include All Suborganizations:

Sample Search | Configure | Save Search Query Search (5)

Last Name	First Name	Username	Middle Name	Email	Person ID	Organization	Location	Job	Approval Status	View
Kaye	David	DAVEKAYE@CENTURA.ORG		davekaye@centura.org	00003220	SDOG Prehospital Services			Approved	Edit Profile Copy Profile Profile Snapshot Full Profile

Click Password

Edit Profile Of David Kaye

Main | Contact Information | Address | Password | Preferences | Privileges

* = required

Title: -Select One-

First Name*: David

Middle Name:

Domain*: world

Home Domain*: world

Organization*: SDOG Prehospital Services

Company: Centura Health Corporation

Certification Level:

Manager:

Job Level: -Select One-

Location:

Start Date:

Ethnicity: -Select One-

Religion: -Select One-

Terminated On:

Manager Access:

Additional Approver for Orders:

Username*: DAVEKAYE@CENTURA.ORG

Last Name*: Kaye

Suffix:

Status*: Active

Gender*: Not Known

Person No: 00003220

E-mail: davekaye@centura.org

Person Legal ID:

Business Card Title: Distance Learning Specialist

Type: -Select One-

Date of Birth:

Special User:

Profile Quicklinks: Certifications, Curricula, Recurring Courses, Skills, Enrollments, Completed Course, Continuing Education, Profile Snapshot, To-Do Lists

Enter a new password that has at least 8 characters, mixed case, a number and punctuation. Centura2020! will work. The student likely will not be prompted to change their password on the next login on the production server.

Edit Profile Of David Kaye

Main	Contact Information	Address	Password	Preferences	Privileges	Pr Ce Ce Ce Re Sk En Ce Ce Pr To
Change Password						
User Name	DAVEKAYE@CENTURA.ORG					
New Password*	<input type="password"/>					
Confirm Password*	<input type="password"/>					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>						

When you click Save, Saba will respond in green that the password has changed.

Message to send user once the password is changed.

Dear NAME,

Your account has been unlocked and the password temporarily set to Centura2020!

Login at <http://www.centura.org/ems>

Scroll down the page until you see the EMS CE Connect box. Click access. to continue to the learning system

Click the Login circle in the middle and login with your email address. Your initial password should be Centura2020!

To change your password, click on your name in the upper right and then Change Password

New passwords must contain

- 8 or more characters
- Mixed case (at least one Capitalized letter and one lower case letter)
- One or more numerals

Please let us know if you have questions.

Support

emsonlinece@centura.org

Merging Profiles (duplicate accounts)

On noticing more than one account for a user, note the user names and determine which account will remain. The additional accounts will be made inactive. If the user is aware of CE Connect system, please notify him of which account is to remain active.

Login and go to the merge profile section.

1.)Admin>2.)People>3.)Manage People

Click 4.) Profile Merge

The screenshot displays the Centura Health web application interface. At the top, there is a navigation bar with 'Tools' and 'Help' on the left, and a user profile 'Hi, David Kaye' on the right. Below this is a blue navigation bar with tabs for 'Home', 'Me', 'People', 'Groups', 'Centura Staff Support', and 'Admin'. A red circle '1' is placed over the 'Admin' tab. Underneath is a secondary navigation bar with various functional categories like 'ADMIN HOME', 'PEOPLE', 'HR', 'SOCIAL', etc. A red circle '2' is placed over the 'PEOPLE' tab. On the left side, there is a vertical sidebar menu with options like 'People Home', 'Manage People', 'Internal People', 'External People', etc. A red circle '3' is placed over the 'External People' option. The main content area is titled 'Search External People' and contains several search filters: 'Audience type', 'Include All Suborganizations', 'Manager', 'Username', 'Terminated After', 'First Name', 'Last Name', 'Organization', and 'User Provided Company'. A red circle '4' is placed over the 'Profile Merge' option in the sidebar menu. At the bottom of the search area, there is a 'SEARCH' button and a 'Search Results' section.


Seek the Primary Profile by clicking on the magnifying glass next to Primary Profile


ADMIN HOME **PEOPLE** SOCIAL MEETINGS INSTRUCTOR LEARNING ECOMMERCE MARKETPLACE SYSTEM AN


People Home
Manage People
Internal People
External People
Proxy Settings
Enrollments
Completed Courses
Certifications
Curricula
Recurring Courses
To-Do Lists
Continuing Education
Profile Merge
Profile Activity History
Manage Archive
Manage Signup Rules
Rules Engine
Manage To-Do Lists

Profile Merge

Manage merging of Secondary profiles into Primary ones.

Primary Profile*  **1**

Secondary Profile* 

Secondary Profile Person Status after merge. 

Merge Settings

Recalculate Completion Status for Certifications/Curriculum	<input checked="" type="checkbox"/>
Merge Virtual And Blended Class Transcripts	<input checked="" type="checkbox"/>
Merge Security Roles	<input type="checkbox"/>
Merge Audience Types and Sub Types	<input type="checkbox"/>
Swap Person Numbers	<input type="checkbox"/>

MERGE

On the Search Screen, choose External if the user is not an Internal Centura Associate

The screenshot shows a web browser window titled "Saba - Internet Explorer" with the URL https://centuraaccess-internal.sabacloud.com/Saba/Web_wdk/NA1PRD0118Admin/common/party/person/searchPeoplePopup.rdf. The page content is titled "Search Person, External" and features a search form with the following fields and controls:

- Population***: A dropdown menu set to "External".
- Last Name**: A text input field containing "Stow%".
- Username**: An empty text input field.
- Organization**: A text input field with a search icon.
- Domain**: A text input field with a search icon.
- First Name**: An empty text input field.
- Person ID**: An empty text input field.
- Manager**: A text input field with a search icon.
- Location**: A text input field with a search icon.
- Person Type**: A dropdown menu set to "-Select One-".
- Terminated After**: A date selection field.
- Terminated Before**: A date selection field.
- Include All Suborganizations**: A checkbox that is currently unchecked.

A "SEARCH" button is located at the bottom right of the form. Below the form, there is a section labeled "People" and a "CLOSE" button at the bottom right of the page.

Type in the person's name to set the primary account. In this example, we use Stow% where the percentage character is a wildcard. Click Search. Saba displays names with stow%. In this example, steve.stowell@tellersar.org will be selected and the account will automatically be populated.

Search Person, External



* = required

Population* First Name

Last Name Person ID

Username Manager

Organization Location

Domain Person Type

Terminated After Terminated Before

Include All Suborganizations

People

[Print](#) | [Export](#)

Select	First Name	Last Name	Username	Person Type	Person ID	Organization	Location	Manager
<input type="checkbox"/>	Garrett	Stowall	GSTOWALL@CFPD.ORG		00003330	Cunningham Fire Protection District		
<input type="checkbox"/>	Steve	Stowell	STEVE.STOWELL		00010664	Teller County Search and Rescue		
<input type="checkbox"/>	Steve	Stowell	STEVE.STOWELL@TELLERSAR.ORG		00010682			



1

Repeat the process with the secondary profile by clicking on the magnifying glass.

Profile Merge

Manage merging of Secondary profiles into Primary ones.

Primary Profile* X 🔍

First Name: Steve

Last Name: Stowell

Organization:

Location:

Secondary Profile* 🔍

Secondary Profile Person Status after merge. ✎

Merge Settings

Recalculate Completion Status for Certifications/Curriculum	<input checked="" type="checkbox"/>
Merge Virtual And Blended Class Transcripts	<input checked="" type="checkbox"/>
Merge Security Roles	<input type="checkbox"/>
Merge Audience Types and Sub Types	<input type="checkbox"/>
Swap Person Numbers	<input type="checkbox"/>

Profile Quicklink

- Certifications
- Curricula
- Recurring Courses
- Enrollments
- Completed Course
- Continuing Education
- Profile Snapshot
- To-Do Lists

MERGE

In this example, we'll search for External person Stow

Search Person, External



* = required

Population*	External ▾	First Name	<input type="text"/>
Last Name	<input type="text" value="stow"/>	Person ID	<input type="text"/>
Username	<input type="text"/>	Manager	<input type="text"/> 🔍
Organization	<input type="text"/> 🔍	Location	<input type="text"/> 🔍
Domain	<input type="text"/> 🔍	Person Type	-Select One ▾ ✎
Terminated After	<input type="text"/> 📅	Terminated Before	<input type="text"/> 📅
Include All Suborganizations <input type="checkbox"/>			
<input type="button" value="SEARCH"/>			

People

[Print](#) | [Export](#)

Select	First Name	Last Name	Username	Person Type	Person ID	Organization	Location	Manager
<input type="checkbox"/>	Garrett	Stowall	GSTOWALL@CFPD.ORG		00003330	Cunningham Fire Protection District		
<input type="checkbox"/>	Steve	Stowell	STEVE.STOWELL		00010664	Teller County Search and Rescue		
<input type="checkbox"/>	Steve	Stowell	STEVE.STOWELL@TELLERSAR.ORG		00010682			

Saba will populate the names and preparation of the merge. The next steps are to tell Saba how to process the merge.

First, tell Saba what you want it to do with the secondary profile. In general, you can tell it to make the account inactive.

In the merge settings, in general, we tell Saba to

- Recalculate the Completion Status
- Merge Transcripts
- Merge Security Roles
- *Merge Audience Types and Sub Types

*Note, the audience type is generally affiliated to an agency. If a provider works or volunteers with more than one agency, merging makes sense. However, if the provider is no longer with the secondary agency, than it may not make sense to merge the audience types. If you have questions, ask a system administrator.

Secondary Profile Person Status after merge.

Merge Settings

Recalculate Completion Status for Certifications/Curriculum	<input checked="" type="checkbox"/>
Merge Virtual And Blended Class Transcripts	<input checked="" type="checkbox"/>
Merge Security Roles	<input checked="" type="checkbox"/>
Merge Audience Types and Sub Types	<input checked="" type="checkbox"/>
Swap Person Numbers	<input type="checkbox"/>

On completion, Saba will tell you that the merge was successful

Profile Merge

Manage merging of Secondary profiles into Primary ones.

Merge Successful.
The Selected profiles have been Merged Successfully.

Primary Profile*

First Name: Steve

Last Name: Stowell

Organization:

Verify that the accounts are correct, by searching accounts to admin>people>Manager people>
External People

Determining Profile Merge History

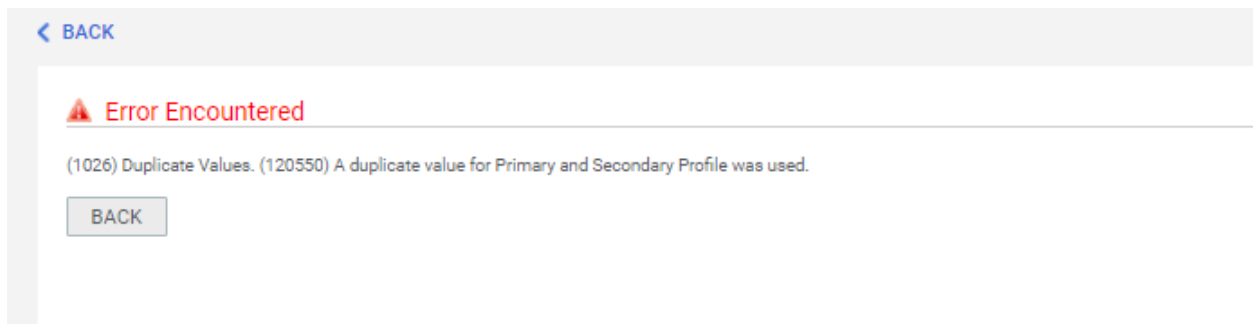
Saba Support is requesting further info to help resolve this issue. Below is the case comment:

Hello David,

Thank you for the update.

For getting the report, what we could do is simply exporting the details for the Profile Merge History.
(Admin - People - Profile Merge History - (Blank)Search - Export the details)

In some cases, if a merge has already completed, the admin will receive this warning.



If you are trying to merge already merged profile then the system throws an error message:
(1026) Duplicate Values.

A duplicate value for Profile Transfer was used, the likely reason is that the secondary profile is no longer active or this action had already been done. This is as per the current implementation of the system.

Modifying Terminated Accounts

Recently, we deactivated 1,500 accounts that had no system activity in over a year. If we have a provider that has been deactivated and we need to add a class completion or re-activate, this can be done in a few steps. For those that would like a listing of the deactivated accounts, these will be stored periodically at:

<https://centurahealth.sharepoint.com/teams/EMSONline/Reporting/Forms/AllItems.aspx>

Searching for an inactive/terminated learner to reactivate an account for transcripts or to add an enrollment/completion

To find and reactivate a learner, go into the admin > people section of CE Connect

Step 1 – Open the People Admin and Find the Learner

Open the Admin> People> Manage People (either external or internal)

In the search fields, put in the person's last name and optional first name. Remember, you can use % as a wildcard character. Go to the Terminated Before date and click to enter today. Click Search. This will return results. You will then need to Edit the Profile of the Learner.

Search External People

Audience type First Name

Include All Suborganizations Last Name **1**

Manager Organization

Username User Provided Company

Status E-mail

Person No Domain

ext-Email Marketing - Suppress (do not add) Created by

Created on >= Terminated After

Terminated Before **2**

Simple Search | Configure | Save Search Query **3**

Search Results New External Person | Print | Export | Modify

Last Name	First Name	Username	Middle Name	E-mail	Organization	Certification Level	Status	Person No	Terminated On	View
kaye	dave	DSKAYE+ENCRYPTION@GMAIL.COM		dskaye+encryption@gmail.com			Terminated	00017444	12-SEP-2018	Edit Profile Information Copy Profile Profile Snapshot Full Profile
Kaye	David-Trauma	DSKAYE+RN@GMAIL.COM		dskaye+rn@gmail.com		RN	Terminated	00017060	05-MAR-2020	Edit Profile Information Copy Profile Profile Snapshot Full Profile

Step 2 – Modify the Learner

Find the learner and if necessary, modify your search. Click Edit Profile Information

Kaye	Davelabtest	INACTIVE-DSKAYE+LABRESULTS@GMAIL.COM		dskaye+labresults@gmail.com			Terminated	00003960	14-APR-2020	Edit Profile Information Copy Profile Profile Snapshot Full Profile
------	-------------	--------------------------------------	--	-----------------------------	--	--	------------	----------	-------------	--

On the Profile page. Modify the learner’s username, if necessary. In most cases, “INACTIVE-“ was added to the username. Because usernames are unique, a learner could create a new account with the old username (sans INACTIVE-). If that does happen, we can merge old and new accounts.

- **Remove INACTIVE- from the username, if it appears, change**
- **Change the status to Active**
- **Verify if the Agency-Hospital Information is Correct – (Company typically copies from the Agency Hospital on its own)**
- **Verify that the email is correct and that it matches the username**
- **In the Terminated On field, click the calendar icon. A popup will appear. Click the “Clear” link. This will erase the Terminated Date**
- **Verify that everything is correct**
- **Scroll down and Click Save.**

The learner’s status is now active and normal processes can take place (login, password changes, transcripts, entering students into classes)

Edit Profile Of Kaye Davelabtest

The screenshot shows the 'Edit Profile Of Kaye Davelabtest' form with the following fields and callouts:

- 1**: Username field containing 'INACTIVE-DSKAYE+LABRESL'
- 2**: Status dropdown menu set to 'Terminated'
- 3**: Accounting Code field containing '00003965'
- 4**: Terminated On date field containing '14-APR-2020' with a calendar icon
- 5**: A calendar popup window for April 2020, with the 14th selected and a 'Clear' button
- 6**: A red arrow pointing to the 'SAVE' button with the text 'Scroll and Click Save'

Other visible fields include: Title (-Select One-), First Name (Davelabtest), Middle Name, Domain (world), Home Domain (world), Agency-Hospital, Company, Certification Level, Job Start Date (18-AUG-2016), Manager, Additional Approver for Orders, Location (*****), Start Date, and Special User checkbox.

Adding a person as an instructor.

Look for the person in the system, either as an external or internal user. If they are not in the system, create an account for them. Note: the person's start date must be entered as a date before the class start date. Once created find the person and then click Full Profile.

Internal People

Search filters:

- First Name: []
- Last Name: edgerly
- Organization: []
- Terminated Before: []

SEARCH

Results:

First Name	Username	Middle Name	Email	Person ID	Organization	Location	Job	Approval Status	View
Dennis	DENNIS.EDGERLY@ARAPAHOE.EDU		Dennis.Edgerly@arapahoe.edu	00009188	Arapahoe CC		Paramedic	Approved	Edit Profile Information Copy Profile Profile Snapshot Full Profile Act as Proxy

Once in the full profile, click on the "Resource Tab"

Dennis Edgerly's Profile

Snapshot | **Full Profile** | **Resource** | Quicklinks

[Expand All](#) | [Collapse All](#) | [Resume View](#) | [Printer View](#) | [Export to PDF](#)

Snapshot

Dennis Edgerly [Edit Profile Snapshot](#)

Professional Profile Information	
Username: DENNIS.EDGERLY@ARAPAHOE.EDU	Person ID: 0009188
Organization: Arapahoe CC	Job Type: Paramedic

Job Profile: Dennis Edgerly

Snapshot | Full Profile | **Resource** | Quicklinks

[View Resource Schedule](#)

Available as a resource (if available please specify a billing rate)

Yes

No

change the resource to yes

Click Rate and set the rate to 0 dollars

[Add Rate](#)

1

Rates

No items found

Languages Spoken [Add Language](#)

No items found

Qualified Learning [Add Qualified Learning](#)

No items found

Attachments [Add Attachment](#)

No items found

save

3

Set the rate to 0 and click save.

Job Profile: Dennis Edgerly

Snapshot	Full Profile	Resource	Quicklinks
----------	--------------	----------	------------

[View Resource Schedule](#)

Available as a resource (if available please specify a billing rate)

Yes

No

Rates

[Add Rate](#) | [Print](#) | [Export](#)

Rate
0.00 US Dollars

Languages Spoken

[Add Language](#)

No items found

Qualified Learning

[Add Qualified Learning](#)

No items found

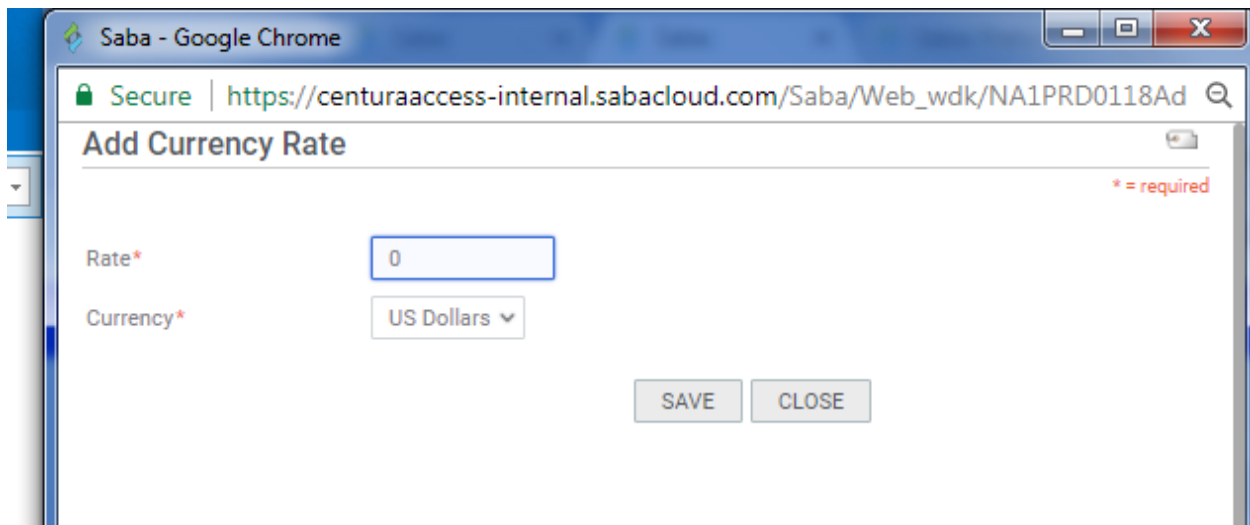
Attachments

[Add Attachment](#)

No items found

SAVE

CANCEL



Job Profile: Dennis Edgerly

Snapshot	Full Profile	Resource	Quicklinks
----------	--------------	----------	------------

[View Resource Schedule](#)

Available as a resource (if available please specify a billing rate)

Yes

No

Rates

[Add Rate](#) | [Print](#) | [Export](#)

Rate
0.00 US Dollars

Languages Spoken

[Add Language](#)

No items found

Qualified Learning

[Add Qualified Learning](#)

No items found

Attachments

[Add Attachment](#)

No items found

SAVE

CANCEL

Creating a New Course

Admin>Learning> New Catalog Item

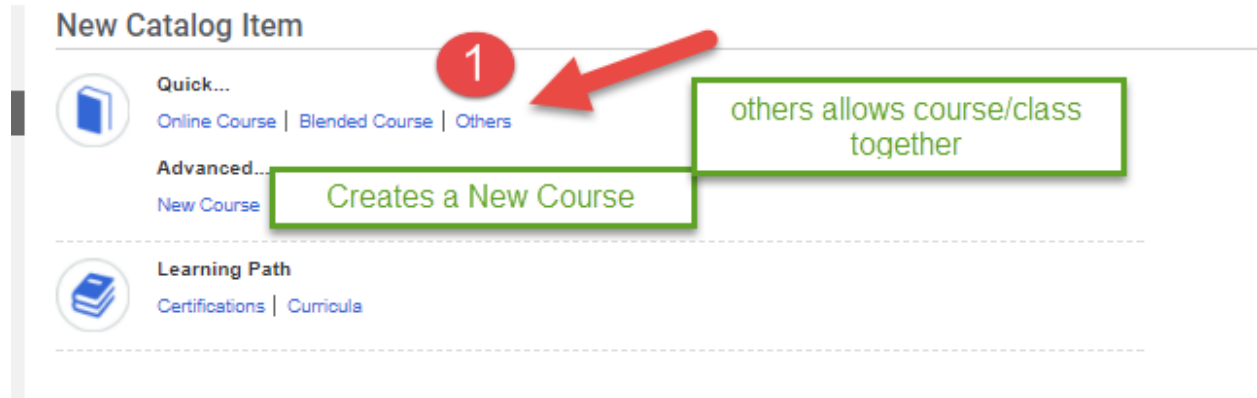
Top Learning Activities



[Manage Learning Catalog](#)

[New Catalog Item](#) | [Categories](#) | [New Audience Type](#) | [More actions](#)

Start by clicking others



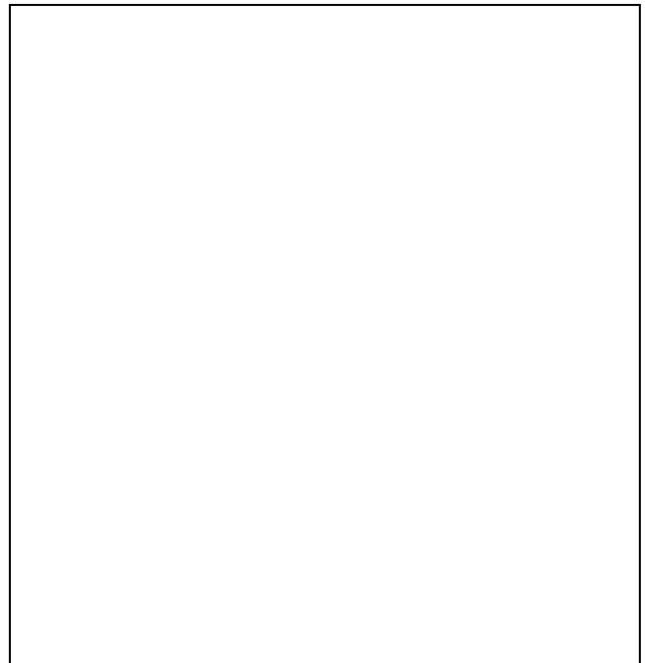
For an instructor delivered course (lecture/skills), Choose **Instructor-Led** from the pull down menu and then next.

Quick Course

1. Select Delivery Type >> 2. Define Course

Delivery Type*

-Select One-	▼
-Select One-	
Blended	
Instructor-Led	
Virtual Classroom	
Web-Based	



Provide a title. - Cardiac Implantable Electronic Devices

Version can be your name or something that will help identify the version "Mason2016"

The class ID should have part of the class, agency and date in the format of YYYYMMDD and must be less than 25 characters

CardiacImpl20170629PAH

Description – include the objectives and a class description.

1.25 hour mini conference session with Ryan Jordan, MD

Domain should be set to Common

Create group – leave blank (unless you want a discussion)

Hide Classmates (check this)

Scroll to Start Date and click the calendar to choose a date

Class Details

Title* Cardiac Implantable Electronic Devices

Version MiniConf

Class ID* CardiacImpl20170629PAH

Description 1.25 hour mini conference session with Ryan Jordan, MD
Character Limit : 2000

Domain* Common

Create group

Hide classmates

Is Sensitive

Hide Score Select this checkbox to hide the transcript score on course completion.

Show Web 2.0 functions Select this checkbox to show the Web 2.0 functions. This will only work when the Web 2.0 functionality under the Catalog service is enabled.

Show custom fields during registration Select this checkbox to show custom fields during registration. For learners and managers, this field is applicable only if the corresponding setting under Orders service is enabled by the system administrator. For administrators, the field is independent of the setting.

Show custom fields during cancellation Select this checkbox to show custom fields during cancellation. For learners and managers, this field is applicable only if the corresponding setting under Orders service is enabled by the system administrator.

Scheduling Details

Start Date* 29-JUN-2017

End Date

Stop promotion from waitlist on class start date

Use Existing Session Template

Calendar: June 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29*	30	

Clear

*Selected Date

In the session template, you can usually locate an existing template, if the course is 1 or 2 hours. For mini conferences and adhoc, we sometimes need to create a new template session. By choosing the date, you will filter templates for the particular day. You can also enter in the class duration to further filter templates. Click the pencil to choose an existing template. You may filter with the start and end times in the search box. Note that templates may continue to a second page and you will need to scroll

to select and close the template. This is an example of searching for a class that begins on Thursday at 0800. The search should begin with the class day. To create an adhoc template, speak with a system admin for help. It is not difficult, we want to minimize the creation of extra templates (which do not need to be stored).

Select Session Template

1. Select Session Template | 2. View Details

Name: Thursday 0800 Start Day: Thursday

Duration (HH:MM):

Configure | Save Search Query SEARCH

Select Session Template Print | Export | Modify Table


Select	Name	Start Day	Number of Sessions	Duration (HH:MM)
<input checked="" type="radio"/>	Thursday 0800-0900	Thursday	1	01:00
<input type="radio"/>	Thursday 0800-1000	Thursday	1	02:00
<input type="radio"/>	Thursday 0800-1200	Thursday	1	04:00
<input type="radio"/>	Thursday 0800-1230	Thursday	1	04:30
<input type="radio"/>	Thursday 0800-1300	Thursday	1	05:00
<input type="radio"/>	Thursday 0800-1500	Thursday	1	07:00
<input type="radio"/>	Thursday 0800-1530	Thursday	1	07:30
<input type="radio"/>	Thursday 0800-1700	Thursday	1	09:00
<input type="radio"/>	Thursday 0800-1700 ACLS	Thursday	1	09:00

SELECT AND MODIFY SELECT AND CLOSE CLOSE

For the rest of the scheduling. Type or use the pickers. By setting the location to South Denver Metro Area (or your specific operating group), Saba will produce a set of your operating group

facilities/agencies, which you can choose from with the picker. Complete the language with English.


Scheduling Details

Start Date* 


Stop promotion from waitlist on class start date


End Date


Use Existing Session Template
 Create New Session Template

Session Template* 

Duration (HH:MM)*

Location* 

Facility 

Language* 

Scroll to the Registration Information area. Change the registration information to accommodate your class enrollment. The customer service representative is an email address of a saba user for questions,

SDOG may you use emsteam@centura.org or an instructor email.

Registration Information


Min Count*


Max Count*


Max In Wait List*

Student Count

Students Waitlisted

Vendor 

Customer Service Representative 

Allow Drop Yes, this class can be dropped anytime after registration
 No, this class cannot be dropped on and after date 

For the availability section, you will set up the options to display a course to the learners and administrators. If you want the course to be public, you will want to make sure that “Display for Learner” is checked. In general, Display for Call Center should remain **checked**. Set the reminder to


either 3 or 1 day to have the system send out reminder to anyone that is registered.


Availability Information


Display for Call Center


Display for Learner

Consumable only within Certification/Curriculum
Selecting this option will prevent the ability for this course to be a recurring course. Also, this will prevent the course from being available in search and assignment/registration of this course will be blocked outside the certificate/curriculum.

Stop Auto-Promotion Date 

Open Enrollment Date 

Open Enrollment For All Audience Types Date 



Enrollment Closes Before 

Class Reminder before Start Date (days)

Class Completion Reminder after End Date (days)

In the other information, choose your training group for the training center. This will populate any certificates with the training center number.

Other Information

CenturaTrainingCenter  

Class Evaluation Score

Assigning an instructor

Scroll to the top of the class listing. Click on the activities tab and then add resource.

Main **Activities** Expenses Related Info Policies Notifications

Activities
 Add activities that learners can use to complete this class. Learners must complete all required activities and the number of optional tasks specified below. You can also suggest the sequence in which the activities must be completed.

Any changes made to activities are not made available to learner registrations and/or completed courses automatically. To make them available, you must save and publish these changes after you are done.
[Save and Publish](#)

Optional Tasks to Complete

[Add Activities](#) | [Change Status](#) | [Print](#) | [Export](#) | [Modify Table](#)

Up	Down	Module Name	Activity Type	Requirement	Details	Actions
		Sessions	Session	Required	Status: Enabled	Actions

Resources
 Add persons, rooms, inventories or equipments required for this class.

[Add Resource](#) | [Print](#) | [Export](#) | [Modify Table](#)

In the resource type, choose person and purpose, choose instructor. Click Next

Secure | https://centuraaccess.sabacloud.com/Saba/Web_wdk/NA1PRD0118Admin/learnin

Add Resources Tactical Combat Casualty,# PHS-TCC,#TCC-KIOWA201

1.Add Resource Details ...>| 2.Select Resource ...>| 3.

Resource Type* **Resource Menu: Person**

Purpose* **Purpose: Instructor**

Quantity* 1

Search for an instructor.

Saba - Google Chrome

Secure | https://centuraaccess.sabacloud.com/Saba/Web_wdk/NA1PRD0118Admin/learning/resource

Select Person : Tactical Combat Casualty,# PHS-TCC,#TCC-KIOWA20170819

1.Add Resource Details >>> 2.Select Resource >>> 3.Manage Session Schedule

clear the location field

Location 🔍

Class Start Date 19-AUG-2017

Class End Date 19-AUG-2017

Resource Name

Show Available Resources Only
 Qualified Resources Only

Currency 🔍

SEARCH

Person

PREVIOUS CANCEL

Type out part of the instructor's name. Saba will find the individual, if they've been setup as instructor. Seek help, if not.

Search for the instructor, select the instructor and then next an assign the session.

Add Resources

1.Add Resource Details ...> 2.Select Resource ...> 3.Manage Session Schedule |

Select the sessions for which this resource must be scheduled.

Sessions

[View Resource Calendar](#)

<input type="checkbox"/>	Sessions	Start Date	Day	Start Time	End Time
<input checked="" type="checkbox"/>	1	19-AUG-2017	Saturday	9:00 AM	12:00 PM

Ignore Scheduling Conflicts

PREVIOUS

DONE

CANCEL

Verify that the instructor is assigned and choose Save and Publish.

Display Options

If the class is limited to a specific agency, click the Policies tab and scroll to the Audience Type section. Click Add Audience Type if appropriate. You may also go to the Main tab and “Display for Learner” under the Availability tab, if you do not want to allow anyone to register from the website.

Saba - Google Chrome

Secure | https://centuraaccess.sabacloud.com/Saba/Web_wdk/NA1PRD0118Admin/learning/resource

Select Person : Tactical Combat Casualty,# PHS-TCC,#TCC-KIOWA20170819

1.Add Resource Details ...> 2.Select Resource ...> 3.Manage Session Schedule

Location 🔍

Class Start Date 19-AUG-2017

Class End Date 19-AUG-2017

Resource Name

Show Available Resources Only Qualified Resources Only

Currency 🔍

Person

clear the location field

Type out part of the instructor's name. Saba will find the individual, if they've been setup as instructor. Seek help, if not.

Setting the Fields of Study and Certificate

The certificate and fields of Study are set at the course level. To access this information, go to Learning Catalog from the Admin. Search for the course that was created. When you find the course, click on the Advanced Edit link and then the “Related Info” tab.

Course Details: Tactical Combat Casualty, #PHS-TCC

Main	Activities	Related Info	Policies	Delivery Types	Notifications
------	------------	--------------	----------	----------------	---------------

Attachments

[Add Attachment](#) | [Print](#) | [Export](#)

Attachment Name	Type	Category	Locale	Private	Actions
course	File	image/jpeg	English	No	Edit Delete

Notes

[Add Notes](#)

No items found

Category

No items found

Catalog Prerequisites

No items found

Equivalent

No items found

Scroll down to Continuing Education Credits. You should enter EMT (CO-NR-EMT) credits and Paramedic Credits (NREMTP)

Keywords

[Add Keyword](#)

No items found

Continuing Education Credits

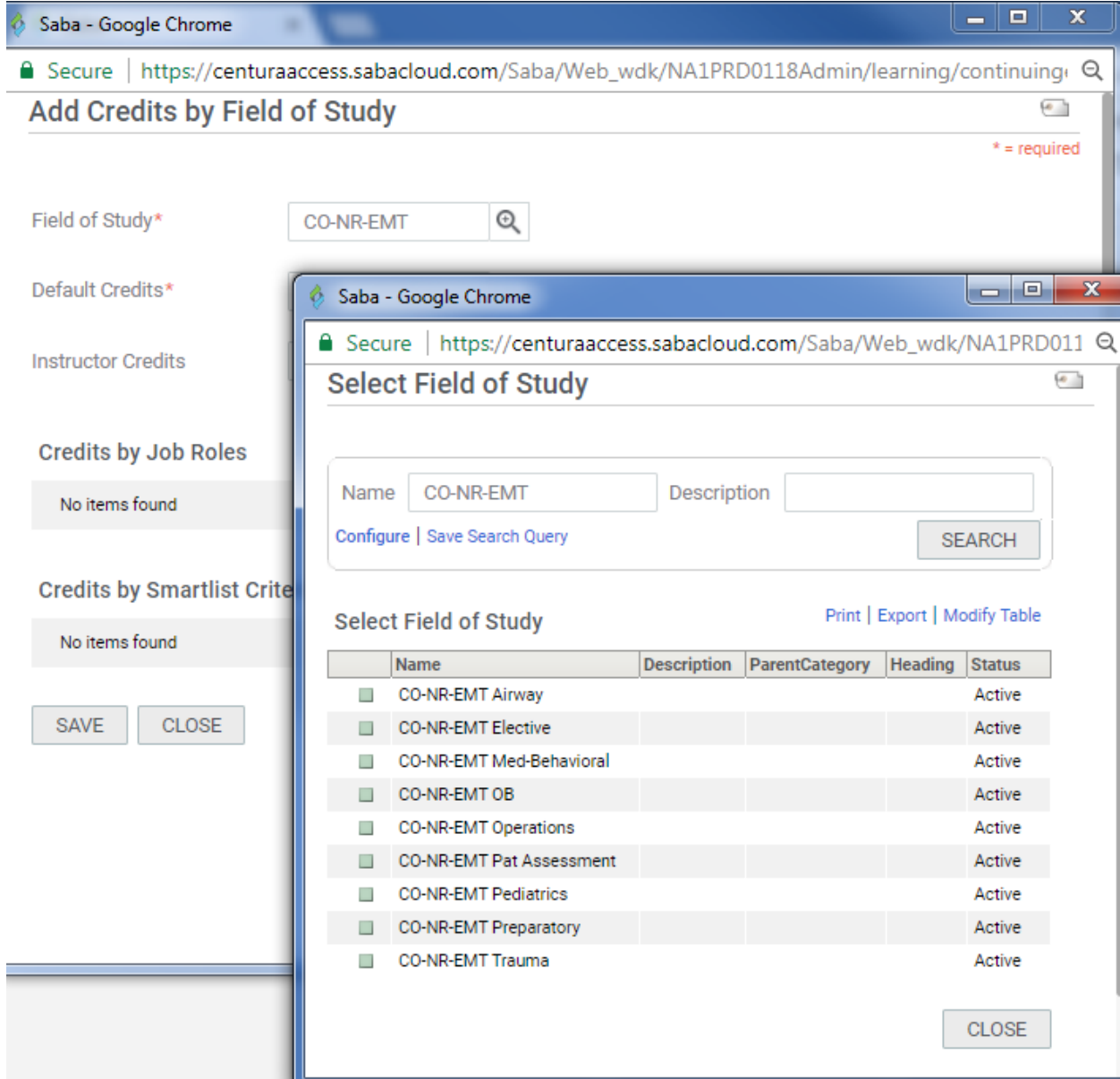
[Add Field of Study](#) | [Print](#) | [Export](#) | [Modify Table](#)

Field of Study	Description	Default Credits	Actions
CO-NR-EMT Trauma		2	Edit Credits Delete Credits
NREMTP Trauma-MC Provide care to a patient with shock/hypoperfusion		0.5	Edit Credits Delete Credits
NREMTP Trauma-MC Provide care to a patient with an open abdominal injury		0.5	Edit Credits Delete Credits
NREMTP Trauma-FC Provide care to a patient with a painful, swollen, deformed extremity		0.5	Edit Credits Delete Credits
NREMTP Trauma-MC Perform a rapid trauma assessment		0.5	Edit Credits Delete Credits
Total Credits:		4	

Certifications

Saba's search fields are contextual. You can limit your search by typing in the beginning of a field of study and then search to limit what is displayed or use the wild card character %.

For example CO-NR-EMT will return



After a while, the browser will start to remember searches and will try to auto-populate the fields of study. Depending on your operating group sets up courses, you may need to enter both paramedic and emt credits. It is advisable to enter instructor credits under the paramedic categories. When you save and close the credits, saba will update the credits.

Secure | https://centuraaccess.sabacloud.com/Saba/Web_wdk/NA1PRD0118Admin/learning/contin

Add Credits by Field of Study * = n

Field of Study*

Default Credits*

Instructor Credits

Credits by Job Roles [Add Job Role](#)

No items found

Credits by Smartlist Criteria [Add Smartlist](#)

No items found

In this example EMT and Paramedic credits are listed. **Note: as of 1/1/2018, SDOG, Penrose EMS institute are using NCCP Categories. Some of SAH is using CO-NR-EMT Categories. The two should not be combined. Choose one or the other.**

[Add Field of Study](#) | [Print](#) | [Export](#) | [Modify Table](#)

Field of Study	Description	Default Credits	Actions
CO-NR-EMT Trauma		2	Edit Credits Delete Credits
NREMTTP Trauma-MC Provide care to a patient with shock/hypoperfusion		0.5	Edit Credits Delete Credits
NREMTTP Trauma-MC Provide care to a patient with an open abdominal injury		0.5	Edit Credits Delete Credits
NREMTTP Trauma-FC Provide care to a patient with a painful, swollen, deformed extremity		0.5	Edit Credits Delete Credits
NREMTTP Trauma-MC Perform a rapid trauma assessment		0.5	Edit Credits Delete Credits
Total Credits:		4	

Adding a Certificate Template

Saba assigns a default template, but if a specific template needs to be assigned. Scroll to the Certificate Template section and choose “Add Certificate Template” and click “Search” to choose and assign a template.

When finished, go back to the Main tab and click “Save”

Printing an Agency Roster

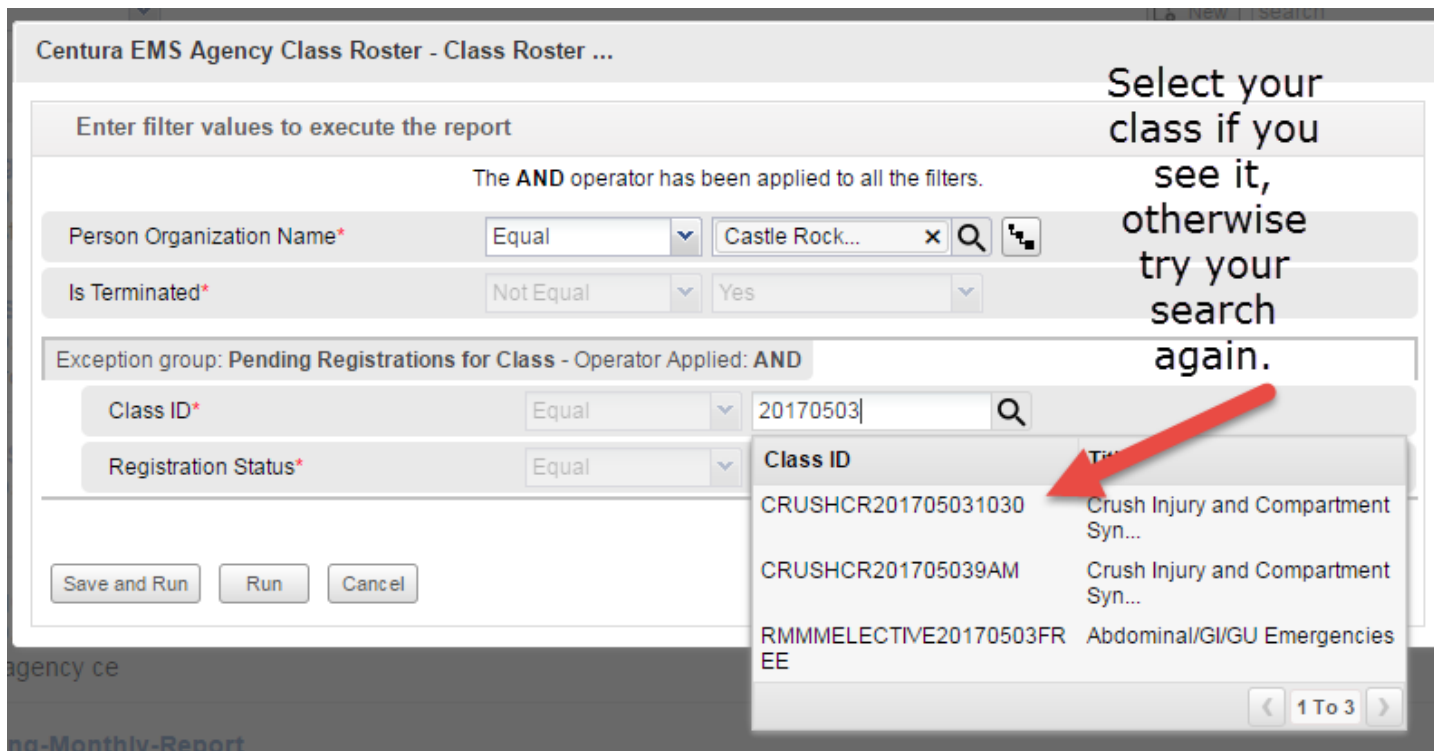
On the internal page, click the agency roster page.

Click Print a Class Roster. Saba will launch the report window. Begin by typing the agency name. Saba will locate the agency name. Select the agency under the name.

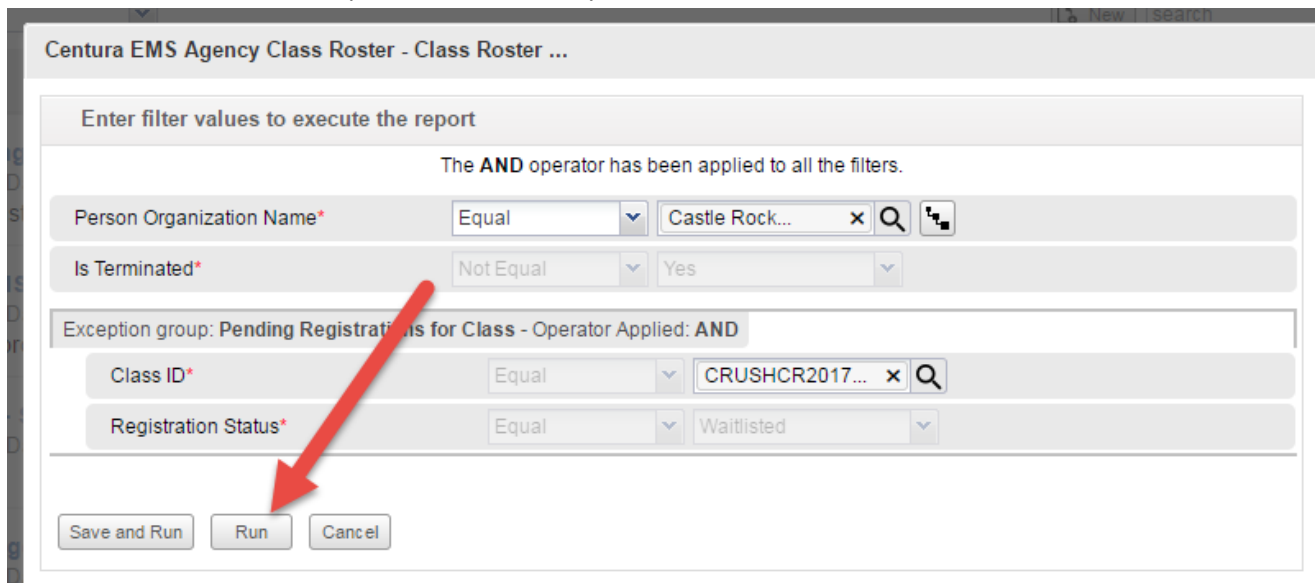


Move to the Class ID field and do a search for your class. Classes IDs typically follow the structure of abbreviated class name, location, YYYYMMDD and time (if applicable).

CRUSHCR201705031030



(Crush Injuries, Castle Rock 20170503 1030 AM) You can usually filter by date, for example May 3, 2017 as 20170503. If the class can not be found, the class can be found in the public class search or learning admin > manage classes. However, try to either use the monthly class listing with part of the title and some wild card characters % for example CRUSH% or %CRUSH%. Then choose Run. Avoid choosing Save and Run as this will save the parameters for everyone.



The report is sorted by default by last name. This can be adjusted by dragging other columns. Choose the Download button to generate a pdf. If you prefer to customize the sign in sheet with additional

details, choose xlsx file to open this file in Excel.

Centura EMS Agency Class Roster - Class Roster ...

Report Date: 05-MAY-2017 3:04 PM

Filters: Person Organization Name Equal Castle Rock Fire and Rescue Department AN...

Sorting order: Person Last Name

Person First Name	Person Last Name	Person Username	Signature
Joseph	Allen	JALLEN@CROGV.COM	_____
Tad	Anderson	TANDERSON@CRGOV.COM	_____
Jacob	Auten	JAUTEN@CRGOV.COM	_____
Chris	Bates	CBATES@CRGOV.COM	_____
Paul	Berens	PBERENS@CRGOV.COM	_____
Oren	Bersagel-Briese	OBERSAGEL-BRIESE@CRGOV.COM	_____
Eric	Bockhacker	DBOCKHACKER@CRGOV.COM	_____
Brett	Bonomo	BBONOMO@CRGOV.COM	_____

Download menu options: PDF, XLSX, CSV

Press download to save the file to your computer. Depending your browser, you'll be prompted on saving the file and you will need to then open and print.

Centura EMS Agency Class Roster - Class Roster Sign In

Report Date: 05-MAY-2017 3:04 PM

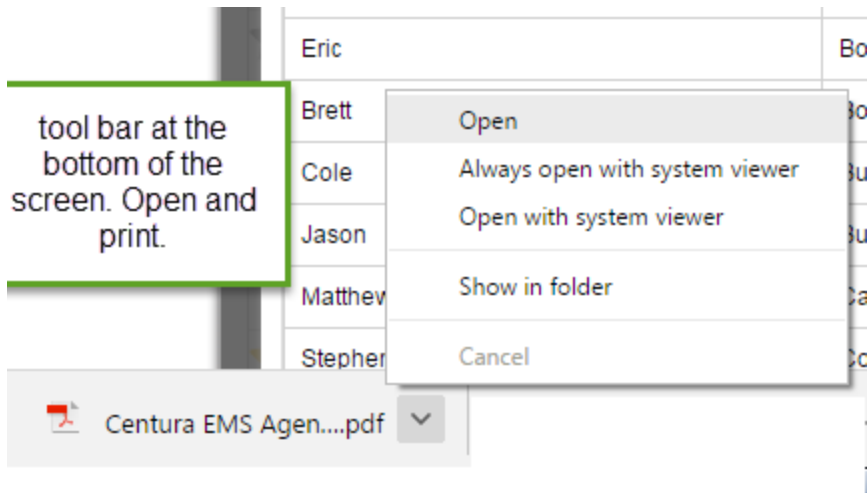
Filters: Person Organization Name Equal Castle Rock Fire and Rescue Department AN...

Sorting order: Person Last Name

Person First Name	Person Last Name	Person Username	Signature
Joseph	Allen	JALLEN@CROGV.COM	_____
Tad	Anderson	TANDERSON@CRGOV.COM	_____
Jacob	Auten	JAUTEN@CRGOV.COM	_____
Chris	Bates	CBATES@CRGOV.COM	_____
Paul	Berens	PBERENS@CRGOV.COM	_____
Oren	Bersagel-Briese	OBERSAGEL-BRIESE@CRGOV.COM	_____
Eric	Bockhacker	DBOCKHACKER@CRGOV.COM	_____
Brett	Bonomo	BBONOMO@CRGOV.COM	_____
Cole	Burdette	CBURDETTE@CRGOV.COM	_____
Jason	Butts	JBUTTS@CRGOV.COM	_____

All tasks have been completed.

PDF file for "Centura EMS Agency Class Roster - Class Roster Sign In" is now available. Download



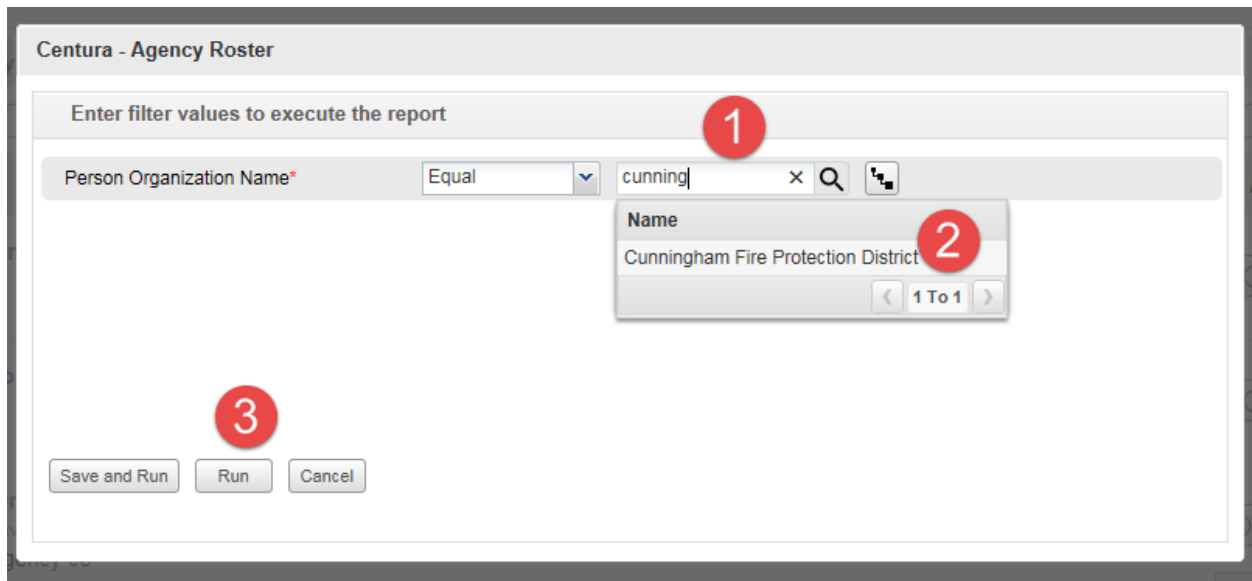
Print and then close the report.

Generating an agency sign in sheet

Click the [Roster Link](#) for quick access to the agency roster report.

Or log into Saba and Click on Analytics and Open the Centura – Agency Roster Report

Saba will open the report and prompt you for some parameters. Begin by typing out a few letters of the agency and then select the agency that Saba finds. Press the run button.



The screenshot shows the 'Centura - Agency Roster' interface. At the top, there is a navigation bar with 'ME', 'PEOPLE', 'GROUPS', 'WEBINAR ARCHIVES', and 'ADMIN'. Below this, the 'Report Date' is '02-FEB-2017 7:52 PM'. A 'Filters' section contains a search box for 'Person Organization Name' with a dropdown set to 'Equal' and a search term 'Cunningham...'. A 'Download' button is visible in the top right. Below the filters, there are 'Save and Run', 'Run', and 'Cancel' buttons. A 'Sorting order' section shows 'Person Last Name' and 'Person First Name' as selected criteria. A table below displays columns for 'Person Last Name', 'Person First Name', 'Person Job Type Name', 'Person Username', 'Person CO EMT Number', and 'Initials'. Three rows are visible: Alred, Steven; Althouse, Brian; Baird, Jim. Three callouts in red boxes provide instructions: one points to the search box, another to a small triangle in the sorting order section, and a third to the sorting order headers.

Toggle the Filter triangle to display the "Organization Search Box" This can be changed

The little triangle changes ascending/descending

Change the sort criteria by dragging the header to the sorting order row.

Person Last Name	Person First Name	Person Job Type Name	Person Username	Person CO EMT Number	Initials
Alred	Steven	Other	SALRED@CFPD.ORG		_____
Althouse	Brian	Other	BALTHOUSE@CFPD.ORG		_____
Baird	Jim	Other	JBAIRD@CFPD.ORG		_____

Use the green download button to save button generate and download a pdf, csv or excel file.

Reconciling a Roster as an Instructor

If you have been assigned as an instructor for a class

Admin> Instructor and Calendar View

All class times are seen in the time zone of the Instructor.

April 30 - June 3, 2017

May 2017

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today

Tasks

No tasks have been added yet.

View all Add task

Narrow your search

Title:
Search title

Day Week Month Add Appointment

Sun	Mon	Tue	Wed	Thu	Fri	Sat
18 Apr 30, 2017	19 May 1	20 May 2	21 May 3	22 May 4	23 May 5 Today 3:32 pm	24 May 6
7	8	9	10	11	12	13
14	15 10:00 AM Beyond Yo...	16	17	18	19	20

Navigate to the class date and click on the link for the class

In the class page, add students

Start date: 15-MAY-2017 Location: Virtual
Language: English Duration: 01:00
Status: Open - Normal Domain: Common

Description and Activities

View Attachments

Confirmed Waitlisted
9/100 0/20

Lead Class Grant Credit and Mark Delivered Manage Ad Hoc Completions PBA Activities

add students to the class by clicking the "Add Learners" button

Show filters

Edit selected for:

ID	First Name	Last Name	Attendance	Audience T...	Cr...	Registratio...	Completion st...	Score	Grade	Order no	Registratio...	Actions
00003410	David	Cullum	00:00	Unreserved	0	Registered	Not Evaluated	0		00006929	27-Apr-2017	Edit
00003420	Rhody	Davies	00:00	Unreserved	0	Registered	Not Evaluated	0		00006966	30-Apr-2017	Edit
00003412	Aleta	Fantoni	00:00	Unreserved	0	Registered	Not Evaluated	0		00006954	28-Apr-2017	Edit
00004827	John	Foechterle	00:00	Unreserved	0	Registered	Not Evaluated	0		00006955	28-Apr-2017	Edit
00004466	DaveGmailExt	Kaye	00:00	Unreserved	0	Registered	Not Evaluated	0		00006928	27-Apr-2017	Edit
00008207	Mariah	Kelley	00:00	Unreserved	0	Registered	Not Evaluated	0		00006951	27-Apr-2017	Edit
00003425	Kathie	Morgan	00:00	Unreserved	0	Registered	Not Evaluated	0		00006930	27-Apr-2017	Edit
00006634	George	Navall	00:00	Unreserved	0	Registered	Not Evaluated	0		00006908	03-May-2017	Edit

Admin>Learning>Manage Classes

Finding a class to enter a roster

Login at <http://www.centura.org/ems>

Click the "Centura Associates with accounts login"

Click the Admin menu



Select Learning Admin and then "Manage Classes"

From the Classes Menu, in the delivery menu, choose "Instructor Led".

Classes

Title Class ID

Domain Audience Type/Sub Type

Start Date >= End Date <=

Course ID Language

Delivery

Configure | Save

Classes

That will redirect and limit the display to CE. The search can then be limited by date, facility or other search criteria. The % key is a wildcard. Dates tend to be useful limiters. The Title and or facility can help. Press the search button filter.

Instructor-Led Class

Title Class ID

Start Date >= End Date <=

Enrollment Closes Before <= Open Enrollment Date >=

Language Domain

Audience Type/Sub Type Status

Location Course ID

Facility Delivery

Configure | Save Search Query

Classes

The Results allow for further filtering search area. However, you can click on the title to access the class details for putting in the composite score or to upload evaluations. Use the start and end dates and the session template area to determine which class you are entering.

Note: by choosing Instructor led from delivery, you will get a roster link. If you do not choose Instructor Led, You will need to click on the class name and then scroll to the bottom of the page to find the roster link

Abdominal Complications and GI Disorders

Once in the class page (in the main tab – already selected) , scroll to the bottom of the page

Login at <http://www.centura.org/ems>

Click the “Centura Associates with accounts login”

Click the Admin menu



Select Learning Admin and then “Manage Classes”

From the Classes Menu, in the delivery menu, choose “Instructor Led”.

The screenshot shows the 'Classes' management interface. At the top, there's a header 'Classes' with a search icon and a refresh icon. Below is a search form with fields for Title, Domain, Start Date, End Date, Course ID, Class ID, Audience Type/Sub Type, Language, and Delivery. The 'Delivery' dropdown menu is open, showing options: '-Select One-', 'Blended', 'Instructor-Led' (highlighted in blue), 'Virtual Classroom', and 'Web-Based'. There are 'Configure' and 'Save' links, and a 'Search' button. At the bottom left, it says 'Classes' and at the bottom right, 'New Class'.

That will redirect and limit the display to CE. The search can then be limited by date, facility or other search criteria. The % key is a wildcard. Dates tend to be useful limiters. The Title and or facility can help. Press the search button filter.

The screenshot shows the 'Classes' management interface with search filters applied. The search form is filled with: Title: '%psych%', Start Date: '01-APR-2017', End Date: '30-APR-2017', Facility: 'Cas%', and Delivery: 'Instructor-Led'. Other fields like Domain, Status, and Course ID are empty. There are 'Configure' and 'Save Search Query' links, and a 'Search' button. At the bottom left, it says 'Classes' and at the bottom right, 'New Class'.

The Results allow for further filtering search area. However, you can click on the title to access the class details for putting in the composite score or to upload evaluations. Use the start and end dates and the session template area to determine which class you are entering.

Once in the class page (in the main tab – already selected) , scroll to the bottom of the page

The screenshot shows the 'Classes' management interface. The navigation bar includes 'ADMIN' and a search bar. The secondary navigation bar includes 'Learning'. The left sidebar lists various management options, with 'Classes' highlighted. The main content area is titled 'Classes' and contains a form with fields for Title, Domain, Start Date, Course ID, Delivery, Class ID, Audience Type/Sub Type, End Date, and Language. A dropdown menu for 'Delivery' is open, showing options: '-Select One-', '-Select One-', Blended, Instructor-Led, Virtual Classroom, and Web Based. A 'Search' button is located at the bottom right of the form, and a 'New Class' link is at the bottom right of the page.

Imbalance for ALS Providers

[Advanced Edit](#)

Class ID: PHSIMBALANVC20161 Delivery type: Virtual Classroom
 214FREE End Date: 14-DEC-2016
 Version 1 Location: Virtual
 Start date: 14-DEC-2016 Duration: 01:00
 Language: English Domain: Common
 Status: Open - Normal

Confirmed Waitlisted
48/100 0/10

Description and Activities

[View Attachments](#)

[Close and Grant Credit](#)

[Grant Credit and Mark Delivered](#)

[Manage Ad Hoc Completions](#)

[PBA Activities](#)

[Registration](#)
[Attendance](#)
[Mail](#)

[Add](#)
[Certificates](#)

Show filters

Edit selected for:

ID	First Name	Last Name	Attendance	Audience...	C...	Registrati...	Completion s...	Score	Grade	Order no	Registrati...	Actions
00003980	Michael	Andrews	01:00	Unreserved	4	Registered	Successful	0		00005037	16-Nov-2...	Edit
00004871	Christopher	Benson	01:00	Unreserved	4	Registered	Successful	0		00005140	24-Nov-2...	Edit
00004694	Karen	Carr	00:00	Unreserved	0	Registered	Not Evaluated	0		00005198	05-Dec-2...	Edit
00006230	Randy	Cassingham	01:00	Unreserved	4	Registered	Successful	0		00005367	13-Dec-2...	Edit
00004966	Kit	Cassingham	01:00	Unreserved	4	Registered	Successful	0		00004935	10-Nov-2...	Who's Online (0)

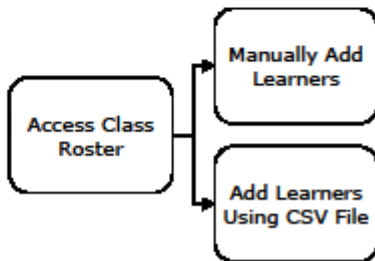
Job Aid: Adding Learners to a Class Schedule - Instructor

Core Concepts


Instructors can directly register learners who have not registered in advance for a scheduled class, but want to attend the class. From the roster of any scheduled class, you can add learners to the class.

Process

Process flow



Process steps

Step	Action
1. Access Class Roster	<ul style="list-style-type: none"> Click the Admin tab in the main navigation bar. The Admin Homepage displays. Click the Instructor link. The Instructor Desk page displays. Click the required class name link under the Upcoming Sessions pane. Click the Add Learners icon . The Add Learners popup wizard opens.
2. Manually Add Learners	<ul style="list-style-type: none"> Search for the required learners using the finder. A list of learners matching your criteria is displayed. Select the required learners by clicking the Select button besides them. The selected learners are added to the Selected People pane. <ul style="list-style-type: none"> Note: If the class does not have any open seats, then the application prompts you to either waitlist the learner or cancel their class registration. Click the Add button. The selected learners are added to the class and displayed on the roster. They can have a registration status of either <i>Registered</i> or <i>Waitlisted</i>.
3. Add Learners Using CSV File	<ul style="list-style-type: none"> Click the Upload CSV File option. <ul style="list-style-type: none"> Browse for and select the required CSV file.

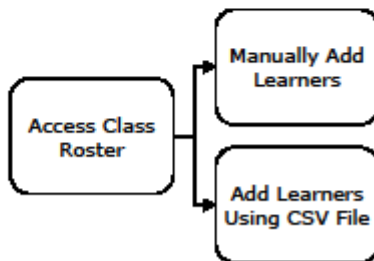
Job Aid: Adding Learners to a Class Schedule - Instructor

Core Concepts


Instructors can directly register learners who have not registered in advance for a scheduled class, but want to attend the class. From the roster of any scheduled class, you can add learners to the class.

Process

Process flow



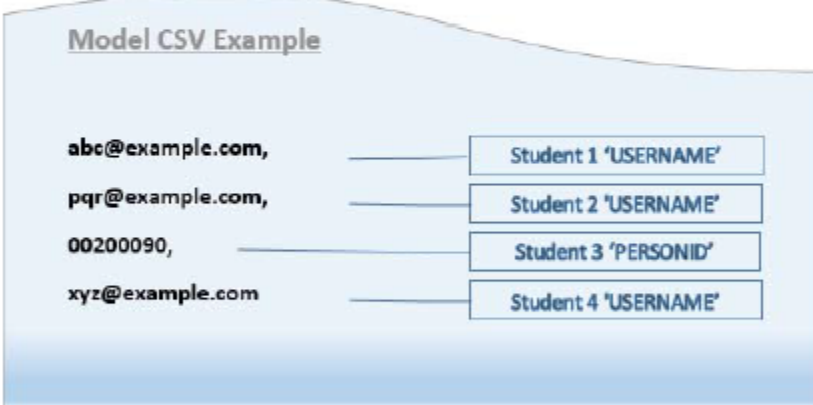
Process steps

Step	Action
1. Access Class Roster	<ul style="list-style-type: none"> Click the Admin tab in the main navigation bar. The Admin Homepage displays. Click the Instructor link. The Instructor Desk page displays. Click the required class name link under the Upcoming Sessions pane. Click the Add Learners icon . The Add Learners popup wizard opens.
2. Manually Add Learners	<ul style="list-style-type: none"> Search for the required learners using the finder. A list of learners matching your criteria is displayed. Select the required learners by clicking the Select button besides them. The selected learners are added to the Selected People pane. <ul style="list-style-type: none"> <i>Note: If the class does not have any open seats, then the application prompts you to either waitlist the learner or cancel their class registration.</i> Click the Add button. The selected learners are added to the class and displayed on the roster. They can have a registration status of either <i>Registered</i> or <i>Waitlisted</i>.
3. Add Learners Using CSV File	<ul style="list-style-type: none"> Click the Upload CSV File option. <ul style="list-style-type: none"> Browse for and select the required CSV file.

Step	Action
	<p>➤ <i>Note: The CSV file must contain only a list of personIDs without a header.</i></p> <ul style="list-style-type: none"> Click the Add button. The selected learners are added to the class and displayed on the roster with a registration status of either Registered or Waitlisted.

Additional Information

Model CSV Example



```

abc@example.com, Student 1 'USERNAME'
pqr@example.com, Student 2 'USERNAME'
00200090, Student 3 'PERSONID'
xyz@example.com Student 4 'USERNAME'
    
```

References

- Saba Online Help
- http://sabacloud.com/support/index.php/Main_Page



Once all learners are entered, the class can be marked completed.


Beyond Your 'Standard' 12-Lead


Class ID: PHS-12LEAD-WEBINAR Delivery type: Virtual Classroom
Version: 1 End Date: 15-MAY-2017
Start date: 15-MAY-2017 Location: Virtual
Language: English Duration: 01:00
Status: Open - Normal Domain: Common


Description and Activities

[View Attachments](#)

Confirmed Waitlisted
9/100 0/20

 **Lead Class**

 **Grant Credit and Mark Delivered**

 **Manage Ad Hoc Completions**

 **PBA Activities**

Show filters 

Stroke

[Advanced Edit](#)

Class ID: SWHWY115ELEC201704 11FREE Delivery type: Instructor-Led
 Version 1 End Date: 11-APR-2017
 Start date: 11-APR-2017 Location: Colorado Springs Metro Area
 Language: English Duration: 02:00
 Status: Delivered - Normal Facility: Southwest Highway 115 Fire Department
 Domain: Common

Description and Activities

[View Attachments](#)

Confirmed **14/20** Waitlisted **0/5**

[Manage Ad Hoc Completions](#)

[PBA Activities](#)

Show filters

Edit selected for:

ID	First Name	Last Name	Attendance	Audience T...	Cr...	Registratio...	Completion st...	Score	Grade	Order no	Registratio...	Actions
00008061	Josephine	Becera	00:00	Unreserved	8	Registered	Successful	0		00006735	11-Apr-2017	Edit
00008068	Douglas	Dustin	00:00	Unreserved	8	Registered	Successful	0		00006766	12-Apr-2017	Edit
00008062	Kyle	Falk	00:00	Unreserved	8	Registered	Successful	0		00006742	11-Apr-2017	Edit
00008058	Brian	Gardiner	00:00	Unreserved	8	Registered	Successful	0		00006742	11-Apr-2017	Edit
00008066	Paul	Harrington	00:00	Unreserved	8	Registered	Successful	0		00007078	09-May-20...	Edit
00004466	DaveGmailExt	Kaye	00:00	Unreserved	0	Cancelled	Suspended	0		00006750	11-Apr-2017	View notes
00003220	David	Kaye	00:00	Unreserved	8	Registered	Successful	0		00007081	09-May-20...	Edit
00004466	DaveGmailExt	Kaye	00:00	Unreserved	8	Registered	Successful	0		00006763	11-Apr-2017	Edit
00004466	DaveGmailExt	Kaye	00:00	Unreserved	0	Cancelled	Suspended	0		00006749	11-Apr-2017	View notes
00008070	Jeff	Kirkland	00:00	Unreserved	8	Registered	Successful	0		00006766	12-Apr-2017	Edit
00008060	Martin	Krepfl	00:00	Unreserved	8	Registered	Successful	0		00006724	11-Apr-2017	Edit
00003240	Larissa	Natgrass	00:00	Unreserved	8	Registered	Successful	0		00006726	11-Apr-2017	Edit

[Back](#) [Save](#)

Adding a learner to a class that has already been delivered

Class ID: SWHWY115ELEC201704 11FREE Delivery type: Instructor-Led End Date: 11-APR-2017
 Version: 1 Start date: 11-APR-2017 Location: Colorado Springs Metro Area
 Language: English Duration: 02:00 Facility: Southwest Highway 115 Fire Department
 Status: Delivered - Normal Domain: Common

View Attachments Confirmed Waitlisted

Add Learners

Select Manually Upload CSV file

Order contact: David Kaye

People

Search for people:

Hide filters

Manager: search manager ... Job title: search job ... Organization: ACME-EMS

Audience: search audience ... Email: Email Person Legal ID: Person Legal ID

Apply filters Clear filters

Name	Manager	Action
Oliv Piggie ACME-EMS	--	Select
Brandy Efincrest ACME-EMS	--	Select

Load More

Selected People

No people have been selected yet.

Add

Alerts

Stroke

Oliv Piggie (ACME-EMS)
 This class is not open for enrollment.
[Continue](#)

Cancel

View Attachments

Confirmed Waitlisted
15/20 0/5

Manage Ad Hoc Completions PBA Activities

Show filters

Edit selected for:

Clear all

ID	First Name	Last Name	Attendance	Audience T...	Cr...	Registratio...	Completion st...	Score	Grade	Order no	Registratio...	Actions
00008066	Paul	Harrington	00:00	Unreserved	8	Registered	Successful	0		00007078	09-May-20...	Edit
00004466	DaveGmailExt	Kaye	00:00	Unreserved	0	Cancelled	Suspended	0		00006750	11-Apr-2017	View notes
00003220	David	Kaye	00:00	Unreserved	8	Registered	Successful	0		00007081	09-May-20...	Edit
00004466	DaveGmailExt	Kaye	00:00	Unreserved	8	Registered	Successful	0		00006763	11-Apr-2017	Edit
00004466	DaveGmailExt	Kaye	00:00	Unreserved	0	Cancelled	Suspended	0		00006749	11-Apr-2017	View notes
00008070	Jeff	Kirkland	00:00	Unreserved	8	Registered	Successful	0		00006766	12-Apr-2017	Edit
00008060	Martin	Krepfl	00:00	Unreserved	8	Registered	Successful	0		00006724	11-Apr-2017	Edit
00003240	Larissa	Natross	00:00	Unreserved	8	Registered	Successful	0		00006726	11-Apr-2017	Edit
<input checked="" type="checkbox"/>	00006398	Oliv	Piggie	00:00	Unreserved	0	Registered	Successful	0	00007082	09-May-20...	Edit
00008063	Jim	Potts	00:00	Unreserved	8	Registered	Successful	0		00006742	11-Apr-2017	Edit
00008057	James	Ralph	00:00	Unreserved	8	Registered	Successful	0		00006766	12-Apr-2017	Edit

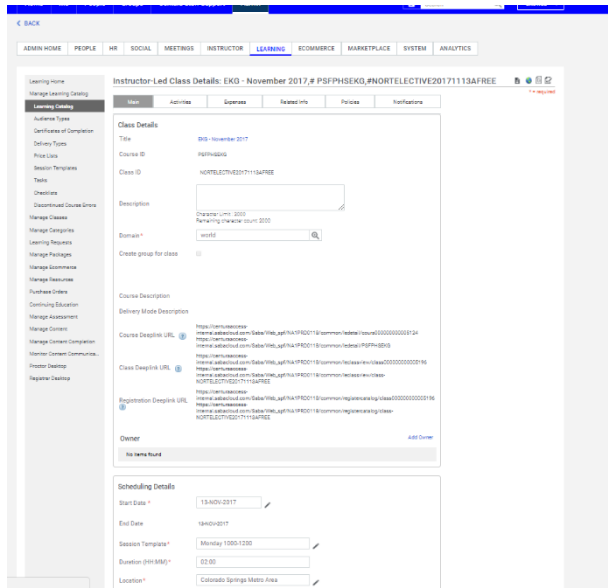
Back Save

Adding users to a full class or class that has been delivered.

If you need to add additional students to a class that is full, you'll need to first increase the maximum number of students (if you get a warning that there are no spots).

Admin>Learning>Manage Classes

Find your class and scroll down to the registration information and change the Max Count



Scroll Past to registration information

Change the Max Count and then Save

Pricing Information

Base Price Print | Export

Currency	Price	Inherited From
US Dollars	0.00	Course

Price Add Price | Print | Export

Currency	Price	Base currency	Actions
US Dollars	0.00	No	Edit Delete

Registration Information

Min Count*

Max Count*

Max In Wait List*

Student Count 20

Students Waitlisted 0

Vendor

Customer Service Representative

Allow Drop Yes, this class can be dropped anytime after registration
 No, this class cannot be dropped on and after date

Enrollment Text

Words: 0

Max Count needs to be raised above 25

Go into the registration and add users as normal. You must manually change the completion status. Check the box beside the ID and then the status and then Save. You may do this with multiple users at a time.

EKG - November 2017

Advanced Edit

Class ID: NORTELECTIVE20171119 Delivery type: Instructor-Led
AFREE End Date: 13-NOV-2017
Version: 1 Location: Colorado Springs Metro Area
Start date: 13-NOV-2017 Duration: 02:00
Language: English Facility: Black Forest Fire Rescue
Status: Delivered - Normal Domain: world

Confirmed 22/25 Waitlisted 0/5

Description and Activities

VIEW ATTACHMENTS

Manage Ad Hoc Completions PBA Activities

Show filters >

Edit selected for: [Icons]

Clear all




ID	FIRST NAME	LAST NAME	ATTEND.	AUDIEN- TYPE	CRI	REGISTR. STATUS	COMPLETION STATUS	SCORE	GRADE	ORDER NO	REGISTR. DATE	ACTIONS
00009282	Greg	Lovato	00:00	Unreserved	4	Registered	Successful	0		00011468	20-Nov-2...	EDIT
00010790	Douglas	McIntyre	00:00	Unreserved	4	Registered	Successful	0		00011468	20-Nov-2...	EDIT
00007254	Kris	Mola	00:00	Unreserved	4	Registered	Successful	0		00011468	20-Nov-2...	EDIT
00003240	Larissa	Natgrass	00:00	Unreserved	0	Registered	Not evaluated	0		00011833	04-Dec-2...	EDIT
00003240	Larissa	Natgrass	00:00	Unreserved	0	Cancelled	Not evaluated	0		00011468	20-Nov-2...	VIEW NOTES
00010656	Brian	Olmos	00:00	Unreserved	0	Registered	Successful	0		00011832	04-Dec-2...	EDIT
00010656	Brian	Olmos	00:00	Unreserved	0	Cancelled	Unsuccessful	0		00011468	20-Nov-2...	VIEW NOTES
00011125	Lucas	Owens	00:00	Unreserved	4	Registered	Successful	0		00011468	20-Nov-2...	EDIT
00010883	James	Rebitski	00:00	Unreserved	4	Registered	Successful	0		00011263	13-Nov-2...	EDIT
00009519	Rich	Robinds	00:00	Unreserved	4	Registered	Successful	0		00011468	20-Nov-2...	EDIT
00009045	Mike	Smith	00:00	Unreserved	4	Registered	Successful	0		00011468	20-Nov-2...	EDIT

1

2

... 1 ...

BACK SAVE

Edit selected for:   

Clear all

ID	FIRST NAME	LAST NAME	ATTEND...	AUDIENCE TYPE	CRI	REGISTR... STATUS	COMPLETION STATUS	SCORE	GRADE	ORDER NO	REGISTR... DATE	ACTIONS
<input type="checkbox"/>	00008282	Greg	Lovato	00:00	Unreserved	4	Registered	Successful	0	00011468	20-Nov-2...	EDIT
<input type="checkbox"/>	00010790	Douglas	McIntyre	00:00	Unreserved	4	Registered	Successful	0	00011468	20-Nov-2...	EDIT
<input type="checkbox"/>	00007254	Kris	Mola	00:00	Unreserved	4	Registered	Successful	0	00011468	20-Nov-2...	EDIT
<input checked="" type="checkbox"/>	00003240	Larissa	Nattrass	00:00	Unreserved	0	Registered	Successful	0	00011833	04-Dec-2...	EDIT
	00003240	Larissa	Nattrass	00:00	Unreserved	0	Cancelled	Suspended	0	00011468	20-Nov-2...	VIEW NOTES
<input checked="" type="checkbox"/>	00010656	Brian	Olmos	00:00	Unreserved	0	Registered	Successful	0	00011832	04-Dec-2...	EDIT
	00010656	Brian	Olmos	00:00	Unreserved	0	Cancelled	Suspended	Successful	00011468	20-Nov-2...	VIEW NOTES
<input type="checkbox"/>	00011125	Lucas	Owens	00:00	Unreserved	4	Registered	Successful	0	00011468	20-Nov-2...	EDIT
<input type="checkbox"/>	00010883	James	Rebitski	00:00	Unreserved	4	Registered	Successful	0	00011263	13-Nov-2...	EDIT
<input type="checkbox"/>	00009519	Rich	Robinds	00:00	Unreserved	4	Registered	Successful	0	00011468	20-Nov-2...	EDIT
<input type="checkbox"/>	00008045	Mike	Smith	00:00	Unreserved	4	Registered	Successful	0	00011468	20-Nov-2...	EDIT

... 1 ...

BACK SAVE

3

Adding students to a class after the class date.

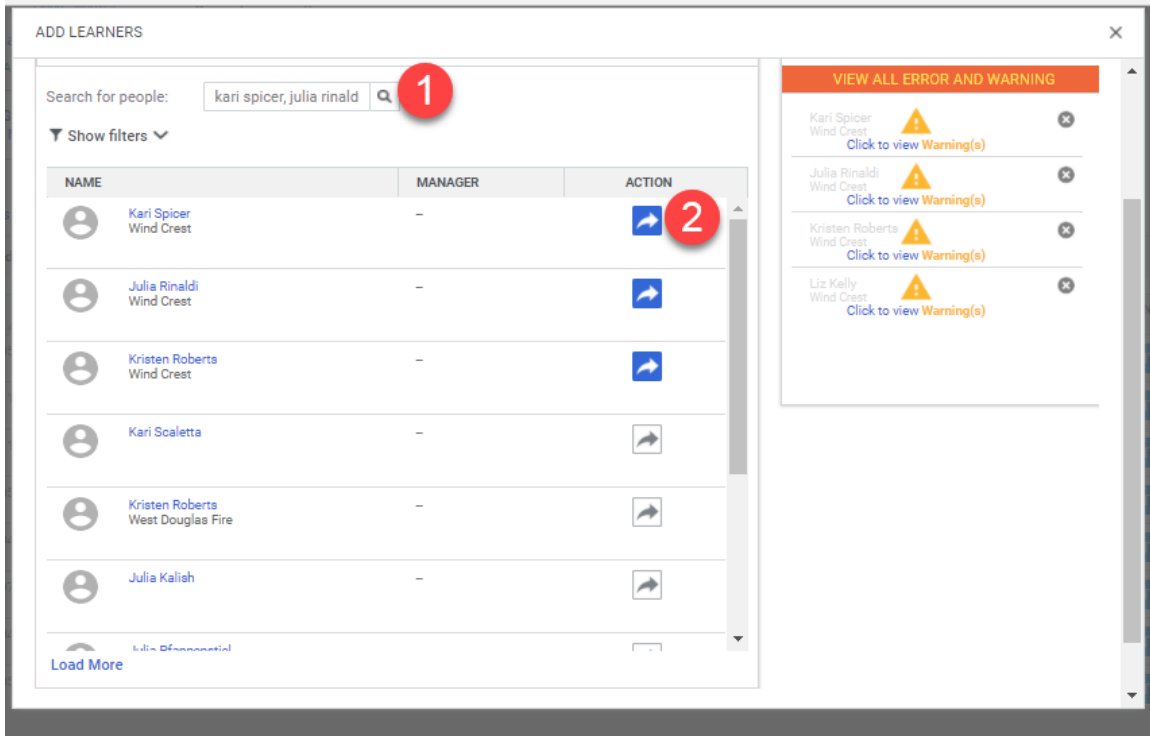
Did you know that Saba's search capability will allow you to search and filter multiple names at a time using a comma?

When you add learners, you can type out the person's name or part of a name.

In this case Saba will seek learners with names that are near the typed entries. The % does not appear to be supported, but you can try partial names.

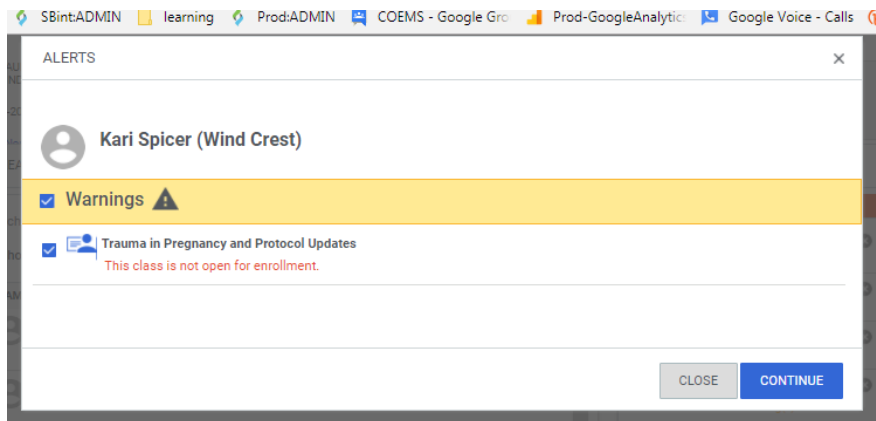
Ex. Kari Spicer, Julia Rinald and Liz Kelley

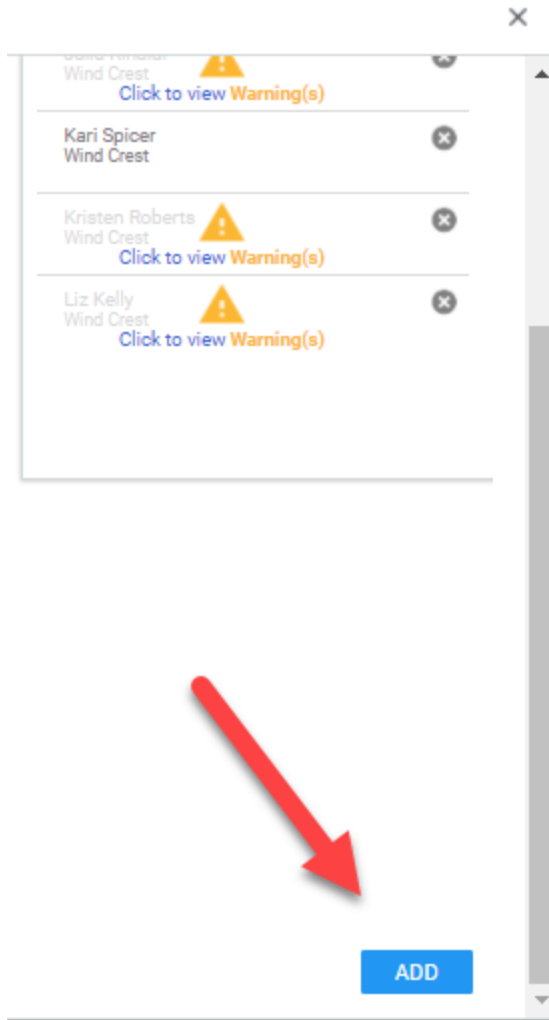
Once you find the names add them and modify your search to find others that attended. You may also show the filters for additional search.



Did you know that you only have to approve one of the warnings and not all?

When you see the “View all Error and Warnings,” did you know that you only have to click **one of the warnings** to approve all of the students to be entered? Try the Click to View and then hit the add button. All selected people will be added to the class.





Tracking AHA Classes and Other Classes Where Roll is Not Taken

Entering in Class Overall Scores and Uploading Scanned Evaluations and other attachments (rosters for AHA/EKG)

Login at <http://www.centura.org/ems>

Click the "Centura Associates with accounts login"

Click the Admin menu



Select Learning Admin and then “Manage Classes”

From the Classes Menu, in the delivery menu, choose “**Instructor Led**”.

For Cardiac Classes/AHA, choose “Cardiac_And_AHA”

Classes 📄 🌐

Title	<input type="text"/>	Class ID	<input type="text"/>
Domain	<input type="text"/>	Audience Type/Sub Type	<input type="text"/>
Start Date >=	<input type="text"/>	End Date <=	<input type="text"/>
Course ID	<input type="text"/>	Language	<input type="text"/>
Delivery	-Select One- -Select One- Blended Instructor-Led Virtual Classroom Web-Based		

[Configure](#) | [Save](#) [Search](#)

Classes [New Class](#)

That will redirect and limit the display to CE. The search can then be limited by date, facility or other search criteria. The % key is a wildcard. Dates tend to be useful limiters. The Title and or facility can help. Press the search button filter.

Classes [New Class](#)

Title	<input type="text" value="%psych%"/>	Class ID	<input type="text"/>
Start Date >=	<input type="text" value="01-APR-2017"/>	End Date <=	<input type="text" value="30-APR-2017"/>
Enrollment Closes Before <=	<input type="text"/>	Open Enrollment Date >=	<input type="text"/>
Language	<input type="text"/>	Domain	<input type="text"/>
Audience Type/Sub Type	<input type="text"/>	Status	-Select One-
Location	<input type="text"/>	Course ID	<input type="text"/>
Facility	<input type="text" value="Cas%"/>	Delivery	Instructor-Led

[Configure](#) | [Save Search Query](#) [Search](#)

The Results allow for further filtering search area. However, you can click on the title to access the class details for putting in the composite score or to upload evaluations. Use the start and end dates and the

session template area to determine which class you are entering.

Instructor-Led Class

Search form for Instructor-Led Class with fields for Title, Start Date, End Date, Enrollment Closes Before, Open Enrollment Date, Language, Domain, Audience Type/Sub Type, Status, Location, Course ID, Facility, and Delivery. Includes a Search button.

Classes

Roster	Title	Version	Class ID	Start Date	End Date	Facility	Location	Language	Status	Session Template
Roster	Psychiatric Emergencies	1.5	PHSPSYCHCROCK201704189AM	18-APR-2017	18-APR-2017	Castle Rock Fire	South Denver Metro Area	English	Open - Normal	Tuesday 0900-1030
Roster	Psychiatric Emergencies	1.5	PHSPSYCHCROCK201704039AM	03-APR-2017	03-APR-2017	Castle Rock Fire	South Denver Metro Area	English	Open - Normal	Monday 0900-1030
Roster	Psychiatric Emergencies	1.5	PHSPSYCHCROCK201704119AM	11-APR-2017	11-APR-2017	Castle Rock Fire	South Denver Metro Area	English	Open - Normal	Tuesday 0900-1030
Roster	Psychiatric Emergencies	1.5	PHSPSYCHCROCK201704189AM	18-APR-2017	18-APR-2017	Castle Rock Fire	South Denver Metro Area	English	Open - Normal	Tuesday 1030-1200
Roster	Psychiatric Emergencies	1.5	PHSPSYCHCROCK201704031030	03-APR-2017	03-APR-2017	Castle Rock	South Denver	English	Open - Normal	Monday 1030-1200

Once in the class page (in the main tab – already selected) , scroll to the bottom of the page

Instructor-Led Class Details: Psychiatric Emergencies, # PHS-PSYCH-EMERGENCIES, #PHSPSYCHCROCK201704181030

Main | Activities | Expenses | Related Info | Policies | Notifications

Class Details

Title: Psychiatric Emergencies
Course ID: PHS-PSYCH-EMERGENCIES
Class ID: PHSPSYCHCROCK201704181030
Description:

Enter the score and save.

Other Information


CenturaTrainingCenter SDOG

Class Evaluation Score

Buttons: Copy, Create New Class, Send Notification, Roster, Save, Cancel

If entering Cardiac Participants, complete the Attendee Number for Hospital Based Classes

Other Information

CenturaTrainingCenter SDOG 

NursingProvider

Class Evaluation Score

Attendee Number for Hospital Based Classes 6

Scroll to the top of the page and click on the Related Info tab and then click Add Attachment.

Instructor-Led Class Details: Psychiatric Emergencies,# PHS-PSYCH-EMERGENCIES,#PHSPSYCHCROCK201704181030

Main Activities Expenses **Related Info** Policies Notifications

Administrative Tasks Add Task

No items found

Attachments Add Attachment

No items found

Notes Add Note

No items found

Having already scanned your attachment, click the Add Attachment button.

1. Name the attachment.
2. Choose the "File" radio button
3. Click the "Choose File" and locate your attachment from a file server (ex. H, S, desktop, but not from email)

Evaluation

Choose Evaluations from the pull down menu.

Select the check box "Is Private"

Roster

4. Name the attachment.
5. Choose the "File" radio button
6. Click the "Choose File" and locate your attachment from a file server (ex. H, S, desktop, but not from email)
7. Choose Roster-Signin from the pull down menu.

Verify that the attachment is uploaded in the user interface. Modify with edit (attributes) or delete as needed. Repeat as needed.

Login at <http://www.centura.org/ems>

Click the "Centura Associates with accounts login"

Click the Admin menu



Select Learning Admin and then "Manage Classes"

From the Classes Menu, in the delivery menu, choose "Instructor Led".

A screenshot of a web application interface titled "Classes". The form contains several input fields: Title, Domain, Start Date >=, Course ID, Class ID, Audience Type/Sub Type, End Date <=, and Language. Each field has a small icon to its right. Below the "Delivery" field, a dropdown menu is open, showing options: "-Select One-", "-Select One-Blended", "Instructor-Led" (highlighted in blue), "Virtual Classroom", and "Web-Based". A "Search" button is located at the bottom right of the form. Below the form, there is a "Classes" label and a "New Class" link.

That will redirect and limit the display to CE. The search can then be limited by date, facility or other search criteria. The % key is a wildcard. Dates tend to be useful limiters. The Title and or facility can help.

Press the search button filter.

Title	<input type="text" value="%psych%"/>	Class ID	<input type="text"/>
Start Date >=	<input type="text" value="01-APR-2017"/>	End Date <=	<input type="text" value="30-APR-2017"/>
Enrollment Closes Before <=	<input type="text"/>	Open Enrollment Date >=	<input type="text"/>
Language	<input type="text"/>	Domain	<input type="text"/>
Audience Type/Sub Type	<input type="text"/>	Status	-Select One-
Location	<input type="text"/>	Course ID	<input type="text"/>
Facility	<input type="text" value="Cas%"/>	Delivery	Instructor-Led
Configure Save Search Query			<input type="button" value="Search"/>

Classes

[New Class](#)

The Results allow for further filtering search area. However, you can click on the title to access the class details for putting in the composite score or to upload evaluations. Use the start and end dates and the session template area to determine which class you are entering.

Instructor-Led Class

Title	<input type="text" value="%psych%"/>	Class ID	<input type="text"/>
Start Date >=	<input type="text" value="01-APR-2017"/>	End Date <=	<input type="text" value="30-APR-2017"/>
Enrollment Closes Before <=	<input type="text"/>	Open Enrollment Date >=	<input type="text"/>
Language	<input type="text"/>	Domain	<input type="text"/>
Audience Type/Sub Type	<input type="text"/>	Status	-Select One-
Location	<input type="text"/>	Course ID	<input type="text"/>
Facility	<input type="text" value="Cas%"/>	Delivery	Instructor-Led
Configure Save Search Query			<input type="button" value="Search"/>

Classes

[New Class](#) | [Print](#) | [Export](#) | [Modify 1](#)

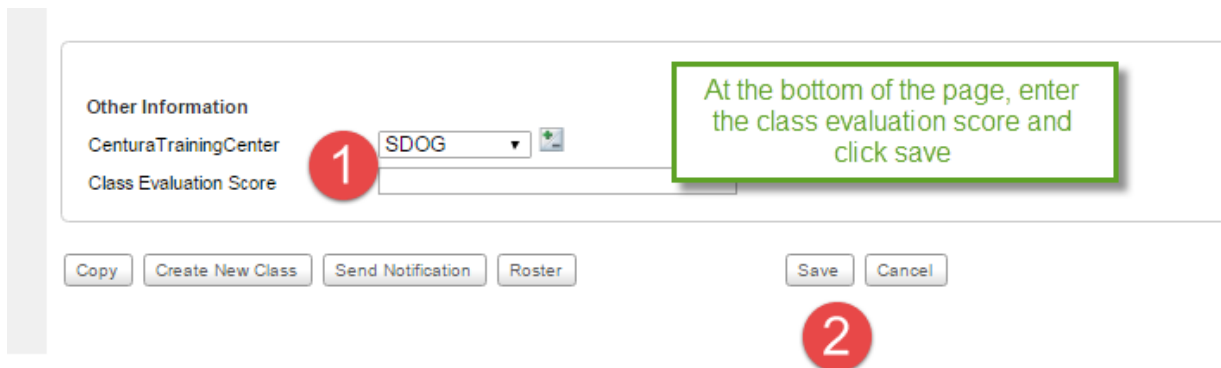
Roster	Title	Version	Class ID	Start Date	End Date	Facility	Location	Language	Status	Session Templ
Roster	Psychiatric Emergencies	1.5	PHSPSYCHCROCK	18-APR-2017	18-APR-2017	Castle Rock Fire	South Denver Metro Area	English	Open - Normal	Tuesday 0900-1030
Roster	Psychiatric Emergencies	1.5	PHSPSYCHCROCK201704039AM	03-APR-2017	03-APR-2017	Castle Rock Fire	South Denver Metro Area	English	Open - Normal	Monday 0900-1030
Roster	Psychiatric Emergencies	1.5	PHSPSYCHCROCK201704119AM	11-APR-2017	11-APR-2017	Castle Rock Fire	South Denver Metro Area	English	Open - Normal	Tuesday 0900-1030
Roster	Psychiatric Emergencies	1.5	PHSPSYCHCROCK201704189AM	18-APR-2017	18-APR-2017	Castle Rock Fire	South Denver Metro Area	English	Open - Normal	Tuesday 1030-1200
Roster	Psychiatric Emergencies	1.5	PHSPSYCHCROCK201704031030	03-APR-2017	03-APR-2017	Castle Rock	South Denver	English	Open - Norm	Monday 1030-

Click a title to access the class

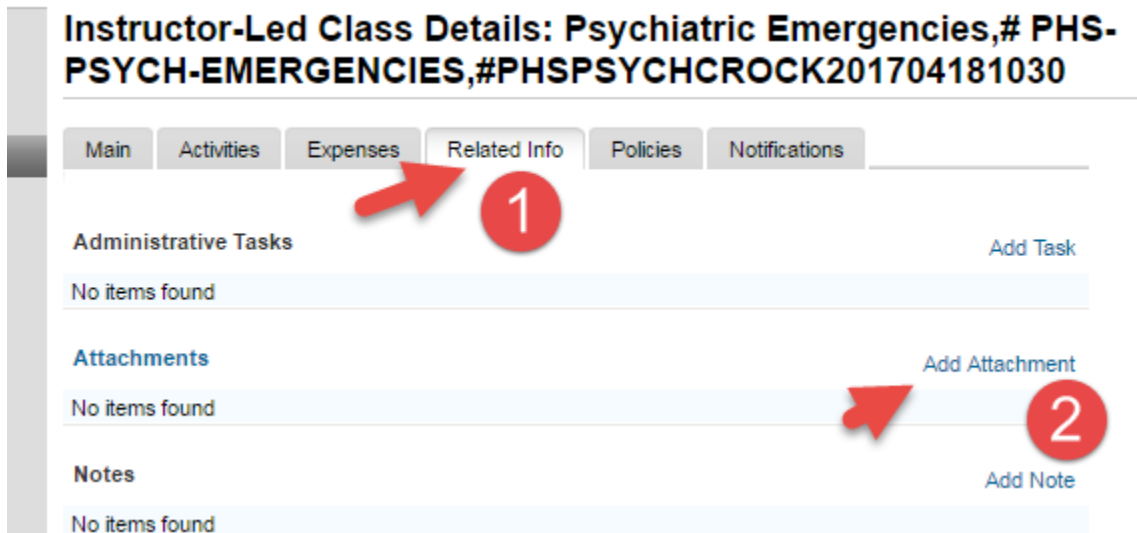
Once in the class page (in the main tab – already selected) , scroll to the bottom of the page



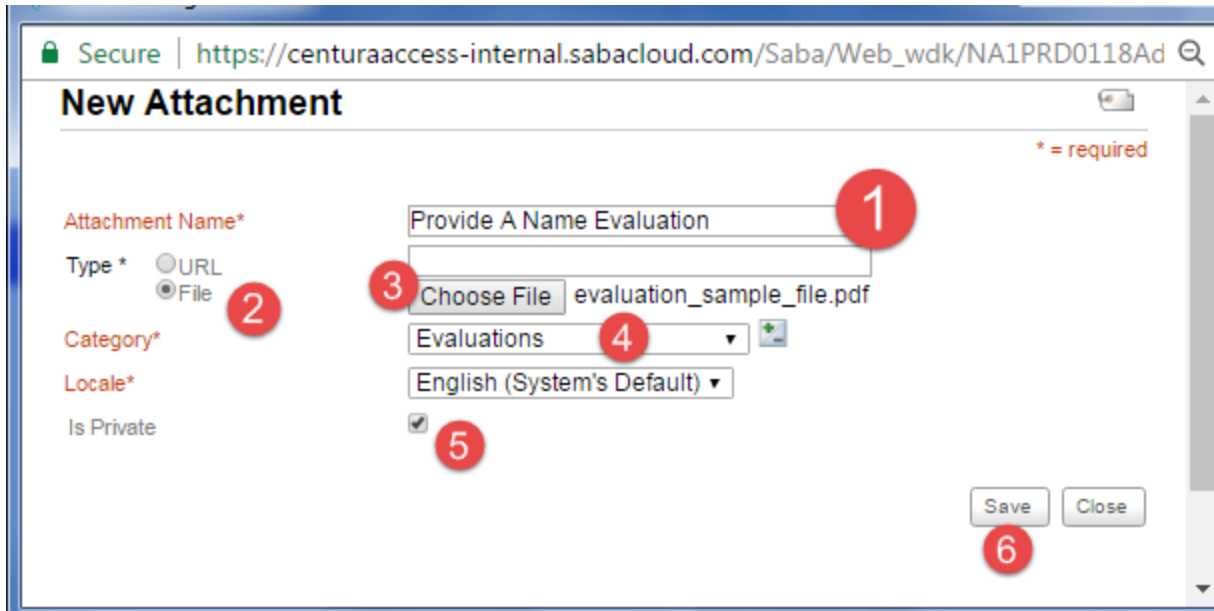
Enter the score and save.



Scroll to the top of the page and click on the Related Info tab and then click Add Attachment.

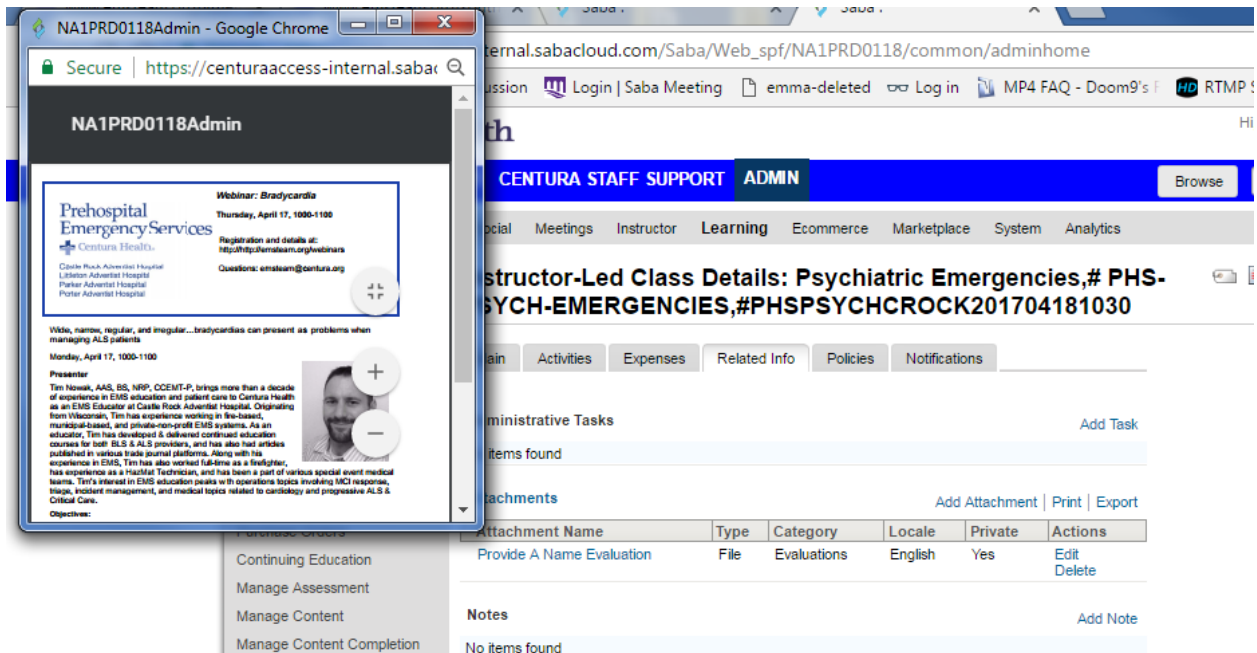


Having already scanned your attachment, click the Add Attachment button.



1. Name the attachment.
2. Choose the “File” radio button
3. Click the “Choose File” and locate your attachment from a file server (ex. H, S, desktop, but not from email)
4. Choose Evaluations from the pull down menu.
5. Select the check box “Is Private”
6. Click

Verify that the attachment is uploaded in the user interface. Modify with edit (attributes) or delete as needed. Repeat as needed.



Quiz – Creating a Quiz

Steps to develop a quiz in Saba.


Develop your quiz questions and determine quiz parameters (passing, showing answers, feedback)

Login to either

- sbcentura.sabacloud.com
- centuraccess.sabacloud.com

Either from Learning Admin portlet, choose Go To> Manage Assessments

Or Learning and under Learning Home, choose Manage Assessment. This will provide you the “Manage Test & Survey” and the “Test Question Pool” sub menus. You will need to determine where to store both your test questions and quizzes. You will be able to create and subfolders, by hovering over a folder,

until you see the  . When entering information about your quiz, use the domain, “Common”

- Learning Home
- Manage Learning Catalog
- Learning Catalog**
- Audience Types
- Certificates of Completion
- Delivery Types
- Price Lists
- Session Templates
- Tasks
- Checklists
- Discontinued Course Errors
- Course Template
- Manage Classes
- Manage Categories
- Learning Requests
- Manage Packages
- Manage Ecommerce
- Manage Resources
- Purchase Orders
- Continuing Education
- Manage Assessment
- Manage Content
- Manage Content Completion
- Monitor Content Communica...
- Proctor Desktop
- Registrar Desktop

- Learning Home
- Manage Learning Catalog
- Manage Classes
- Manage Categories
- Learning Requests
- Manage Packages
- Manage Ecommerce
- Manage Resources
- Purchase Orders
- Continuing Education
- Manage Assessment
- Manage Test & Survey**
- Test Question Pool
- Survey Question Pool
- Manage Scales
- Manage Playmode Template
- Assessment Migration
- Assessment UI Translation
- Manage Content
- Manage Content Completion
- Monitor Content Communica...
- Proctor Desktop
- Registrar Desktop

Manage Test & Survey

ASSESSMENT LIBRARY ⏪

+ Add Root Level Folder

- Production
 - Agency-Content
 - Airway Lectures
 - Behavioral Emergencies
 - Blood Bourn Pathogens
 - Cardiac Emergencies
 - Course Contents
 - Elective
 - Evaluations
 - IV Therapy
 - Medical Emergencies
 - Neuro Emergencies
 - OB / Infant and Children
 - Operational Training
 - Patient Assessment
 - Preparatory Education
 - RSI-Contact Mark Warth ...
 - Saba Meeting Support
 - Trauma
 - TraumaOutreachCME
 - Virtual Class Recordings
 - Waiver specific informati...
 - Z-Training Videos

- Manage Categories
- Learning Requests
- Manage Packages
- Manage Ecommerce
- Manage Resources
- Purchase Orders
- Continuing Education
- Manage Assessment
- Manage Test & Survey
- Test Question Pool**
- Survey Question Pool
- Manage Scales
- Manage Playmode Template
- Assessment Migration
- Assessment UI Translation
- Manage Content
- Manage Content Completion
- Monitor Content Communica...
- Proctor Desktop
- Registrar Desktop

QUESTION POOL ⏪

+ Add Root Level Folder

- Root
 - Courses
 - Test Questions
 - 12 Lead Quiz
 - ALS Trauma Focus
 - Behavioral_Emergencies
 - Bradiacardias Quiz
 - Carfentanil
 - Critical Care
 - Geriatric Trauma - Case...
 - Ketamine, December 2...
 - PHS - OB Emergencies ...
 - PHS - ALS Trauma Focus
 - PHS - Ambulance Oper...
 - PHS - Burns
 - PHS - Capnography
 - PHS - Critical Care
 - PHS - Denver Metro Pr...
 - PHS - Geriatric Trauma
 - PHS - Headaches, On A...
 - PHS - Hypothermia
 - PHS - Imbalance
 - PHS - Internal Affairs - ...
 - PHS - Pediatric Sepsis ...
 - PHS - Pericarditis 2015...
 - PHS - Tachycardia
 - PHS - Takotsubo
 - PHS - Traumatic Brain I...
 - PHS-AVBlocks
 - PHS-CarbonMonoxide
 - PHS-CPAP
 - PHS-Large_Vessel_Occ...
 - PHS-Med_Legal
 - PHS-Seizures
 - PHS-Thermal_Trauma
 - PHS 1 ah Seriated

Saba Training

[Help file for Assessment](#)

[Online tutorials for assessment](#)

[Saba Job Aids](#)

Sample Quiz description details

Intro

Participants have 3 opportunities to complete the quiz with a pass mark of 80 percent.

Conclusion

Thank you for completing the quiz. Participants have 3 opportunities to take the exam. On conclusion, please complete the questionnaire.

80 percent

Congratulations, you have successfully completed the course with a successful grade. Please complete the questionnaire to provide feedback to Centura Health.

79 percent

Unfortunately, you did not successfully complete the course with a passing grade. You may attempt the quiz three times.

Below Passing

Unfortunately, you did not successfully complete the course with a passing grade. You have 3 opportunities to complete the quiz.

Admin

- Learning Admin
- Left hand column – manage assessment
 - Test Question Pool
 - Under the Test Questions menu – hover on the gear and choose “add subfolder”

The screenshot displays the Centura CE Connect interface. On the left, a sidebar titled 'QUESTION POOL' contains a tree view with folders: 'Root', 'Courses', and 'Test Questions'. The 'Test Questions' folder is expanded, showing sub-folders like '12 Lead Quiz', 'Bradiacardias Quiz', 'Critical Care', and several 'PHS' folders. A gear icon is visible next to the 'Test Questions' folder. A red arrow points from the bottom right towards this gear icon. On the right side of the interface, the 'Root' section contains instructions for creating new questions, including selecting a folder and question type. A 'Settings' button is also visible, with a tooltip that says 'Settings the folder where the question exits'.

[BACK](#)

Admin Home People HR Social Meetings Instructor Learning Ecommerce Marketplace System Analytics

Learning Home
 Manage Learning Catalog
 Manage Classes
 Manage Categories
 Learning Requests
 Manage Packages
 Manage Ecommerce
 Manage Resources
 Purchase Orders
 Continuing Education
 Manage Assessment
 Manage Test & Survey
Test Question Pool
 Survey Question Pool
 Manage Scales
 Manage Playmode Template
 Assessment UI Translation
 Manage Content
 Manage Content Completion
 Monitor Content Communica...
 Proctor Desktop
 Registrar Desktop

Test Question Pool

QUESTION POOL

SEARCH QUESTIONS

NEW QUESTION ACTIONS

Import questions using an Excel file (xls, xlsx) or a QTI standard itempool file (xml).

File to import:

Status:

- Move Questions
- Copy Questions
- Publish Questions
- Archive Questions
- Import Questions into Pool**
- Download Excel Template
- Export Question(s) for Translation
- Import Question Translations

QUESTION POOL

- Root
 - Courses
 - Test Questions
 - 12 Lead Quiz
 - Bradiacardias Quiz
 - Critical Care
 - Geriatric Trauma - Case R...
 - PHS - OB Emergencies wi...
 - PHS - Burns
 - PHS - Capnography
 - PHS - Critical Care
 - PHS - Denver Metro Prot...
 - PHS - Geriatric Trauma
 - PHS - Headaches, On Ale...
 - PHS - Hypothermia
 - PHS - Imbalance
 - PHS - Pediatric Sepsis 20...
 - PHS - Pericarditis 2015, ...
 - PHS - Tachycardia
 - PHS - Takotsubo
 - PHS - Traumatic Brain Inj...
 - PHS-AVBlocks
 - PHS-CarbonMonoxide
 - PHS-CPAP
 - PHS-Med_Legal**
 - PHS-Seizures
 - PHS-Thermal_Trauma
 - PHS-Lab_Sedated
 - Quiz - 12 Lead
 - Quiz - Bradiacardia
 - Quiz - Capnography Webi...
 - Quiz - Carbon Monoxide
 - Quiz - Child Abuse - PHS, ...
 - Quiz - Drowning and Hyp...
 - Quiz - Imbalance

[BACK](#)

Admin Home People HR Social Meetings Instructor Learning Ecommerce Marketplace System Analytics

Learning Home
 Manage Learning Catalog
 Manage Classes
 Manage Categories
 Learning Requests
 Manage Packages
 Manage Ecommerce
 Manage Resources
 Purchase Orders
 Continuing Education
 Manage Assessment
 Manage Test & Survey
Test Question Pool
 Survey Question Pool
 Manage Scales
 Manage Playmode Template
 Assessment UI Translation
 Manage Content
 Manage Content Completion
 Monitor Content Communica...
 Proctor Desktop
 Registrar Desktop

Test Question Pool

QUESTION POOL

SEARCH QUESTIONS

NEW QUESTION ACTIONS

	QUESTION	TYPE	VERSION	STATUS	UPDATED ON	ACTIONS
<input type="checkbox"/>	Which one of the following is 'Not' a r...	Multiple Choic	1	Published	2017-07-11	ACTIONS <input type="button" value="v"/>
<input type="checkbox"/>	Chest compressions, artificial ventilati	True/False	1	Published	2017-07-11	ACTIONS <input type="button" value="v"/>
<input type="checkbox"/>	In order for a patient to give consent, h	Multiple Choic	1	Published	2017-07-11	ACTIONS <input type="button" value="v"/>
<input type="checkbox"/>	What is the definition of 'Scope of Prac	Multiple Choic	1	Published	2017-07-11	ACTIONS <input type="button" value="v"/>
<input type="checkbox"/>	Which one of the following 'Consents'	Multiple Choic	1	Published	2017-07-11	ACTIONS <input type="button" value="v"/>
<input type="checkbox"/>	What is the definition of 'Assault?'	Multiple Choic	1	Published	2017-07-11	ACTIONS <input type="button" value="v"/>
<input type="checkbox"/>	Abandonment is defined as:	Multiple Choic	1	Published	2017-07-11	ACTIONS <input type="button" value="v"/>
<input type="checkbox"/>	One of the following 'Advanced Directi	Multiple Choic	1	Published	2017-07-11	ACTIONS <input type="button" value="v"/>
<input type="checkbox"/>	HIPAA stands for:	Multiple Choic	1	Published	2017-07-11	ACTIONS <input type="button" value="v"/>
<input type="checkbox"/>	A Mental Health Hold may NOT be indi	Multiple Choic	1	Published	2017-07-11	ACTIONS <input type="button" value="v"/>

Page 1 of 1 Questions Per Page: 10 Displaying 1 - 10 of 10

← BACK

Admin Home People HR Social Meetings Instructor Learning Ecommerce Marketplace System Analytics

Learning Home
 Manage Learning Catalog
 Manage Classes
 Manage Categories
 Learning Requests
 Manage Packages
 Manage Ecommerce
 Manage Resources
 Purchase Orders
 Continuing Education
 Manage Assessment
Manage Test & Survey
 Test Question Pool
 Survey Question Pool
 Manage Scales
 Manage Playmode Template
 Assessment UI Translation

Manage Test & Survey

ASSESSMENT LIBRARY [K] Search [Q]

ADD ROOT LEVEL FOLDER

- Production
 - Airway Lectures
 - Behavioral Emergencies
 - Blood Bourn Pathogens
 - Cardiac Emergencies
 - Course Contents
 - Elective
 - Evaluations
 - IV Therapy
 - Medical Emergencies
 - Neuro Emergencies
 - OB / Infant and Children
 - Operational Training
 - Patient Assessment
 - Preparatory Education
 - RSI-Contact Mark Warth ...
 - Saba Meeting Support
 - Trauma
 - TraumaOutreachCME
 - Virtual Class Recordings
 - Waiver specific informa...

ADD FOLDER

Folder Name*:

Domain:

Centura Health Hi, David Kaye v [envelope icon]

Home Me People Groups **Centura Staff Support** Admin

← BACK

Admin Home People HR Social Meetings Instructor **Learning** Ecommerce Marketplace System Analytics

Test Info

Topics & Questions

Messages

Test Properties

Remediation & Grants

Preview & Publish

Test Information

Title*:

Description:

Exam ID:

Version: 1

Status: DRAFT

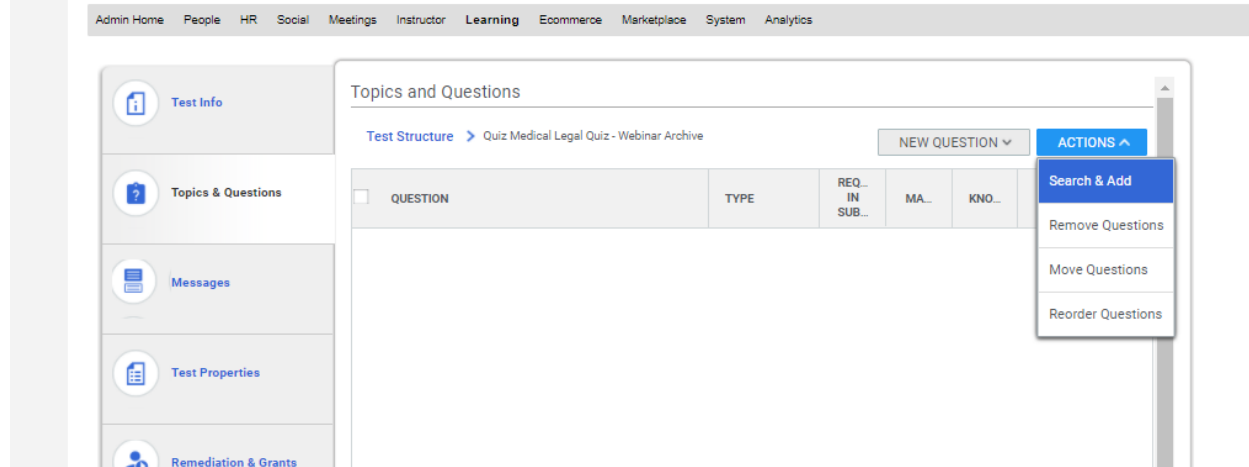
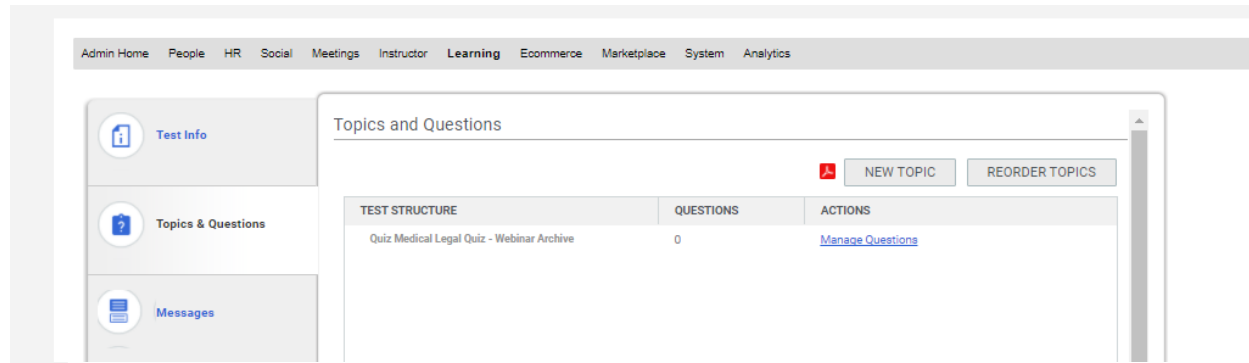
Domain:

Author: David Kaye

Security: Domain Based Manage ?

Add Language Support? Yes No ?

Choose Theme: ?



SEARCH QUESTIONS 3

- PHS - OB Emergencies ...
- PHS - Burns
- PHS - Capnography
- PHS - Critical Care
- PHS - Denver Metro Pro...
- PHS - Geriatric Trauma
- PHS - Headaches, On Al...
- PHS - Hypothermia
- PHS - Imbalance
- PHS - Pediatric Sepsis 2...
- PHS - Pericarditis 2015...
- PHS - Tachycardia
- PHS - Takotsubo
- PHS - Traumatic Brain I...
- PHS-AVBlocks
- PHS-CarbonMon
- PHS-CPAP
- PHS-Med_Lega 2
- PHS-Seizures
- PHS-Thermal_Trauma
- PHS_Lab_Sedated
- Quiz - 12 Lead
- Quiz - Bradycardia
- Quiz - Capnography We...
- Quiz - Carbon Monoxide
- Quiz - Child Abuse - PH...
- Quiz - Drowning and Hy...
- Quiz - Imbalance
- Quiz - Pericarditis
- Quiz - Sedated
- Quiz - Seizures
- Quiz - Takotsubo - On Al...
- Quiz - Toxicology
- Quiz - Trauma CME Ove...
- Quiz CPAP - Webinar Ar...
- Quiz Headaches

BROWSE QUESTION POOL 1

QUESTION	QUESTION ID	TYPE	ACTIONS
<input checked="" type="checkbox"/> Which one of the following is "Not" a mandatory reporting requi...	Med_Legal_2	Multiple Choi...	ACTIONS
<input checked="" type="checkbox"/> Chest compressions, artificial ventilation, defibrillation, and adv...	Med_Legal_7	True/False	ACTIONS
<input checked="" type="checkbox"/> In order for a patient to give consent, he/she must understand ...	Med_Legal_3	Multiple Choi...	ACTIONS
<input checked="" type="checkbox"/> What is the definition of "Scope of Practice?"	Med_Legal_1	Multiple Choi...	ACTIONS
<input checked="" type="checkbox"/> Which one of the following "Consents" is defined as: Consent a...	Med_Legal_4	Multiple Choi...	ACTIONS
<input checked="" type="checkbox"/> What is the definition of "Assault?"	Med_Legal_5	Multiple Choi...	ACTIONS
<input checked="" type="checkbox"/> Abandonment is defined as:	Med_Legal_9	Multiple Choi...	ACTIONS
<input checked="" type="checkbox"/> One of the following "Advanced Directives" rarely affects treatm...	Med_Legal_6	Multiple Choi...	ACTIONS
<input checked="" type="checkbox"/> HIPAA stands for:	Med_Legal_8	Multiple Choi...	ACTIONS
<input checked="" type="checkbox"/> A Mental Health Hold may NOT be indicated for patients who ar...	Med_Legal_10	Multiple Choi...	ACTIONS

Page 1 of 1

Questions Per Page: 10

Displaying 1 - 10 of

CANCEL ADD SELECTED QUESTIONS 4

Admin Home People HR Social Meetings Instructor Learning Ecommerce Marketplace System Analytics

Test Info

Topics & Questions

Messages

Topics and Questions

NEW TOPIC REORDER TOPICS

TEST STRUCTURE	QUESTIONS	ACTIONS
Quiz Medical Legal Quiz - Webinar Archive	0	Manage Questions

Admin Home People HR Social Meetings Instructor Learning Ecommerce Marketplace System Analytics

Test Info

Topics & Questions

Messages

Test Properties

Remediation & Grants

Topics and Questions

Test Structure > Quiz Medical Legal Quiz - Webinar Archive

NEW QUESTION ACTIONS

QUESTION	TYPE	REQ... IN SUB...	MA...	KNO...
<input type="checkbox"/>				

Search & Add

Remove Questions

Move Questions

Reorder Questions

SEARCH QUESTIONS (3)

BROWSE QUESTION POOL (1)

QUESTION	QUESTION ID	TYPE	ACTIONS
<input checked="" type="checkbox"/> Which one of the following is "Not" a mandatory reporting requi...	Med_Legal_2	Multiple Choi...	ACTIONS
<input checked="" type="checkbox"/> Chest compressions, artificial ventilation, defibrillation, and adv...	Med_Legal_7	True/False	ACTIONS
<input checked="" type="checkbox"/> In order for a patient to give consent, he/she must understand ...	Med_Legal_3	Multiple Choi...	ACTIONS
<input checked="" type="checkbox"/> What is the definition of "Scope of Practice?"	Med_Legal_1	Multiple Choi...	ACTIONS
<input checked="" type="checkbox"/> Which one of the following "Consents" is defined as: Consent a...	Med_Legal_4	Multiple Choi...	ACTIONS
<input checked="" type="checkbox"/> What is the definition of "Assault?"	Med_Legal_5	Multiple Choi...	ACTIONS
<input checked="" type="checkbox"/> Abandonment is defined as:	Med_Legal_9	Multiple Choi...	ACTIONS
<input checked="" type="checkbox"/> One of the following "Advanced Directives" rarely affects treatm...	Med_Legal_6	Multiple Choi...	ACTIONS
<input checked="" type="checkbox"/> HIPAA stands for:	Med_Legal_8	Multiple Choi...	ACTIONS
<input checked="" type="checkbox"/> A Mental Health Hold may NOT be indicated for patients who ar...	Med_Legal_10	Multiple Choi...	ACTIONS

Folder Name*: PHS-Med_Legal (2)

Domain: Common

Page 1 of 1

Questions Per Page: 10

Displaying 1 - 10 of

CANCEL ADD SELECTED QUESTIONS (4)

ADD FOLDER

Folder Name*:

Domain:

CANCEL SAVE

Complete the Messages Home

Introductory Message

Participants have 3 opportunities to complete the quiz with a pass mark of 80 percent.

Concluding

Thank you for completing the quiz. Participants have 3 opportunities to take the exam.

On conclusion, please complete the questionnaire.

At or Above

- i **Test Info**
- ? **Topics & Questions**
- ☰ **Messages**
- 📅 **Test Properties**
- 👤 **Remediation & Grants**
- 📄 **Preview & Publish**

1915

Concluding Message:

Thank you for completing the quiz. Participants have 3 opportunities to take the exam. On conclusion, please complete the questionnaire.

T

At or Above Passing Score Message:

Congratulations, you have successfully completed the course with a successful grade. Please complete the questionnaire to earn your CE.

T

Below Passing Score Message:

Unfortunately, you did not successfully complete the course with a passing grade. You may attempt the quiz three times.

T

PREVIOUS
EXIT
SAVE & NEXT

- i **Test Info**
- ? **Topics & Questions**
- ☰ **Messages**
- 📅 **Test Properties**
- 👤 **Remediation & Grants**
- 📄 **Preview & Publish**

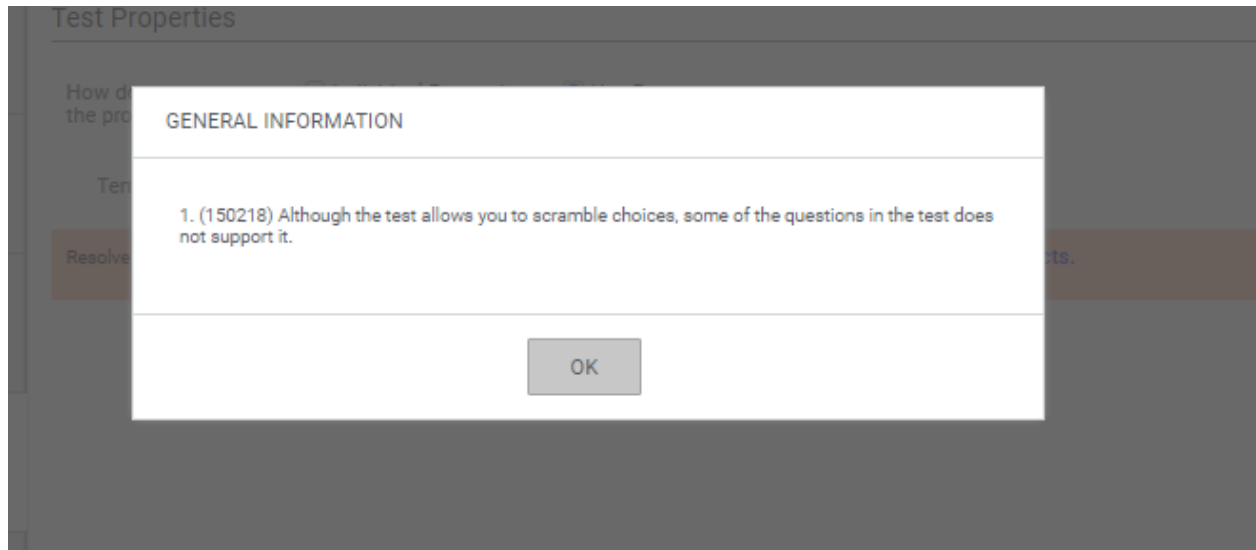
Test Properties

How do you want to set the properties? Individual Properties Use Property Template

Templates: ⊗ ▼

PHS-OnAlertQuiz

PREVIOUS
EXIT
SAVE & NEXT

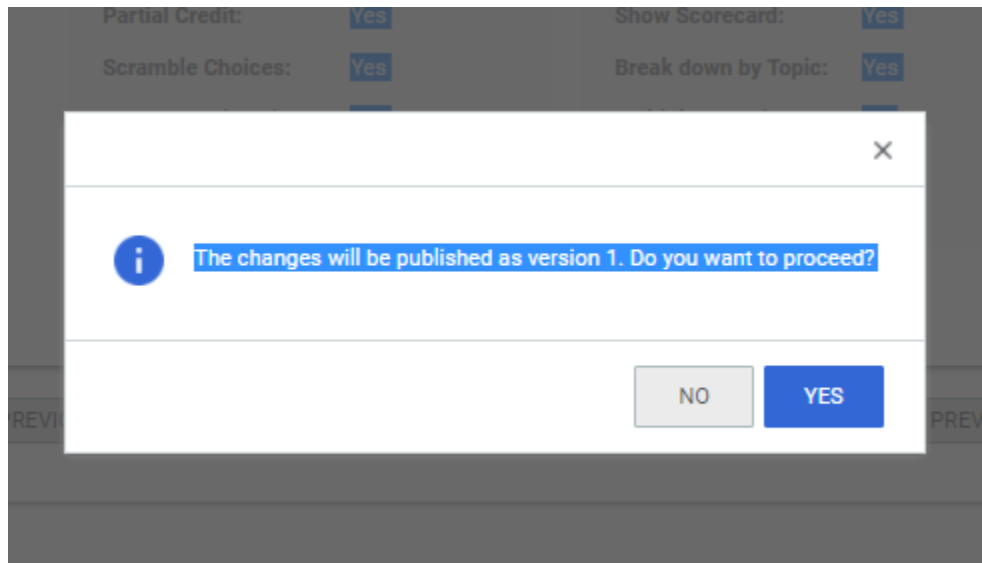


Below Passing Score

Unfortunately, you did not successfully complete the course with a passing grade. You may attempt the quiz three times.

Remediation and Grants – Click Next

Preview and Publish – Review and and click Publish



Creating a transcript report

Analytics Admin Only

Internal link – <http://centuraaccess-internal.sabacloud.com/Saba/Web/NA1PRD0118/goto/analytics/rptdf00000026a1d9f1015ddf62879a00799a>

External link –

<http://centuraaccess.sabacloud.com/Saba/Web/NA1PRD0118/goto/analytics/rptdf00000026a1d9f1015ddf62879a00799a>

Customers can use the transcript link on their home page.

[Transcript Report Link](#)

Open the filters triangle

Person type (choose Internal for a Centura Associate or External for anyone else – most EMS providers)

Enter a last name

Enter a first name

Click Download and preferred file format (csv or pdf), when the download box opens, click download and open your file

When you get results, go to the download button and click download and open the file on your computer (browser will determine if how to open or if there are issues)

EMS Lookup Centura-Transcript-EMS-CE-Connect

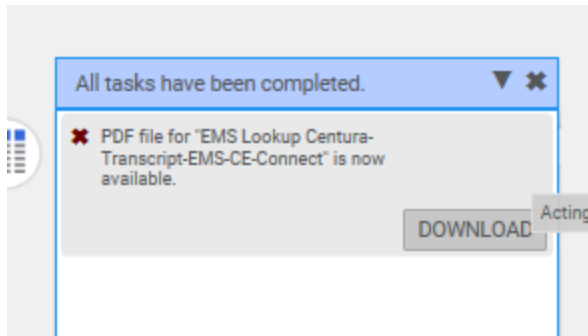
Report: 11/11/2017 10:15 AM
Adding as a subscriber

Filters

The AND operator has been applied to all the filters

Person Type*	Equal	External	2
Person First Name*	Equal	enter first name	3
Person Last Name*	Equal	enter last name	4
Completed Courses (Transcript)	Greater Equal	Days before current	1095
Date Marked Complete*			

Grouping options Level 1: Transcript's field of study, Level 2: Earned credit in ...



>>>> If you want to preview the results, choose **Run**, do not save your search.

EMS CE Connect – Manager View of Supervised Learners – 7/24/2017

Creating a Learning Manager to review and assign learning in Saba

Set your external person as a manager.

Admin>Manager People> External People Search for the Person

With the results, click on “Edit Profile Information”

Last Name	First Name	Username	Middle Name	Email	Person ID	Organization	Location	Job	Approval Status	Status	View
Brown	Cathrine	CATZILLA31@GMAIL.COM		catzilla31@gmail.com	00003164				Approved	Active	Edit Profile Information Copy Profile Profile Snapshot Full Profile Act as Proxy

In the person profile, click the Manager Access check box and save.

Title	<input type="text" value="-Select One-"/>	Username*	<input type="text" value="CATZILLA31@GMAIL.COM"/>
First Name*	<input type="text" value="Cathrine"/>	Last Name*	<input type="text" value="Brown"/>
Middle Name	<input type="text"/>	Suffix	<input type="text"/>
Domain*	<input type="text" value="world"/>	Status	<input type="text" value="Active"/>
Home Domain*	<input type="text" value="Prehospital Services"/>	Accounting Code	<input type="text" value="00003202"/>
Agency-Hospital	<input type="text" value="Coal Creek Fire Department"/>	Job Level	<input type="text"/>
Company	<input type="text" value="Coal Creek Fire Department"/>	Person No	<input type="text" value="00003164"/>
Certification Level	<input type="text"/>	Person Legal ID	<input type="text"/>
Manager	<input type="text"/>	Business Card Title	<input type="text" value="Lieutenant - EMS Officer"/>
Additional Approver for Orders	<input type="text"/>	E-mail	<input type="text" value="Catzilla31@gmail.com"/>
Location	<input type="text"/>	Person Type	<input type="text" value="-Select One-"/>
Start Date	<input type="text" value="01-JAN-2017"/>	Special User	<input type="checkbox"/>
Terminated On	<input type="text"/>	Manager Access	<input type="checkbox"/>
Date of Birth	<input type="text"/>		

Select Manager Access and then Save

Configuring Organizations

TBA

Signup Rules Creation Tutorial

<https://centurahealth.sharepoint.com/:u:/r/teams/EMSONline/Shared%20Documents/Tutorials/signuprulecreation/signuprulecreation.htm?csf=1&e=8AEhiN>

Configuring Learning Managers in the Organization

Admin>HR> Manage Organizations>External

Find the organization and click on the result to edit.

Scroll down the page or use your browsers find command (Ctrl + F) to reach **Organization Managers**

Click Add Organization Managers

Organization Managers

Add Organization Managers

No items found



Change the search to external (if looking for an external – non Centura person) and do a people search on the manager. You may use the% character as a wild card.

Centura Health EMS CE Connect - Google Chrome

Secure | https://centuraaccess.sabacloud.com/Saba/Web_wdk/NA1PRD0118Admin/common/party/person/search

Search Person, External * = requ

Population*	External	First Name	C%
Last Name	brown	Person ID	
Username		Manager	
Organization		Location	
Domain		Person Type	-Select One-

Include All Suborganizations

SEARCH

People Pr

<input type="checkbox"/>	<input type="checkbox"/>	Inherit to Child Organizations	First Name	Last Name	Username	Person Type	Person ID	Organization	Location
<input type="checkbox"/>	<input type="checkbox"/>				@CIMARRONHILLSFIRE.ORG		00003196	Cimarron Hills Fire Department	
<input type="checkbox"/>	<input type="checkbox"/>				@LARKSPURFIRE.ORG		00003245	Larkspur Fire Protection District	
<input type="checkbox"/>	<input type="checkbox"/>		Cathrine	Brown	CATZILLA31@GMAIL.COM		00003164	Coal Creek Fire Department	

Select the particular user's checkbox to enable her as the manager.

Hit select. You may repeat this process for as many managers as you'd like. After you have added the managers, click the save button.

Log in to <http://www.centura.org/ems>

In the top bar, click "My Team" and then click on a learner's name.

View the learner's completed credits by clicking on continuing education credits and the field of study radio icons. Alternatively, you can click on the course radio button. You may change the date range.

Beverly Garcia: Continuing Education Credits

Group by: Field of study Course Continuing Education Requirements

Date: Past 12 months

NAME	CREDITS COMPLETED
CO-NR-EMT Trauma	
ALS Trauma Focus Maximum credits allowed: 1 Acquired on:21-JUL-2017	1
NREMT Trauma-MC Assess a patient with a chest injury	
ALS Trauma Focus Maximum credits allowed: 0.25 Acquired on:21-JUL-2017	0.25
NREMT Trauma-MC Assess a patient with a head injury	
ALS Trauma Focus Maximum credits allowed: 0.25 Acquired on:21-JUL-2017	0.25
NREMT Trauma-MC Perform a rapid trauma assessment	
ALS Trauma Focus Maximum credits allowed: 0.25 Acquired on:21-JUL-2017	0.25
NREMT Trauma-MC Provide care to a patient with shock/hypoperfusion	
ALS Trauma Focus Maximum credits allowed: 0.25 Acquired on:21-JUL-2017	0.25

The system allows for a listing of completed courses that can be printed. It is also possible to add a note in the action pull down.

Beverly Garcia: Completed Learning

Date: Past 12 months | Status: All

TITLE	PROGRESS	ACTION
ALS Trauma Focus Virtual Classroom Version:Nowak	SUCCESSFUL On:21-JUL-2017 Score: 0 View credits	VIEW SUMMARY

You can print out the list of completed courses and alter by date range.

Change learners by scrolling and clicking learners at the top of the page.

The screenshot shows a user interface for a team management system. At the top, there is a header bar with the text '1g as Jennifer Hanson | My Team'. Below this, a horizontal scrollable list of team members is displayed. Two members are visible: 'Beverly Garcia' and 'Ruth Davis'. A red arrow points to the 'Ruth Davis' profile icon, indicating that it has been selected. Below the team list, the main content area is titled 'Ruth Davis: Completed Learning'. This area includes a search filter for 'Date' (set to 'Past 12 months') and 'Status' (set to 'All'). Below the filters is a table with the following data:

TITLE	PROGRESS	ACTION
ALS Trauma Focus Virtual Classroom - Version:Nowak	SUCCESSFUL	VIEW SUMMARY

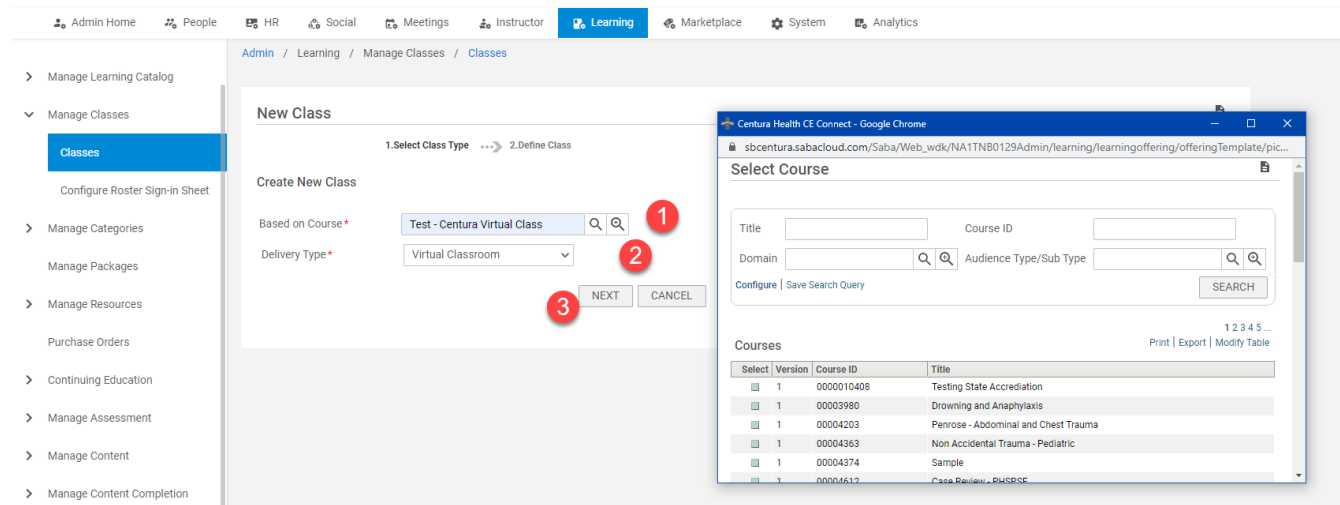
The table also shows the completion date 'On:21-JUL-2017', a 'Score: 0', and a 'View credits' link. On the left side of the interface, there is a navigation menu with options: Plan, Profile, Expertise, Continuing Education Credits, Completed Learning (highlighted), Order History, Ruth follows (0), Following Ruth (0), Bookmarks (1), and Groups (2).

Virtual Instructor Led Training (Zoom and Saba Meeting)

New Virtual Class

Step 1 – Create the course with necessary information, including fields of study

Step 2- Create a class (Admin – New Class or however you choose to navigate). Find the course and choose “Virtual Classroom’ from the delivery type.



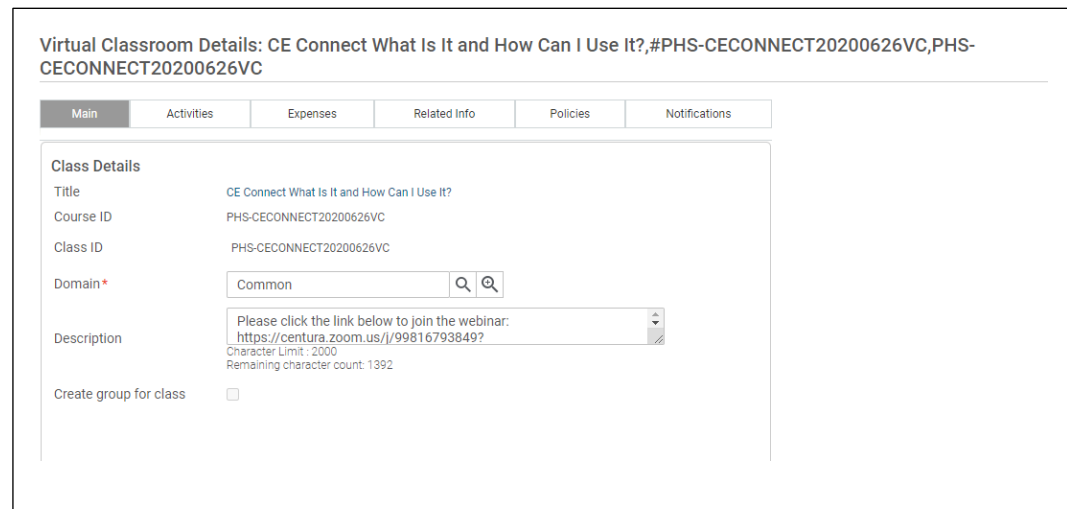
Insert Class Details

- Class ID (less than 25 characters) – suggested moniker
 - PHS prefix
 - Abbreviated description
 - Abbreviated agency
 - Date (YYYYMMDD)
 - VC for virtual class
- Domain – set to Common

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- Description – If zoom, paste in the connection information

Scroll down to the Scheduling Details

- **Select a start date**
- **Session Template** – type the day of the week and then click the pencil, you may also type Day HHMM-HHMM and then the pencil and select and close an existing template.
- **Duration** – should auto populate from the Session Template
- **Location** – Type Virtual and choose the first magnifying glass
- **Language** – leave at English


Scheduling Details

Start Date * 



Stop promotion from waitlist on class start date



End Date

Use Existing Session Template
 Create New Session Template

Session Template * 

Duration (HH:MM) *

Location *  

Language *  

Skip the pricing information

Update the Registration information to account for the necessary class size. It might be advisable to change this to 100 or more.

Registration Information

Min Count *	<input type="text" value="0"/>
Max Count *	<input type="text" value="100"/>
Max In Wait List *	<input type="text" value="10"/>
Student Count	0
Students Waitlisted	
Vendor	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="⊕"/>
Customer Service Rep.	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="⊕"/>
Allow Drop	<input checked="" type="radio"/> Yes, this class can be dropped anytime after registration <input type="radio"/> No, this class cannot be dropped on and after date <input type="text"/> <input type="button" value="📅"/>

Availability Information

You can leave the defaults. Note that if you leave the Display for Learner, everyone sees this in the public catalog. This can be modified by assigning an audience type t to the class (additional step in this document)

Set class reminders for at least 1 day. You can set up multiple reminders with a comma. Example 10,5,1

Meeting Details

You have two choices for a virtual meeting, either Saba Meeting or the Non Integrated VLE Provider (Zoom). Click the second magnifying glass to choose Non Integrated VLE Provider.

Option 1 Saba Meeting

Meeting details

VLE Provider

Dial-In Number 1

Dial-In Number 2

Access Code

Host Code

Welcome URL for Participants

Logout URL

Live Video

Record Event

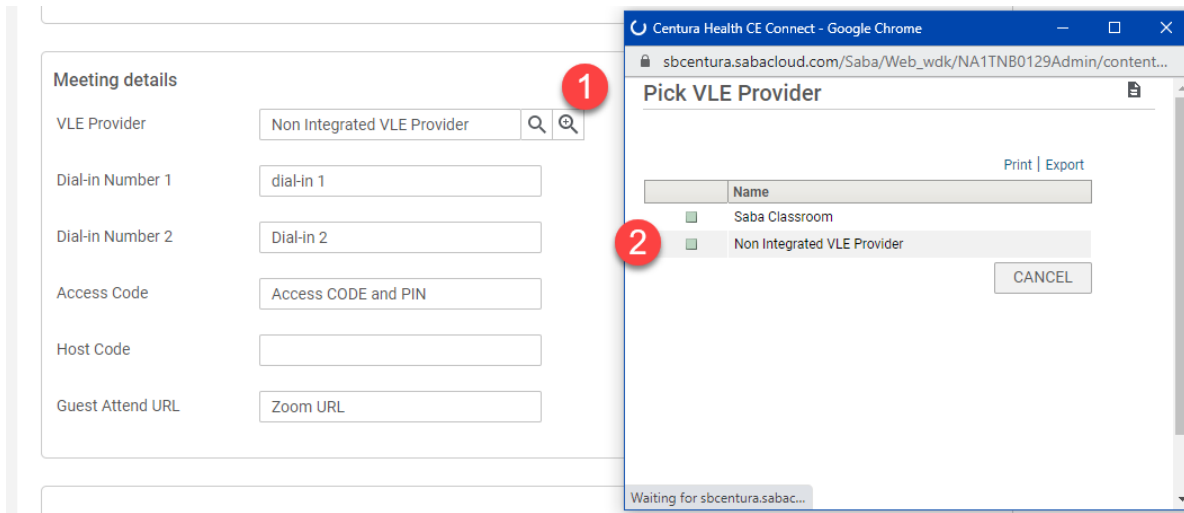
Audio Options

Default is Saba Classroom

Make sure Record Event is selected and VOIP

In the logout url, if you want the student to return to the class page to complete an evaluation, you will want to paste the class url, minus the -internal into the logout. This will force the browser to open back to the class page at the end of the session. You can obtain the url after, you have entered all of the class information and hit save. The system will generate a class url for you to copy and paste (sans -internal)

Option 2 Zoom



Other Information

Select the training center information for Prehospital and optional Nursing information if applicable and then Finish

Other Information

CenturaTrainingCenter 

NursingProvider

Class Evaluation Score

Click the activities tab to enter any evaluation, class handouts, activities and the instructor(s)

Virtual Classroom Details: test,#00010248,PHS-TEST-KIO-202006

Main	Activities	Expenses	Related Info	
------	------------	----------	--------------	--

Scroll down to resources

Saba Meeting VLE

Click add resources and choose Person and Instructor and then Instructor and leader.


Erase the location.

Enter the instructor's email or last name.

Add Resources test,#00010248,PHS-TEST-KIO-20200630

1.Add Resource Details >>> 2.Select Resource >>> 3.Manage Session Schedule

Resource Type*

Purpose* 

Quantity*

Instructor Role*

[sbcventura-internal.sabacloud.com/jsp/web_wui/NA/1150123/na/learning/resource/mresources.r](#)

Select Person : test,#00010248,PHS-TEST-KIO-20200630

1.Add Resource Details >> 2.Select Resource >> 3.Manage Session Schedule

Location

Class Start Date 01-JUL-2020

Class End Date 01-JUL-2020

Resource Name

Show Available Resources Only
 Qualified Resources Only

Currency

Person [Print](#) | [Export](#) | [Modify Table](#)

Select	Person	First Name	Last Name	Location	Rate	Actions
<input type="radio"/>	Mason John	John	Mason	South Denver Metro Area	0.00 \$	<input type="button" value="Calendar"/>

Repeat the process for additional instructors or support. Note that subsequent personnel can not be the Instructor, but co-instructor and co-presenters. The person must be listed as an instructor in Saba. You may use external Co-Presenter, as long as one instructor is in the system. Typically, you will want to add role 6-Other Person for a facilitator. This will keep their name from appearing on the cert.

Add Resources test,#00010248,PHS-TEST-KIO-20200630



* = required

1.Add Resource Details >>> 2.Select Resource >>> 3.Manage Session Schedule

Resource Type*	<input type="text" value="Person"/>
Purpose*	<input type="text" value="6- Other Person"/>
Quantity*	<input type="text" value="1"/>
Instructor Role*	<input type="text" value="Co-Presenter"/>

Select Person : test,#00010248,PHS-TEST-KIO-20200630

1.Add Resource Details ...> 2.Select Resource ...> 3.Manage Session Schedule

Location  

Class Start Date 01-JUL-2020

Class End Date 01-JUL-2020

Resource Name

Show Available Resources Only
 Qualified Resources Only

Currency  

SEARCH

Person

[Print](#) | [Export](#) | [Modify Table](#)

Select	Person	First Name	Last Name	Location	Rate	Actions
<input type="radio"/>	Kaye David	David	Kaye		0.00 \$	

PREVIOUS

NEXT

CANCEL

Review your resources and then click Save and Publish

Resources

Add persons, rooms, inventories or equipments required for this class.

[Add Resource](#) | [Print](#) | [Export](#) | [Modify Table](#)

Resources

Purpose	Resource Type	Quantity	Resource ID	Resource Name	Qualification Level	Rate	Instructor's Role	Actions
1- Instructor	Person	1	00003275	Mason John, JOHNMASON@CENTURA.ORG		0 USD	Leader	View/Edit Delete View Calendar
6- Other Person	Person	1	00003220	Kaye David, DAVEKAYE@CENTURA.ORG		0 USD	Co-Presenter	View/Edit Delete View Calendar

Evaluation

Add evaluations that learner/manager can submit after all activities are completed.

[Add Evaluation](#)

Evaluation

No items found

SAVE AND PUBLISH

Resources

Add persons, rooms, inventories or equipments required for this class.

[Add Resource](#) | [Print](#) | [Export](#) | [Modify Table](#)

Resources

Purpose	Resource Type	Quantity	Resource ID	Resource Name	Qualification Level	Rate	Instructor's Role	Actions
1- Instructor	Person	1	00003275	Mason John, JOHNMASON@CENTURA.ORG		0 USD	Leader	View/Edit Delete View Calendar
6- Other Person	Person	1	00003220	Kaye David, DAVEKAYE@CENTURA.ORG		0 USD	Co-Presenter	View/Edit Delete View Calendar

Evaluation

Add evaluations that learner/manager can submit after all activities are completed.

[Add Evaluation](#)

Evaluation

No items found

SAVE AND PUBLISH

If you need to add a mandatory evaluation, you will do this in the Activities area.

Click add activities, and attach content. Click the 'Used as Survey, Evaluation, or Multi-Rate Assessment box and then Search. What you choose is going to depend on the type of class. A specific evaluation may need to be created by a content admin.

Check with a content admin for the proper content item

- Prehospital Webinar Evaluation – Required version: 2020531Captivate is one of the latest (subject to change and need)
- Quarterly Webinar Evaluation

Click Save and Publish.

Limiting the class visibility – click on the policies

Virtual Classroom Details: test,#00010248,PHS-TEST-KIO-20200630

Main	Activities	Expenses	Related Info	Policies	Notifications
------	------------	----------	--------------	-----------------	---------------

Scroll down to the Audience Type

Click the Add Audience Type and type the training center (SDOG, PENROSE, MNDOG and a %) to show multiple. You should begin with the prefix or use the wild card and then agency name %agency%. See the example.

sbcentura-internal.sabacloud.com/Saba/Web_wdk/NA1TNB0129Admin/learning/audienceType/pickAudienceType.rdf

Select Audience Type / Audience Sub Type

New Audience Type New Audience Sub Type

Name Audience Type/SubType

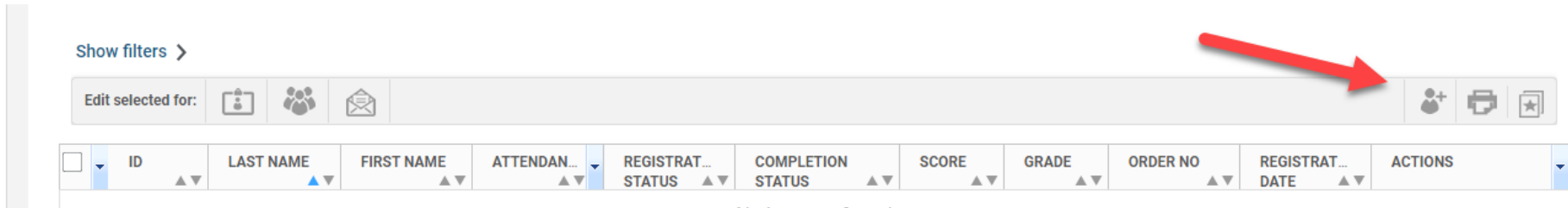
Select Audience Type / Audience Sub Type Print | Export

<input type="checkbox"/>	Name
<input type="checkbox"/>	SDOG-ArapahoeCC
<input type="checkbox"/>	SDOG-CastleRock
<input type="checkbox"/>	SDOG-Columbine
<input type="checkbox"/>	SDOG-Cunningham
<input type="checkbox"/>	SDOG-Douglas911
<input type="checkbox"/>	SDOG-DouglasSearch
<input type="checkbox"/>	SDOG-Elizabeth
<input type="checkbox"/>	SDOG-Franktown
<input type="checkbox"/>	SDOG-Jackson105
<input checked="" type="checkbox"/>	SDOG-Kiowa
<input type="checkbox"/>	SDOG-Larkspur
<input type="checkbox"/>	SDOG-LittletonDispatch
<input type="checkbox"/>	SDOG-LittletonFire
<input type="checkbox"/>	SDOG-Lockheed
<input type="checkbox"/>	SDOGM-Eby
<input type="checkbox"/>	SDOG-Metcom
<input type="checkbox"/>	SDOG-NorthCentral
<input type="checkbox"/>	SDOG-NorthFork
<input type="checkbox"/>	SDOG-Rattlesnake
<input type="checkbox"/>	SDOG-SouthMetro
<input type="checkbox"/>	SDOG-Staff
<input type="checkbox"/>	SDOG-WestDouglas
<input type="checkbox"/>	SDOG-WindCrest

Scroll down and click save.

Enrolling an agency.

Click on the Roster button on the bottom of the page. On the roster page, click the add learners button




Click Show Filters and in the Audience field, type the audience type previously entered and Apply Filters

ADD LEARNERS


Select Manually

Upload CSV file


 Cart capacity: 0 out of 200

Order contact:  



PEOPLE

Search for people:  [Hide filters ^](#)

Manager: Job title: Organization:

Audience:  Job role: Location:

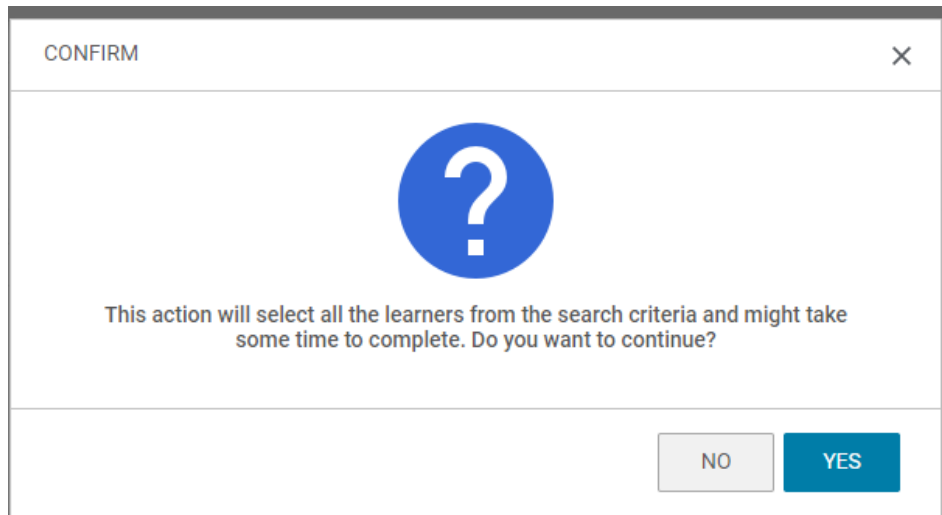
Person Legal ID:

NAME	MANAGER	ACTION
 Irons Megan (MEGANIRON@CENTURA.ORG)	--	

SELECTED PEOPLE

No people have been selected yet.

Once the roster populates. Click Add all and select yes from the popup



After the roster populates, scroll down and click Add. The learners will receive a notification that they are enrolled.

ADD LEARNERS

Manager: search manage... Job title: search job ... Organization: search organiz... Audience: SDOG-Kiowa Job role: search role... Location: Select location Email: Email Person Legal ID: Person Legal ID

CLEAR FILTERS APPLY FILTERS

NAME	MANAGER	ACTION
Budaj Paul (PAUL.BUDAJ@GMAIL.COM) Kiowa Fire Protection District	--	
Courter Dustin (DUSTIN.COURTER.CO@GMAIL.COM) Kiowa Fire Protection District	--	
Lutter Aaron (ALUTTER74@GMAIL.COM) EMT (Kiowa Fire Protection District)	--	
Rubio Brenda Kiowa Fire Protection District	--	

Load More

(TANSEEDORF@HOTMAIL.COM)
EMT (Kiowa Fire Protection District)

Ogborn Don (D.OGBORN@KIOWAFIRE.ORG)
Kiowa Fire Protection District

Burke Connor (C.J.BURKE2010@AOL.COM)
Kiowa Fire Protection District

Tatreau Christopher (CHRISTATREAU@YAHOO.COM)
Kiowa Fire Protection District

Moller Erik (EMOLLER@LARKSPURFIRE.ORG)
Kiowa Fire Protection District

Acosta Gualberto (ACOSTA.GUALBERTO)

Ellergroek Mark (MARK.ELLERGROEK)
EMT (Kiowa Fire Protection District)

Burton Alex (A.BURTON@KIOWAFIRE.COM)
EMT (Kiowa Fire Protection District)

Morrison Sidney (SIDNEY.WILLIAM.MORRISON@GMAIL.COM)
EMT-IV (Kiowa Fire Protection District)

ADD

Verify that everything looks correct.

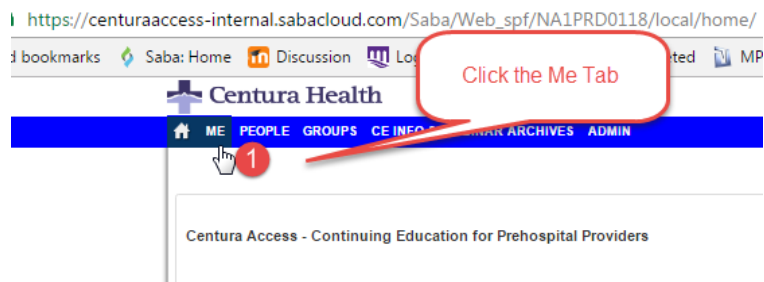
Saba Meeting Instructions

(updated 2/13/2018)

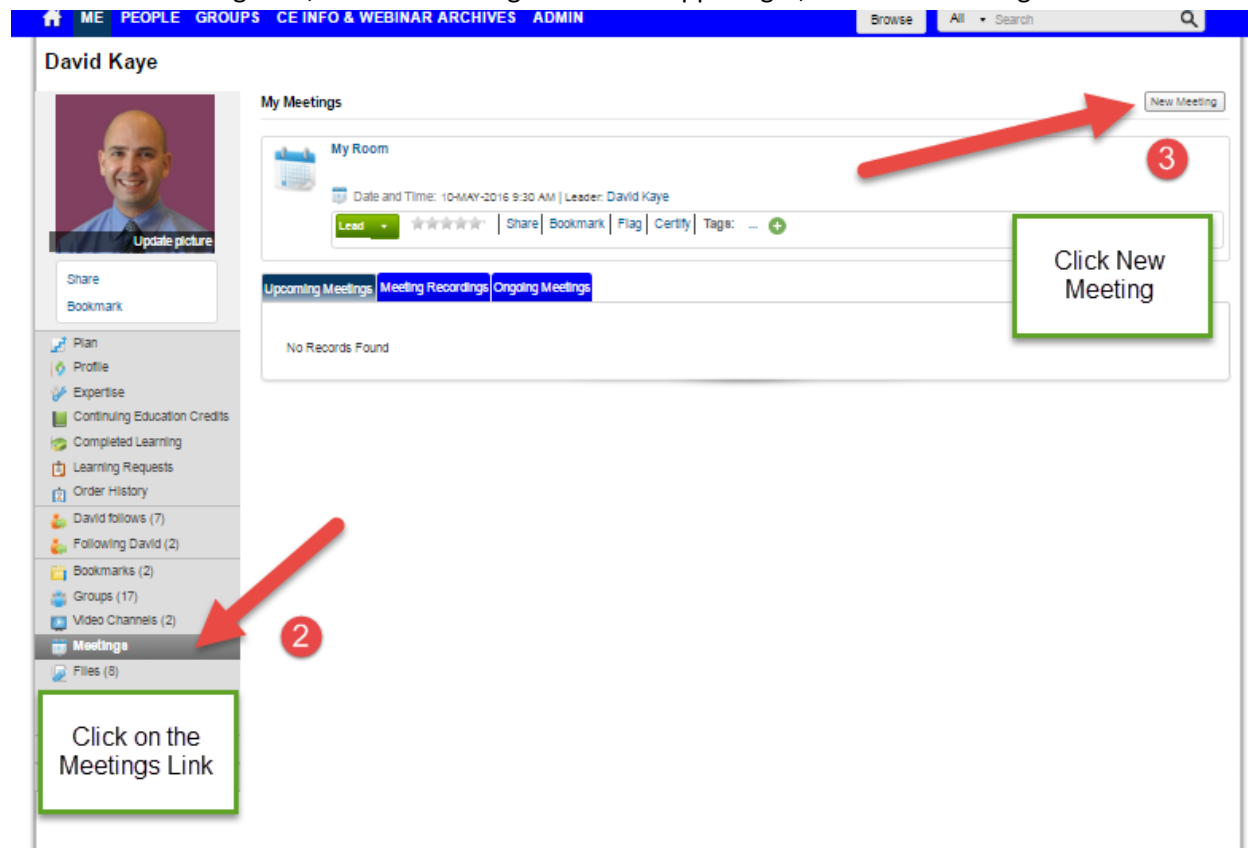
Setting up an adhoc or recurring online “Saba” meeting in Saba Cloud.

V 0.1a, November 08, 2016

1. Login to Saba and Click on the Me tab



2. On the Left Navigation, Click on Meetings and in the upper right, click New meeting



4. The New Meeting Window will appear.

Enter a Meeting Topic

In the Day, choose the calendar picker to choose a date.

Set a Start Time and the Duration.

If this is a recurring Meeting, Select "Ongoing"

Make Sure the Time Zone is Set to GMT-7:00

Set the Audio Options. By default, voice over IP is Set. However, if you wish to use a phone bridge or combination. Choose the edit link and then configure the telephone settings.

You will then need to enter any phone numbers, meetings numbers and settings, if using the phone bridge.

Phone Number 1

Phone Number 2

Access Code – **Meeting Number + #** Type in: _____

Host Code - ***CODE#,1,1** Type in: _____

You must determine if the meeting is Private or Public. If it is private, only those with emails that have been inputted into the system may attend.

Attendees

Public: Anyone who has a link to this event can attend it.

Private: Only people invited below can attend this event.

Invite people by name and email address. Separate email addresses with a comma.

If you have multiple presenters, it is best to invite these participants in the “Invite People” field. You may invite those with saba accounts by typing a name or email in the search field. You may also freely type an email address of anyone that you’d like to attend. Note the Role pull down. Every meeting must have at least one leader. You may assign anyone the role of Leader or presenter. The participant role is a viewer, but can be promoted to presenter during the actual meeting or if a meeting is edited.

Attendees

Public: Anyone who has a link to this event can attend it.

Private: Only people invited below can attend this event.

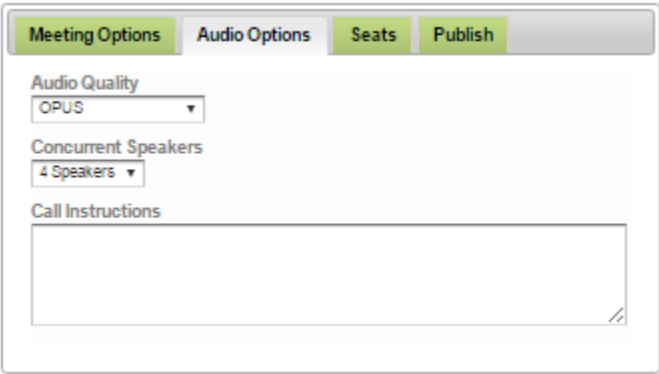
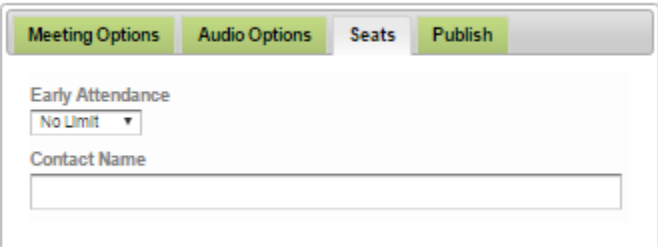
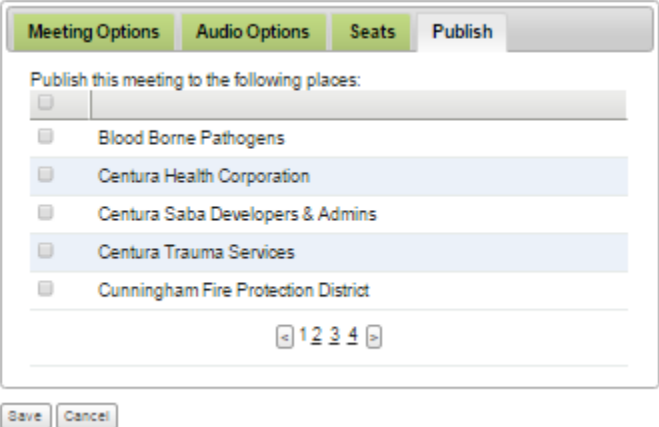
Invite people by name and email address. Separate email addresses with a comma.

First Name	Last Name	Type	Role	Action
David	Kaye	Person	Leader	<input checked="" type="checkbox"/>
trauma1	trauma1	Person	Presenter	<input checked="" type="checkbox"/>
trauma3	trauma3	Person	Participant	<input checked="" type="checkbox"/>

[Advanced Options](#)

The Advanced Options provide an opportunity to adjust the number of concurrent microphones, audio quality and if you’d like to post an announcement of the meeting to one of Saba’s Social groups.

	<p>Meeting Description – put in details about you meeting.</p> <p>Record Meeting – provides the ability to record the session. You must still hit the record button as a host. If this option is not selected, you will not have the ability to record</p> <p>Live Meeting – allows for cameras to be used in a meeting</p> <p>Include Live Video in Recording – allows for cameras to be part of the archive</p> <p>Allow Recording to be Downloaded for offline Viewing – participants may optionally download a meeting and</p>
--	--

	<p>view it without being connected to the internet.</p>
	<p>These settings can generally be left at the default. Call instructions may be included in email notifications.</p>
	<p>Allows for the organizer to limit how early participants can enter a meeting “no limit”, 30 minutes or 15 minutes</p>
	<p>Publish options allow you to put a meeting link into a Saba Group or existing Class.</p>

When finished with the settings, press the “Save Button”

The meeting will appear in your **"Upcoming Meetings"** tab, if it is a one time meeting or **"Ongoing Meetings"**, if it is a recurring meeting

Saba will also send you a notification by email.

emsonline@Centura.Org
You've been invited to a meeting on Saba Cloud Saba Cloud
You have been invited as a Leader to the following

Sharing the meeting information

You can send out invites from within the meeting by clicking the share button. To get a link to copy and email, you should click on the **meeting name** and either the meeting details or email

This will provide you the meeting information that you can paste into Outlook.

[View Meeting Details](#) (Email Meeting Details)

Duration: 1h 00m

Teleconference Information

Phone Number 1: 720 528 0408
 Phone Number 2: 866-382-0408
 Access Code: 5574638#
 Conference call instructions:

Attend Instructions

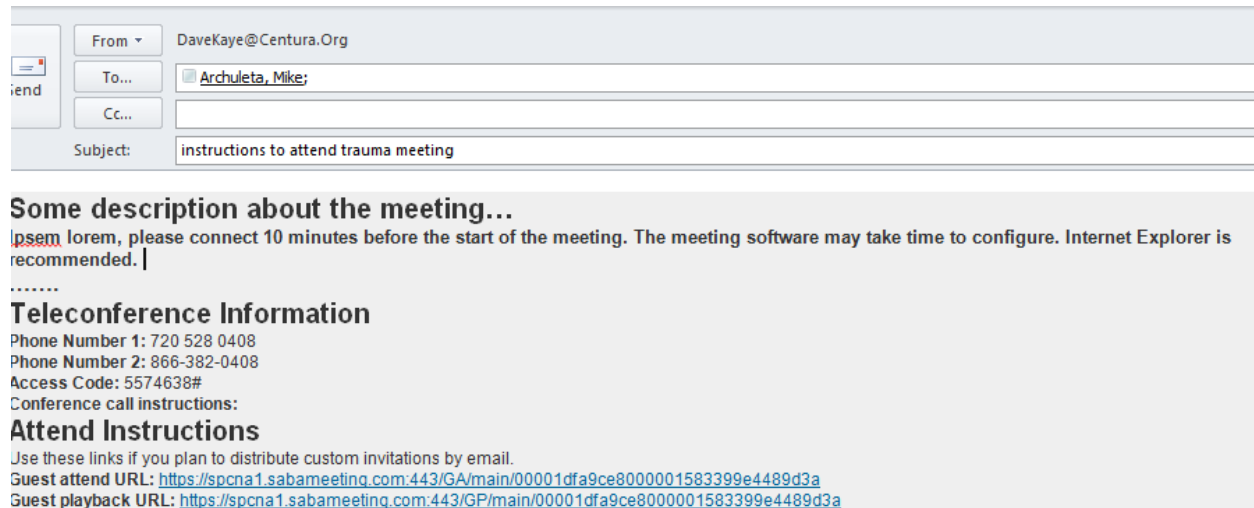
Use these links if you plan to distribute custom invitations by email.
 Guest attend URL: <https://spona1.sabameeting.com:443/GA/main/00001dfa9ce8000001583399e4489d3a>
 Guest playback URL: <https://spona1.sabameeting.com:443/GP/main/00001dfa9ce8000001583399e4489d3a>
 Attendees may enter the meeting by going to the URL below, and entering the meeting ID.
 URL: <https://spona1.sabameeting.com:443/main/customers/na1prd0118>

Meeting Settings

Meeting Type: eMeeting
 Restrictions:
 This meeting may be recorded and each attendee may have the capability of distributing this recording.
 Each participant's use of recordings and participant information is subject to U.S. and International privacy laws.

0 Attachments [Attach File](#)
 Tip: Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Copy the Guest attend url and optionally the telephone information to your Outlook Message.



To modify the session information, open your meeting



room and scroll to the

More actions. Choose edit.

To start the meeting, you can choose **lead** on the meeting page or from anywhere your meetings appear.

Some testing and advanced planning will increase your ability to participate in the meeting. Test now and connect early (up to 30 minutes) to minimize problems.

This guide does not include instructions for Saba Express (light meeting client for Chrome or Firefox).

Before the meeting

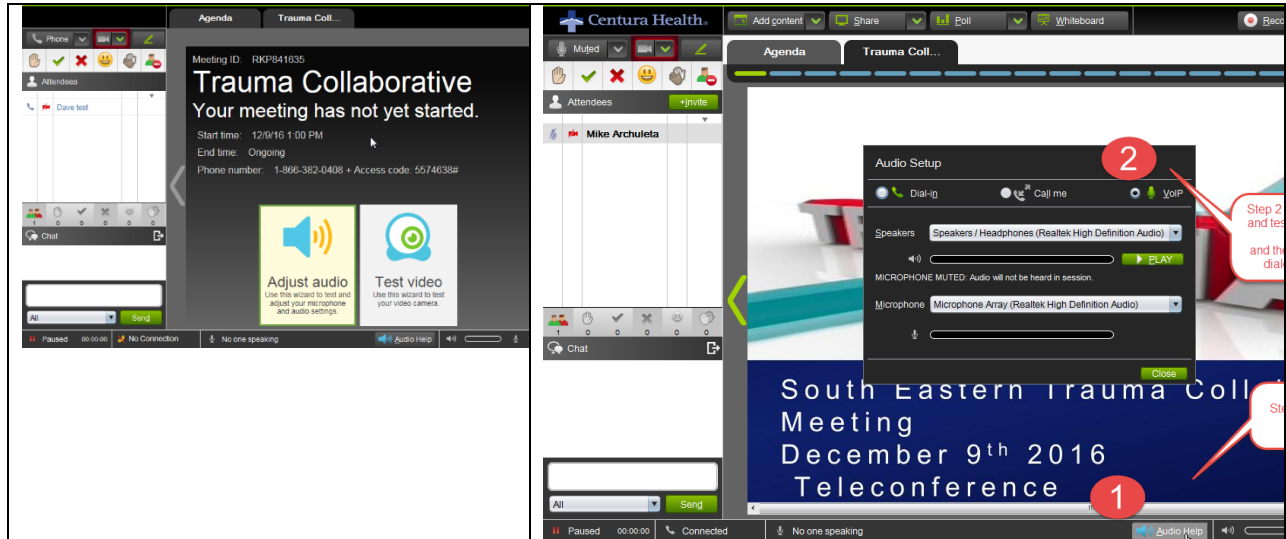
- determine if you will receive the audio for the meeting through the computer or by dialing into the Centura phone bridge.
- launch the meeting client to make sure either Java runs on your computer or you can install the stand alone software. Chrome participants (not meeting leaders) may now participate in their browsers without any special downloads.
- **Enter your meeting url here and create a hyperlink**
- After the client launches, you will be prompted to enter your email and first and last name(if launching for the first time) and then you will be dropped into the Saba Meeting Window. If you

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plan to use your computer's audio, click on the Adjust audio or Audio Help button and then choose VoIP and test your computer's audio.



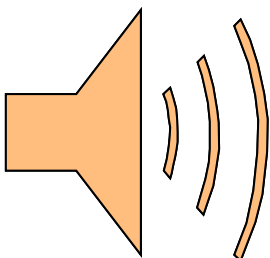
On the day of the session, connect early (up to 30 minutes)

Open your browser, (Internet Explorer is preferred) and paste the link

Enter your meeting url here and create a hyperlink

If you are on a PC with **Internet Explorer**, you will be prompted to either run the meeting in browser or in the Saba App. It is preferred to run the meeting inside of Internet Explorer.

PC users with Chrome or Mac users will need to install and run the Saba Meeting App. If you need assistance, please consult with your IT support contact.



To hear or participate in the session, you'll need to either dial into the session with a phone line or **configure** the meeting software to use Voice Over IP. **Do not use both audio types.**

Audio by phone (do not put session on hold)

Enter your meeting phone number if applicable

Voice over IP (Computer Audio)

Once connected, choose the audio help in the Saba Meeting Window at the bottom of the screen. This will launch the audio setup box. Choose VoIP and test your audio settings and close the window.

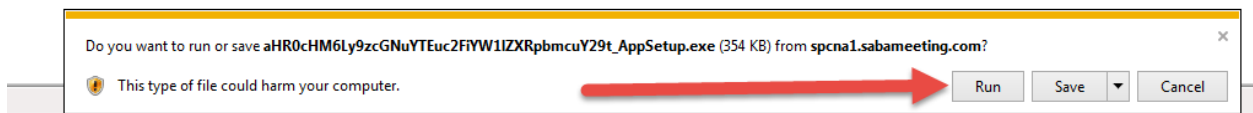
Centura CE Connect Documentation, May 12, 2021 V 0.4

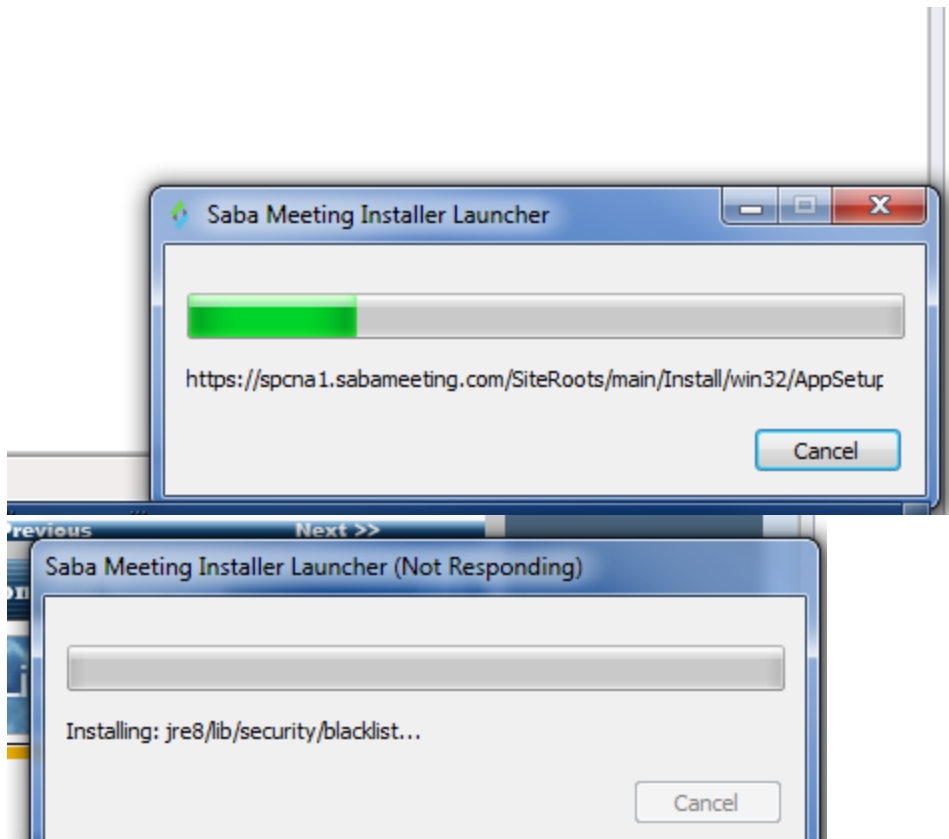
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Use the chat box to type questions to the group and follow instructions from the presenters.

Internet Explorer Users





Select a Language:

Room for Mike Archuleta (HPM157848)

Event ID: HPM157848
Leader: Mike Archuleta
Date: 16 June 2016
Time: 11:30 AM (GMT -08:00) Pacific Time (US & Canada); Tijuana
Duration: Ongoing
[More details](#)

There is a recording available for this event. Click Attend to go to the live event. Click Playback to view the recording.

Attend Event

Event ID: HPM157848
Email Address:

Before attending, we recommend you run [System Check](#).

Installing Saba Meeting

The easiest way to access the attend link is to go to class page for which you are registered or to your group.

From the home page, scroll until you find my learning and open the tab. Look for your class. If you have many classes, click the view all.

Open your class and click on the attend button (see sample image in the email).

If you are attending a group meeting. Click on groups at the top of the page and find your group.

Please note: **Internet Explorer** on a PC is recommended to connect as the Java meeting client will usually launch most easily. All other browsers and mac users will be required to install and configure the Saba Meeting Client and appropriate meeting connector (Firefox & Chrome).

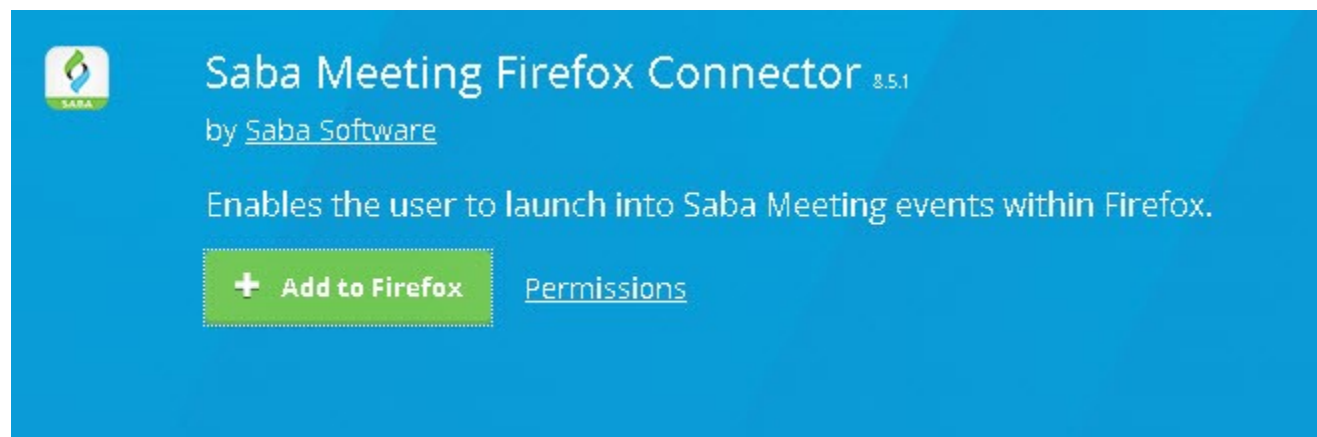
Chrome users

You must install the [chrome connector](#) to allow your browser to allow the Saba Meeting to run. Failure to install the add-in will keep the webinar from launching. If the link fails to work, visit the [Chrome store](#) and search for Saba Meeting.



Firefox users

You must install the [Firefox connector](#) to allow your browser to allow the Saba Meeting to run. Failure to install the add-in will keep the webinar from launching. If the link fails to work, visit the [Add on page](#) and search for Saba Meeting.

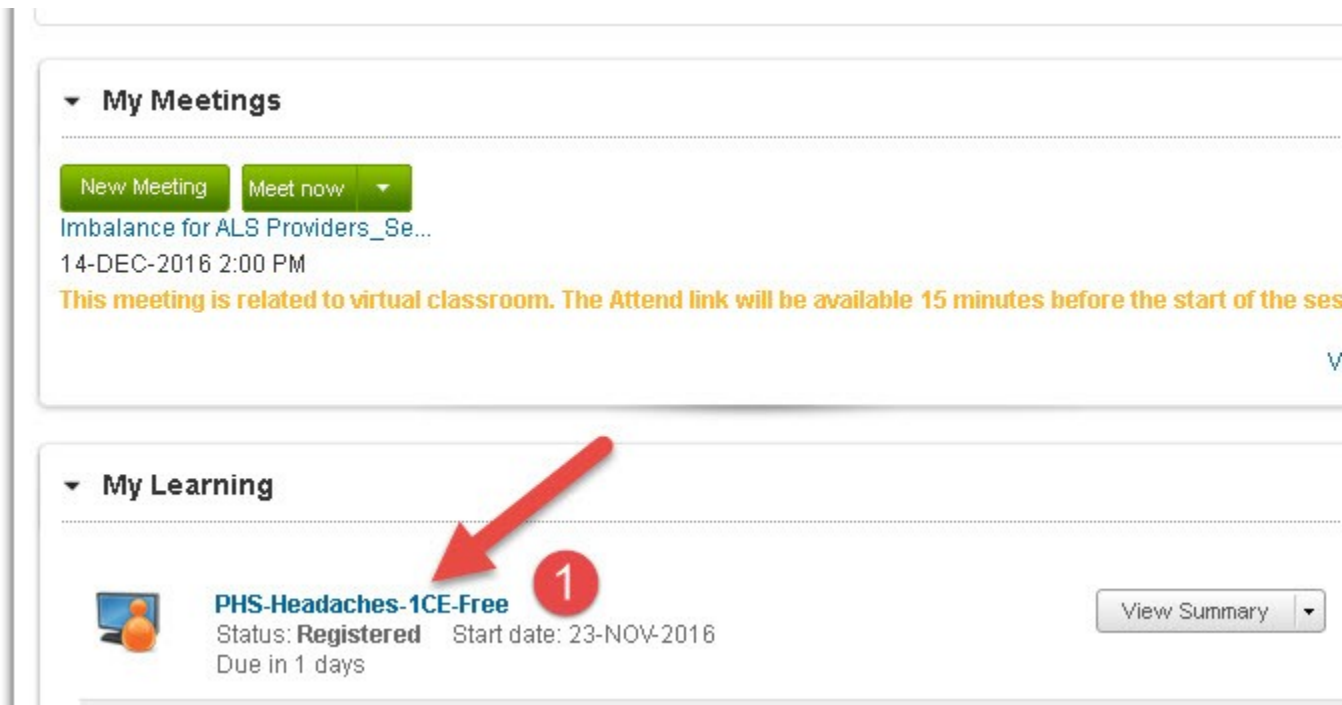


Mobile participation has limited support and is not recommended


Participants are under their own volition. However, mobile participants may join the session by downloading **both** the Saba Cloud App and the Saba Meeting Apps. Advanced configuration is required.

In Q2 2017, Chrome and Mac users will be able to use an alternate connection method requiring fewer configuration steps.


You may also access the attend link from the Home tab, by scrolling to **My Learning** scroll until you find your class. Click to enter the class to get all of the activities (handouts, attend link). The following are sample screen shots.



Scroll down into the class to find the Attend button and click it.

 **PHS-Headaches-1CE-Free**
(ID: PHSHEADACHES1CE)

You have registered for the following class

 Class ID : PHSHEADACHEVC20161123FREE
Virtual Classroom
23-NOV-2016
Virtual



Language: English **Available seats:** 58
Duration: 01:00 **Waitlisted:** 0

[Attachments](#) ▶

On the class page...
Click Attend

★★★★★ [Message Instructor](#) [Share](#)

Activities

Name	Status	Action
 Session 1 Instructor: Lee Meyer 23-NOV-2016 (9:00 AM-10:00 AM GMT-07:00)	<input type="radio"/> Not evaluated	Attend 2
 VC_Headaches_Handout-2016-11-23-SDOG-Meyer (Optional)	<input type="radio"/> Not evaluated	Launch

Questions: emsonlinece@centura.org

Adjusting the Recording Settings on a File

The screenshot shows the Centura Health user interface for user Tim Nowak. The top navigation bar includes 'ME', 'PEOPLE', 'GROUPS', and 'ADMIN'. The main content area is titled 'My Meetings' and features a 'New Meeting' button. Under the 'My Room' section, there is a meeting entry for '11-JUL-2016 1:12 PM | Leader: Tim Nowak'. Below this, there are three tabs: 'Upcoming Meetings', 'Meeting Recordings', and 'Ongoing Meetings'. A red arrow points to the 'Meeting Recordings' tab. The 'Upcoming Meetings' section lists two meetings: 'Tachy ALS Webinar Session_1' (18-MAR-2017 7:00 PM) and 'Brady_Session_1' (17-APR-2017 10:00 AM). Each meeting entry includes a 'Lead' dropdown, a star rating, and buttons for 'Share', 'Bookmark', 'Flag', and 'Certify'.

This screenshot shows the same user interface as the first image, but with a different meeting selected. The 'Meeting Recordings' tab is now active. The selected meeting is 'Session on 1 Mar 2017 07 21 03 PST' with a date and time of '01-MAR-2017 11:00 AM | Leader: Tim Nowak'. A red arrow points to the 'Edit' button located below the meeting title. The 'Upcoming Meetings' section is partially visible at the bottom, showing a meeting titled 'Capnography - not just EtCO2 Session 1'.

Resource Detail



Update picture

Enter Details

Recording Name*
 Session on 1 Mar 2017 07 21 03 PST

Audio
 Internet Audio(VoIP)

Attendees

Public: Anyone who has a link to this recording can view it.
 Private: Only people invited below can view this recording.

Invite people by name and email address. Separate email addresses with a comma.

12

First Name	Last Name	Type	Role	Action
Tim	Nowak	Person	Leader	<input type="button" value="X"/>
dstanley@orgov.com	dstanley@orgov.com	Person	Participant	<input type="button" value="X"/>
jwarner@larkspurfire.org	jwarner@larkspurfire.org	Person	Participant	<input type="button" value="X"/>



Resource Detail



Update picture



Public: Anyone who has a link to this recording can view it.
 Private: Only people invited below can view this recording.
Invite people by name and email address. Separate email addresses with a comma.

1 2

First Name	Last Name	Type	Role	Action
Tim	Nowak	Person	Leader	<input type="button" value="X"/>
dstanley@orgov.com	dstanley@orgov.com	Person	Participant	<input type="button" value="X"/>
jwarner@larkspurfire.org	jwarner@larkspurfire.org	Person	Participant	<input type="button" value="X"/>
DaveGmailExt	Kaye	Person	Participant	<input type="button" value="X"/>
MelodyMesmer@centura.org	MelodyMesmer@centura.org	Person	Participant	<input type="button" value="X"/>
timothynewak@centuta.org	timothynewak@centuta.org	Person	Participant	<input type="button" value="X"/>
timnowakems@yahoo.com	timnowakems@yahoo.com	Person	Participant	<input type="button" value="X"/>
janetcarlison@centura.org	janetcarlison@centura.org	Person	Participant	<input type="button" value="X"/>

Centura Associates Creating Accounts

Centura Associates Accessing the Saba Cloud Learning Management System **for the first time need to [create an account](#) using their**

- **Centura email**
- **verify the account**
- **create password on the system.**

On subsequent logins, while on the network or vpn:

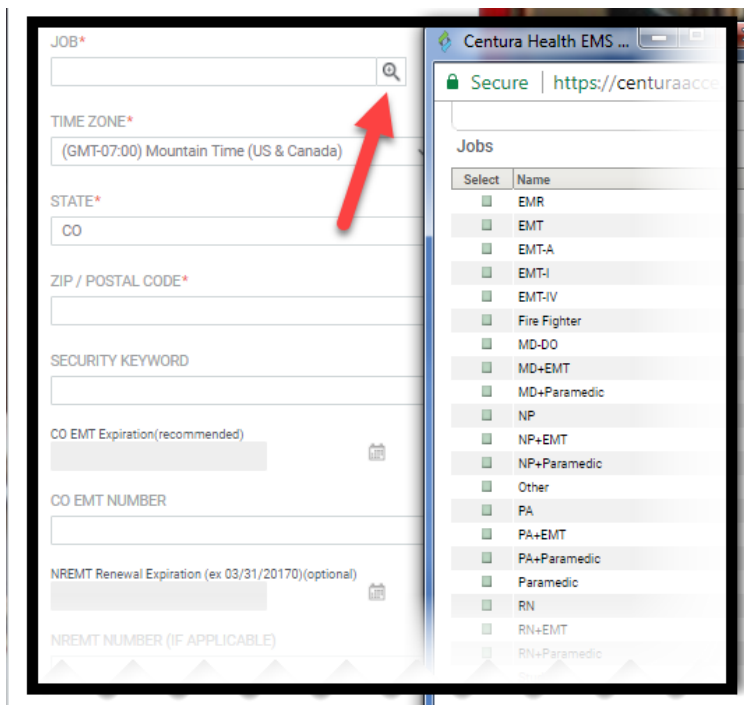
Associates can use the special [Centura On Network link](#) to bypass the sign-in stop. This feature takes advantage of Centura's Single Sign-on (SSO) system and allows Associates to bypass Saba's authentication system, saving time and the need to remember a password. *Remember, Associate must first create an account on the system to use this feature.*

Creating an Account-Word

Centura Prehospital Services Introduces EMS CE Connect

1. EMS Providers are invited to [sign-up for a free account](#).

On the registration form, when you register, click the select button to choose your job.



- Select your Time Zone (GMT-7:00) Mountain Time (US & Canada) and enter in your contact information. You may ignore the Security Keyword for now.
- Where applicable enter your CO License and NREMT information and your Company. Use your work or professional email address, if you have one.
- Press Sign Up.

2. You will receive a confirmation email with a link (which you must activate) to set your account password (requires 8 or more characters, mixed case and a numeral)

3. Once activated, you can login to the system and sign up for classes. Use your email address and new password.

4. Login at <http://centuraaccess.sabacloud.com>

Need Help? emsonlinece@centura.org

Why do you need to register for an account?

Centura Prehospital Services has invested in a new CE tracking and learning management system. This new system offers providers a way to manage transcripts, download certificates and an enrollment process for classes and online continuing

education.

In turn, Centura is able better manage rosters, capacity for classes and offer classes and online education to EMS.

[Email Centura Prehospital Services with feedback or questions.](#)

Creating an Account HTML Code

```
<h1>Centura Prehospital Services Introduces EMS CE Connect<br/></h1>
<p>1. EMS Providers are invited to
  <a
href="https://centuraaccess.sabacloud.com/Saba/Web_wdk/NA1PRD0118/common/p
arty/person/editNewUserSocial.rdf" target="saba" title="sign-up for a
free account on centuraaccess.sabacloud.com">sign-up for a free account
</a>
  <br/>
</p>
<p>On the registration form, when you register, click the select button to
choose your job.</p>
<p>
  
</p>
<br clear="both"/>
<ul>
  <li>Select your Time Zone (GMT-7:00) Mountain Time (US & Canada) and
enter in your contact information. You may ignore the Security Keyword for
now. </li>
  <li>Where applicable enter your CO License and NREMT information and
your Company. Use your work or professional email address, if you have
one.
    <br/>
  </li>
  <li>Press Sign Up.</li>
</ul>
<p>2. You will receive a confirmation email with a link (which you must
activate) to set your account password (requires 8 or more characters,
mixed case and a numeral)</p>
<p>3. Once activated, you can login to the system and sign up for classes.
Use your email address and new password.
<p>4. Login at <a
href="http://centuraaccess.sabacloud.com">centuraaccess.sabacloud.com<
tp://centuraaccess.sabacloud.com</p>
<p>
```

Need assistance? Email emsonlinece@centura.org.</p>

CE Connect Instructions

Centura CE Connect

To register...

1. Log onto www.centura.org/ems
2. Fill out all the boxes (it is ok if you don't know your registry numbers). It will ask for your keyword. It is listed on the back of this paper. Click sign up.
3. If you are already in the system, it will tell you and you can click forgot password. It will email your password.
4. If it doesn't detect you in the system, you will set up your password.

Once you are registered...

1. Search for the class name. (i.e. for April, search "stroke")
2. Click view classes under the title.
3. Find your class by date.
4. Click the green enroll button.
5. You are signed up!

-You will not get CE if you choose not to sign up.

-Once you are registered, you do not have to register again.

-You can download the app. It is called Saba Cloud. The site name is centuraaccess

Self Signup Keywords – Penrose Institute

Organization	Keyword
American Medical Response	AMR
Black Forest	BFFR
Cascade Fire Department	Cascade
Cimarron Hills	CHFD
Colorado Centre Fire Department	CCFD
Colorado College EMS	CCEMS
Colorado Springs Fire Department	CSFD
Cripple Creek FD	Cripple Creek
Cripple Creek Mine	Mine
Crystal Park	Crystal Park
Divide Fire Department	Divide
Donald Wescott Fire	Wescott
Edison Fire	Edison
El Paso County SAR	EPCSAR
Falcon Fire Department	Falcon
Florissant Fire	Florissant
Fountain Fire	Fountain
Green Mountain Falls	GMF
Hanover Fire Department	Hanover
Lake George	LGVFD
Manitou Springs	Manitou
Mountain Comm	MCVFD
NETCO	NETCO
Palmer Lake Fire	PL
Rocky Mountain Mobile Medical	RMMM
Southern Park County	Guffey
Southwest 115 Fire	SW115
SWTC	SWTC
Tricounty Fire Department	Tricounty
Trilakes	TLMFD
UPRAD	UPRAD

Self Signup Keywords – St. Mary Corwin

Organization	Keyword
AMR Pueblo	AMRPueblo
Beulah Fire	Beulah
Crowley County	Crowley
Rye Fire	RYE
Southern Colorado RETAC	SECRETAC
Pueblo Area EMS Providers	PUEBLOSMC

Self Signup Keywords SAH/MNDOG

Organization	Keyword
Evergreen Fire Rescue	Evergreen
Gilpin Ambulance	Gilpin
Platte Canyon	Platte Canyon
Rule Name	Keyword
Default New Internal User Configuration	
MNDOG-American Medical Response- Boulder	Boulder
MNDOG-American Medical Response- Denver	Denver
MNDOG-American Medical Response - Golden	Golden
MNDOG-Arvada	Arvada
MNDOG-City Of Westminster Fire Department	Westminster
MNDOG-Clear Creek Ems	Clear Creek
MNDOG-Coal Creek Canyon Fire Protection District	Coal Creek
MNDOG-Copper Mtn Ski Patrol	Copper
MNDOG-Evergreen Fire Protection District	Evergreen
MNDOG-Fairmount Fire Department	Fairmount
MNDOG-Federal Heights Fire Department	Federal Heights
MNDOG-Gilpin Ambulance Authority	Gilpin
MNDOG-Glenwood Springs Fire Department	Glenwood
MNDOG-Golden Gate Canyon Fire	Golden Gate
MNDOG-Inter-Canyon Fire/Rescue	Intercanyon
MNDOG-Longmont Public Safety	Longmont

Department	
MNDOG-Louisville Fire Protection District	Louisville
MNDOG-Loveland Ski Patrol	Loveland
MNDOG-Northglenn Ambulance, Inc	Northglenn
MNDOG-North Metro Fire Rescue District	North Metro
MNDOG-Platte Canyon Fire Protection District	Platte Canyon
MNDOG-Platte Valley Ambulance Service	Platte Valley
MNDOG-Red, White And Blue Fire Protection District	Red White
MNDOG-South Park Ambulance District	South Park
MNDOG-Stadium Medical	Stadium
MNDOG-Summit County Ambulance Service	Summit
MNDOG-Thompson Valley Emergency Medical Services	Thompson
MNDOG-Wellington Fire Protection District	Wellington
MNDOG-West Metro Fire Protection District	West Metro
My Company_00001000	
Penrose-AMR	AMR
Penrose-Black Forest Fire Department	BFFR
Penrose-Cascade Fire Department	Cascade
Penrose-Cimarron Hills Fire Department	CHFD
Penrose-Colorado Centre Fire Department	CCFD
Penrose-Cripple Creek Fire Department	Cripple Creek
Penrose-Cripple Creek Mine	Mine
Penrose-CSFD	CSFD
Penrose-Divide Fire Department	Divide
Penrose-Donald Wescott Fire Department	Wescott
Penrose-Edison Fire Department	Edison
Penrose-Falcon Fire Department	Falcon
Penrose-Florissant Fire Department	Florissant
Penrose-Fountain Fire Department	Fountain
Penrose-Green Mountain Falls	GMF
Penrose-Hanover Fire Department	Hanover
Penrose-Palmer Lake Department	PL
Penrose-Rocky Mountain Mobile Medical	RMMM
Penrose-Southwest Highway 115 Fire	SW115
Penrose-Tricounty Fire Department	Tricounty
Penrose-Tri-lakes Monument Fire Department	TLMFD

Penrose-UPRAD	UPRAD
SDOG-Arapahoe CC	arapahoecc
SDOG-Castle Rock	Castle Rock
SDOG-Columbine	Columbine
SDOG-Cunningham	Cunningham
SDOG-Douglas 911	Douglas911
SDOG-Douglas-Search and Rescue	DouglasSearch
SDOG-Elizabeth	Elizabeth
SDOG-Franktown	Franktown
SDOG-Kiowa	Kiowa
SDOG-Larkspur	Larkspur
SDOG-LittletonDistpatch	LittletonDispatch
SDOG-LittletonFire (City of Littleton)	Littleton
SDOG-Lock-Heed	Lockheed
SDOG-METCOM	Metcom
SDOG-NorthCentral	northcentral
SDOG-NorthFork	northfork
SDOG-Rattlesnake	Rattlesnake
SDOG-SouthMetro	South Metro
SDOG-WestDouglas	West Douglas
SDOG-Windrest	Wind Crest
Trauma - Arkansas Valley	AVRMC
trauma - Colorado Plains Medical Center	cpmc
Trauma - Conejos County Hospital	CCH
trauma - Goodland Regional Medical Center	GRMC
trauma - Heart of the Rockies Regional Medical Center	HRRMC
Trauma - Kit Carson County Memorial Hospital	KKCMH
Trauma - Lincoln Community Hospital	LCH
trauma - Middle Park Granby	mpg
trauma - middle park kremmling	mpk
Trauma - Miners Colfax Medical Center	MCMC
Trauma - Mt. San Rafael Hospital	MSRH
Trauma - Pagosa Medical Center	PGM
Trauma - Prowers Medical	PMC
Trauma - Rio Grande Hospital	RGH
Trauma - San Luis Valley	SLVRMC
Trauma - Southeast	SHE
Trauma - Spanish Peaks Regional Medical Center	SPRMC
Trauma - Weisbrod Memorial Hospital	KCHD

Enrolling Students in Courses and Classes as an Organizational Manager on CE Connect

CE Connect allows organizational managers (training managers) with proper privileges to assign learners to courses and classes.

If students are **assigned to classes**, the inherent due date of the class will be used for the necessary completion date. This can not be assigned by the organizational manager through the web interface.

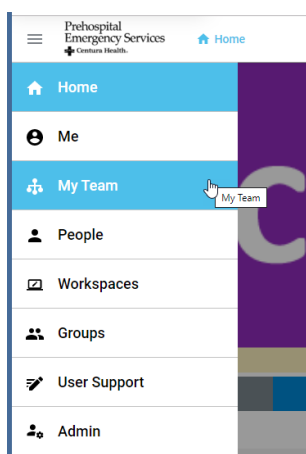
If students are **assigned to courses**, the manager is able to assign a due date, however the student will receive a notification of course enrollment, but the student must choose a class to enroll.

It is helpful to consult a list of available course and classes. This can be obtained by viewing the anytime classes, webinars or requesting a list of course from emsonlinece@centura.org. Managers may also search titles in the enroll area or in the general search box on the system. To make sure that you can enroll any of your personnel, the system roster should be up to date..

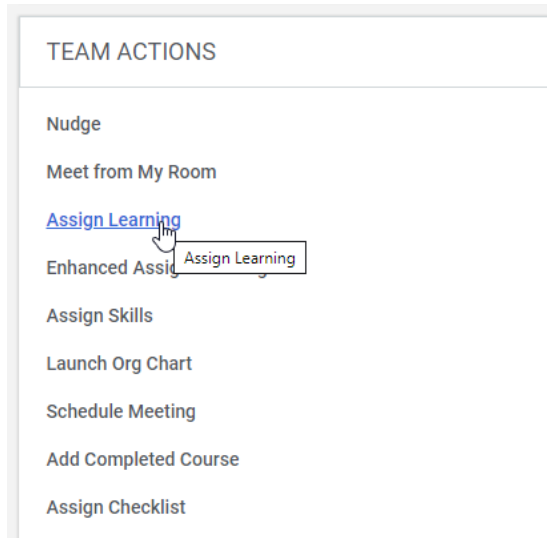
This job aid demonstrates how to

- Assign learning that inherits due date(s) for a class(es)
- Assign courses with due dates, but allows the learner to choose their own classes
- Assigning curricula (mini conferences and online conferences)

Begin by choosing “My Team” from the “hamburger” icon



On the My team page, on the right hand column, under the Team Actions menu choose "Assign Learning".

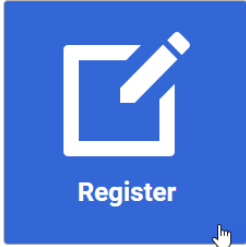


Assign Learning with the inherent due date – choice 1. If the box is not selected, choose and highlight and press next.

ASSIGN LEARNING ×

1 2 3 4 **Select Type and Click Next**


Choice 1
Assign 1 or more classes



Register


Register for one or more classes now

Choice 2
Assign 1 or more courses with due dates



Add to plan

Choice 3
Assign 1 or more curricula with due dates



Assign & Enroll

NEXT

Build an assignment of one or more classes by entering in the title of desired classes. You may also expose the filters to select classes by class id (if you know these) and delivery type. Click the magnifying glass to search and apply filters as necessary.

AVAILABLE LEARNING

Search catalog: [Hide filters](#)

Title: ID: Class ID: Delivery type:

In this example, the term “OB” is used and several classes are found. Select a particular class, noting that web based, virtual (webinar) and instructor led classes are available. Under the Class column, select a particular class.

AVAILABLE LEARNING

Search catalog: [Hide filters](#)

Title: ID: Class ID: Delivery type:

TITLE	DELIVERY TYPE	CLASS	SEATS	COST	ACTION
OB Emergencies - 1 hour	Web-Based	Select a Class <input type="button" value="v"/> English, ID: PHS-OB-1HOURL-WBT	N/A	--	
OB Emergencies - 2 hours	Web-Based	Select class	N/A	--	
Trauma in Pregnancy	Web-Based	Select class	N/A	--	
Burns	Web-Based	Select class	N/A	--	

[Load More](#)

Under the action, click the arrow to add it to the assignment build.

ASSIGN LEARNING X

1 **2** **3** **4** [Select Learning](#)

Cart capacity: 0 out of 100

AVAILABLE LEARNING

Search catalog: [Hide filters](#)

Title: ID: Class ID: Delivery type:

TITLE	DELIVERY TYPE	CLASS	SEATS	COST	ACTION
Geriatric Trauma - 1 Hour	Web-Based	English, ID: PHS-GERIATRICTRAU MATHOURWBT	--	--	
Geriatric Trauma - 2 Hour	Web-Based	Select class	--	--	

[Load More](#)

SELECTED LEARNING

- OB Emergencies - 1 hour
English, ID: PHS-OB-1HOURL-WBT
[More details](#)

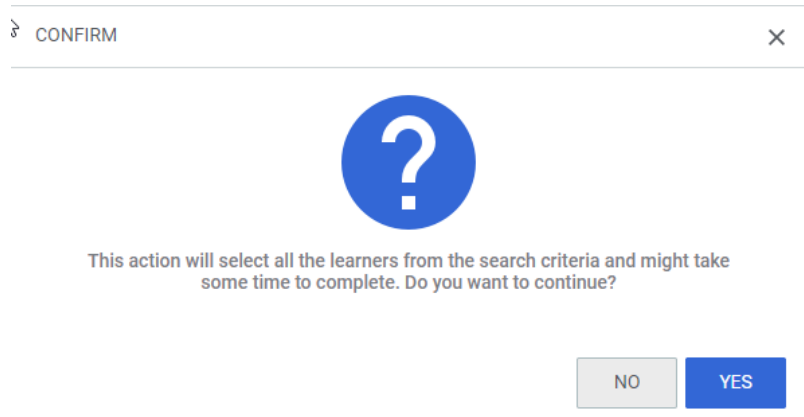
Continue to add additional classes to the assignment build as desired and then choose next to begin selecting students.

The students appear in a random order. You may sort the by last name by hovering your mouse over the name title bar and clicking on the arrow. If you need to see more students, click “Load More” at the bottom of the screen. You may also type out a name and click the magnifying glass to have the system search for a particular learner. To add a student to the assignment, first click the arrow under action to move them to the Selected People Column If desired, you may click the “Add all” link to add all students from which you have privileges. You may then subtract learners that should not be in the assigned list. Finish adding learners by choosing Next.

The screenshot shows the 'ASSIGN LEARNING' interface. At the top, there are four numbered steps: 1, 2, 3 (highlighted), and 4 'Select People'. A shopping cart icon indicates 'Cart capacity: 0 out of 100'. The main area is divided into two columns: 'PEOPLE' and 'SELECTED PEOPLE'. The 'PEOPLE' column contains a search bar, a 'Show filters' dropdown, and an 'ADD ALL' button. Below this is a table with columns 'NAME', 'MANAGER', and 'ACTION'. A dropdown menu is open over the 'NAME' column, showing options for 'Sort Ascending', 'Sort Descending', and 'Columns'. The 'SELECTED PEOPLE' column is currently empty, displaying the message 'No people have been selected yet.' At the bottom right, there are 'BACK' and 'NEXT' buttons.

NAME	MANAGER	ACTION
Bower Jack (SABACENTURADEMO+JACK-BOWER@GMAIL.COM) ACME-EMS		➔
Dane Charlie (SABACENTURADEMO+CHARLIE-DANE@GMAIL.COM) ACME-EMS		➔
Elfincrest Brandy (SABACENTURADEMO+BRANDY-ELFINCREST@GMAIL.COM) ACME-EMS	--	➔
Guinea Thornado (SABACENTURADEMO+THORNADO-GUINEA@GMAIL.COM) ACME-EMS	--	➔

If you chose add all, you will receive a dialogue box. Read it and click “Yes” to continue.



Finish by confirming your selections. You may edit your students by clicking on the edit links.

ASSIGN LEARNING

1 2 3 4 Review Your Selections

TITLE	SELECTED PEOPLE	MANDATORY USERS	CLASS	COST	TAX	TOTAL COST	
OB Emergencies - 1 hour	3 Edit	-	English, ID: PHS-OB-1HOUR-WBT	0.00	0.00	0.00 USD	✕
Geriatric Trauma - 1 Hour	3 Edit	-	English, ID: PHS-GERIATRICTRAUMA1HOURWB T	0.00	0.00	0.00 USD	✕
Total cost:						0 USD	

BACK REGISTER

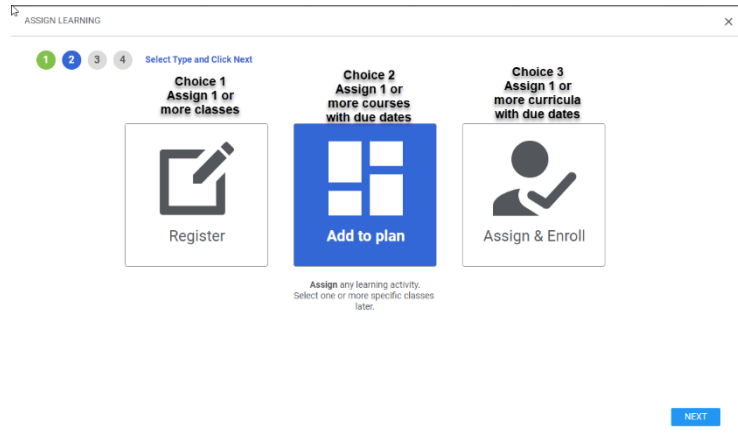
On the following screen, you may choose to start a new registration or return to the admin area or my team from the hamburger menu.

Assigning Courses with Due Dates

A training officer or learning admin can assign courses with due dates. When this happens, the learner should receive a notification that they have been assigned a course. It is up to the learner to pick the delivery method and class. This is by design and the student is responsible for choosing a particular class that fits their needs.

Select My Team menu under the hamburger menu and then Assign Learning on the Right Column.

Choose the Add to Plan icon and then Next.



It is recommended that the learning admin consult the list of web based classes and upcoming instructor led classes or virtual classes, before assigning a course. Typically only classes with availability will show up in searches. However, if a learning admin assigns a course that has limited availability duration, the learner will have less time to choose and complete a class. Begin by searching the catalog. Use the magnifying glass to do a broad search. Searches can also be narrowed by using the filter by clicking show filters and searching by title and course id.

Find a course and then select a due date and add the course into selected learning by clicking the arrow under the Action menu. Repeat the process if you wish to add additional courses to the assignment build and then choose Next.

ASSIGN LEARNING ×

1 2 3 4 **Select Learning**

🛒 Cart capacity: 0 out of 100

AVAILABLE LEARNING

Search catalog: 1 Hide filters ^ ⓘ

Title: ID: Type: All v

CLEAR FILTERS
APPLY FILTERS

TITLE	TYPE	DUE DATE	ACTION
OBGYN	Course	Select date	
OB Emergencies - 1 hour	Course	31-Oct-2019 2	3
OB Emergencies Webinar - ALS - ...	Course	Select date	

[Load More](#)

SELECTED LEARNING

No learning has been selected yet.

BACK
NEXT

Assign learners

You may add individual learners by selecting or searching. If you need to show more in the list, click Load More. You may also sort the learners, by clicking in the name by until you see the sort arrow. Click the arrow under the action menu to add students to the list. To add everyone in the agency, click Add all. When the desired assignment list is complete, click Next. You will be asked to review your selections. You may go back by clicking the back button or the numerals under Assign Learning at the top of the Assign Learning box.

ASSIGN LEARNING ×

1 2 3 4 **Review Your Selections**

TITLE	SELECTED PEOPLE	MANDATORY USERS	TYPE	DUE DATE	ACTION
OB Emergencies - 1 hour	2 Edit	-	Course	31-Oct-2019	

BACK
ADD TO PLAN

The System will show a confirmation box. Scroll through if desired and click Close

Under the action column, click the arrow to add it to the assignment build.

ASSIGN LEARNING ×

1 2 3 4 **Select Learning**

Cart capacity: 0 out of 100

AVAILABLE LEARNING

Search catalog: Hide filters ^ ⓘ

Title: ID: Class ID: Delivery type:

TITLE	DELIVERY TYPE	CLASS	SEATS	COST	ACTION
Geriatric Trauma - 1 Hour	Web-Based	English, ID: PHS-GERIATRICTRAU MA1HOURWBT	--	--	
Geriatric Trauma - 2 Hour	Web-Based	Select class	--	--	

[Load More](#)

SELECTED LEARNING

OB Emergencies - 1 hour ✕
English, ID: PHS-OB-1HOUR-WBT
[More details](#)

The student selection box appears. Students appear in a random order. You may sort the by last name by hovering your mouse over the name title bar and clicking on the arrow. If you need to see more students, click “Load More” at the bottom of the screen. You may also type out a name and click the magnifying glass to have the system search for a particular learner. To add a student to the assignment, first click the arrow under action to move them to the Selected People Colum If desired, you may click the “Add all” link to add all students from which you have privileges. You may then subtract learners that should not be in the assigned list. Finish adding learners by choosing Next.

The screenshot shows the 'ASSIGN LEARNING' window with a 'Select People' step indicator. A table lists people with columns for NAME, MANAGER, and ACTION. A dropdown menu is open over the NAME column, showing 'Sort Ascending', 'Sort Descending', and 'Columns' options. A 'Load More' link is at the bottom of the table. On the right, there is a 'SELECTED PEOPLE' section with a 'No people have been selected yet.' message and a 'Cart capacity: 0 out of 100' indicator. 'BACK' and 'NEXT' buttons are at the bottom right.

NAME	MANAGER	ACTION
Bower Jack (SABACENTURADEMO+JACK-BOWER@GMAIL.COM) ACME-EMS		[Add]
Dane Charlie (SABACENTURADEMO+CHARLIE-DANE@GMAIL.COM) ACME-EMS		[Add]
Elfincrest Brandy (SABACENTURADEMO+BRANDY-ELFINCREST@GMAIL.COM) ACME-EMS	--	[Add]
Guinea Thornado (SABACENTURADEMO+THORNADO-GUINEA@GMAIL.COM) ACME-EMS	--	[Add]

If you chose add all, you will receive a dialogue box. Read it and click “Yes” to continue.

The dialog box is titled 'CONFIRM' and contains a large blue question mark icon. Below the icon, the text reads: 'This action will select all the learners from the search criteria and might take some time to complete. Do you want to continue?'. At the bottom, there are two buttons: 'NO' and 'YES'.

Finish by confirming your selections. You may edit your students by clicking on the edit links.

1 2 3 4 Review Your Selections

TITLE	SELECTED PEOPLE	MANDATORY USERS	CLASS	COST	TAX	TOTAL COST	
OB Emergencies - 1 hour	3 Edit	-	English, ID: PHS-OB-1HOUR-WBT	0.00	0.00	0.00 USD	✕
Geriatric Trauma - 1 Hour	3 Edit	-	English, ID: PHS-GERIATRICTRAUMA1HOURWBT	0.00	0.00	0.00 USD	✕
						Total cost:	0 USD

BACK REGISTER

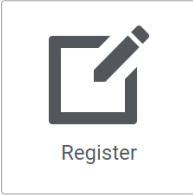
On the following screen, you may choose to start a new registration or return to the admin area or my team from the hamburger menu.

Assigning students to curricula

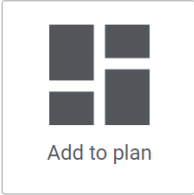
This is the same process as assigning a student to a course. However, the students will be auto assigned to a group of classes and potentially a group of associated classes. This is a limited use assignment option. Follow the steps and email emsonlinece@centura.org

ASSIGN LEARNING ×

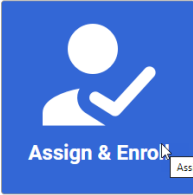
1 2 3 4 Select Type and Click Next



Register



Add to plan



Assign & Enroll

Register for certification or curriculum.
Select from pre-defined programs to register.

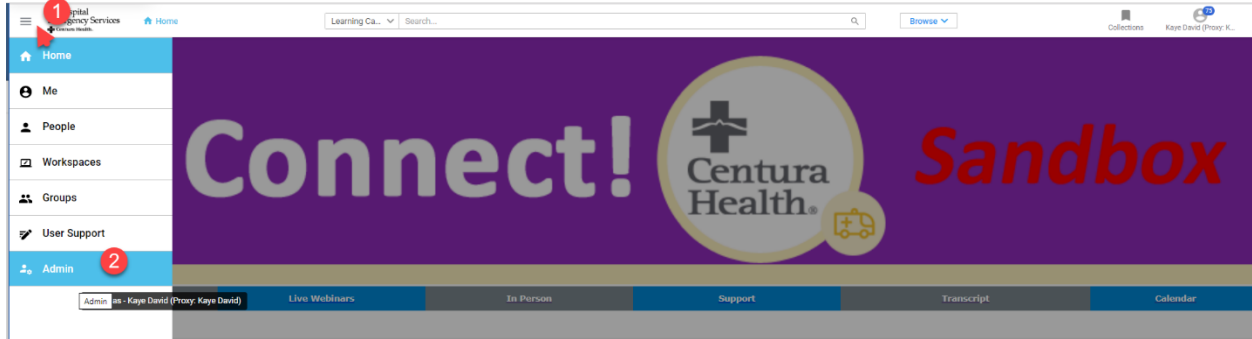
[NEXT](#)

Taking attendance and registering learners as a learning admin

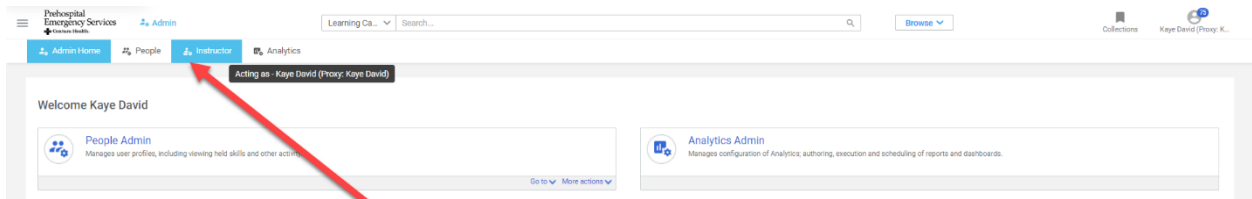
Provided that you have been assigned as a learning admin or instructor, you can take attendance for a class by visiting

https://centuraaccess.sabacloud.com/Saba/Web_spf/NA1PRD0118/app/admin/instructor

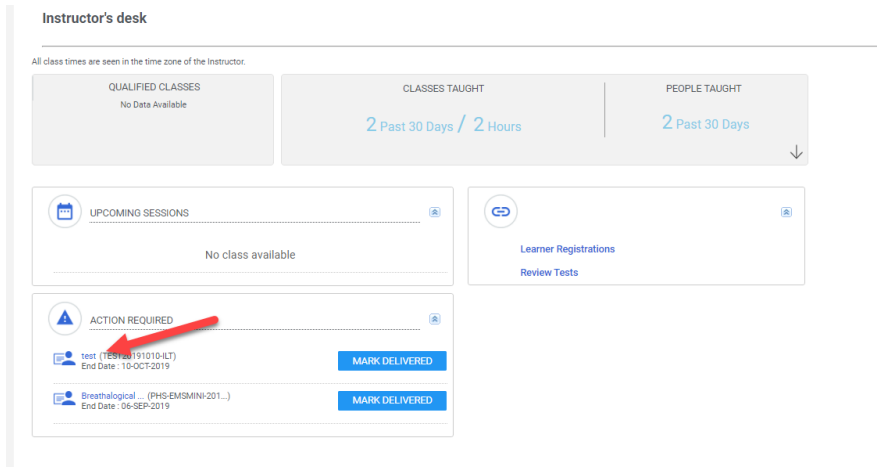
or Admin>Instructor



From the admin selection, choose “Instructor”



To view a session that is happening in present time, you’ll need to click on the “Calendar View” or List View” radio buttons. For classes that have occurred in the past, these will auto appear in the action required are of the instructor desk. Click on the title of the class to access the roster.



To view a class in session or to view classes from a calendar, choose the appropriate radio buttons in the upper right, either list view or calendar view. Click the title of the class to enroll or take attendance.

The screenshot shows the instructor interface with the 'List View' radio button selected. The 'Classes' table is visible below the search filters.

Title	Version	ID	Start date	Session Template	Location	Language	Status	End Date	Student Count	Actions
test	1	TEST20191003-ILT	03-OCT-2019	Thursday 1500-1600	South Denver Metro Area	English	Open - Normal	03-OCT-2019	0	Evaluation Enroll
test	1	TEST20191010-ILT	10-OCT-2019	Thursday 1500-1600	South Denver Metro Area	English	Open - Normal	10-OCT-2019	0	Evaluation Enroll

The 'Calendar View' radio button is also visible in the top right corner of the interface.

Click the add students icon to add students to the class.

The screenshot shows the 'Add Students' screen for a class. The 'Add Students' icon is highlighted with a red arrow.

Class ID: TEST20191003-ILT
 Version: 1
 Start date: 03-OCT-2019
 Language: English
 Status: Open - Normal

Confirmed: 0/50
 Waitlisted: 0/10

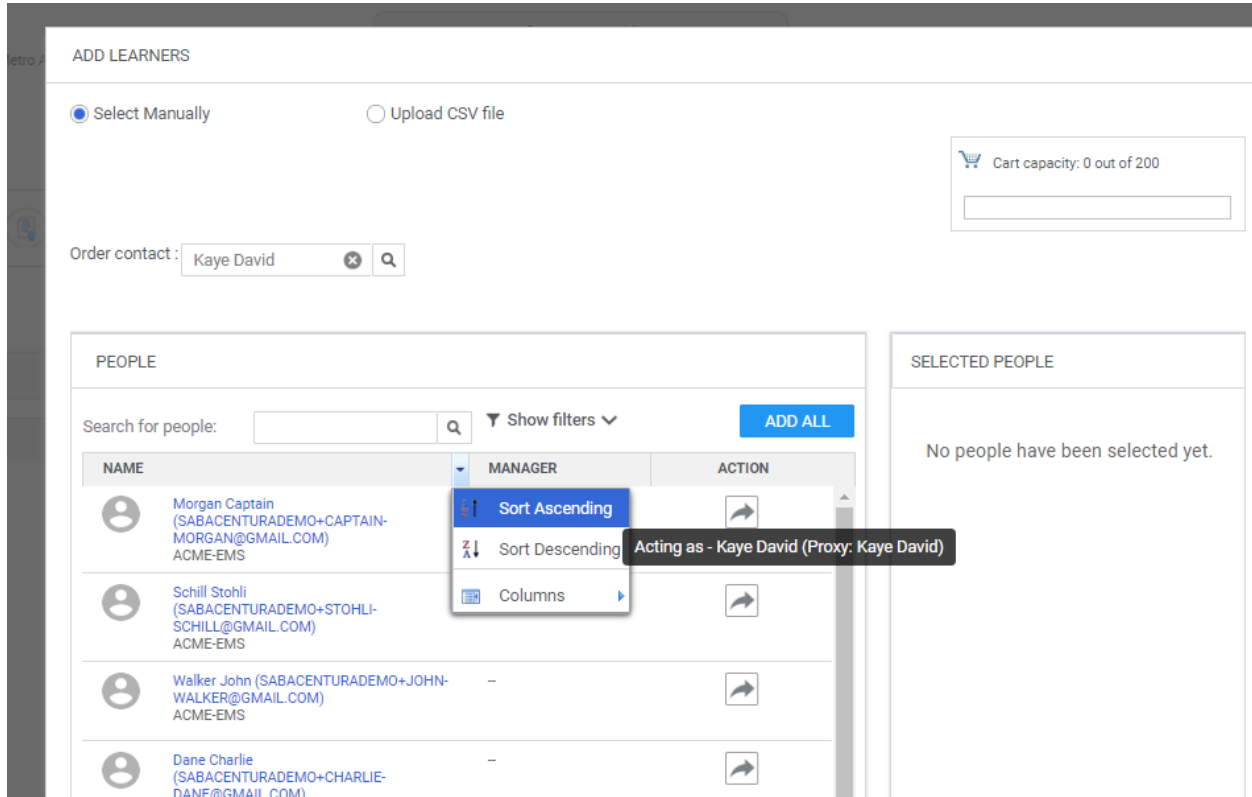
Buttons: Grant Credit and Mark Delivered, Manage Ad Hoc Completions, PBA Activities

Table headers: ID, LAST NAME, FIRST NAME, ATTENDANCE, REGISTRATION STATUS, COMPLETION STATUS, SCORE, GRADE, ORDER NO, REGISTRATION DATE, ACTIONS

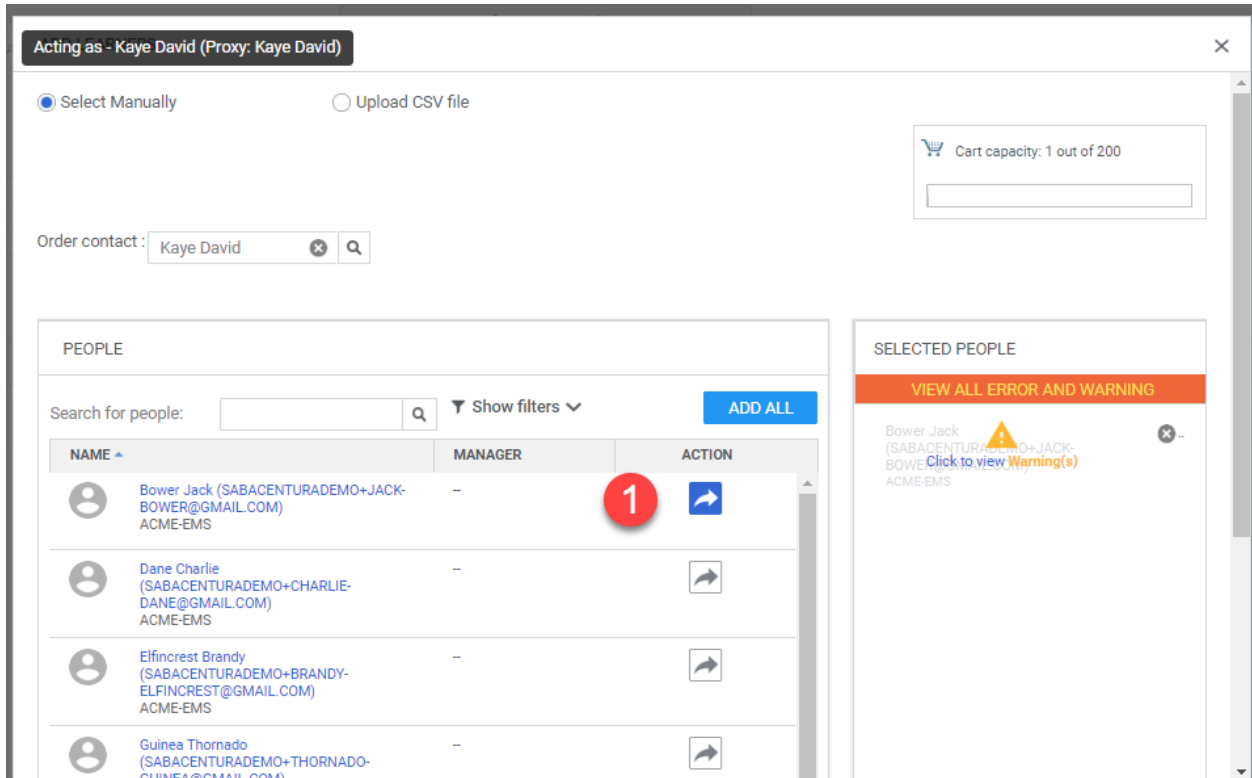
No learners found

In the Add Learners screen, you can use the search box to find names or sort the names alphabetical by last name. There is not a default sort. Hover your mouse over the "Name" band then after seeing the blue arrow, choose "Sort Ascending." You may also choose load more at the bottom of the screen to

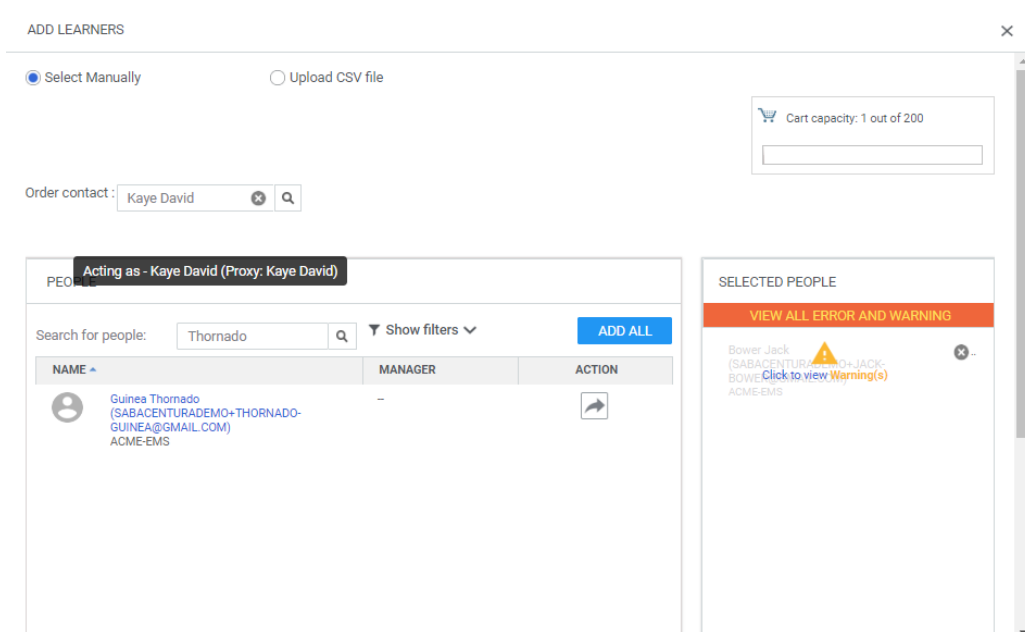
show more names from agencies where you have permission to add names. You may also choose “Add All” to add the entire agency and then remove names as appropriate.



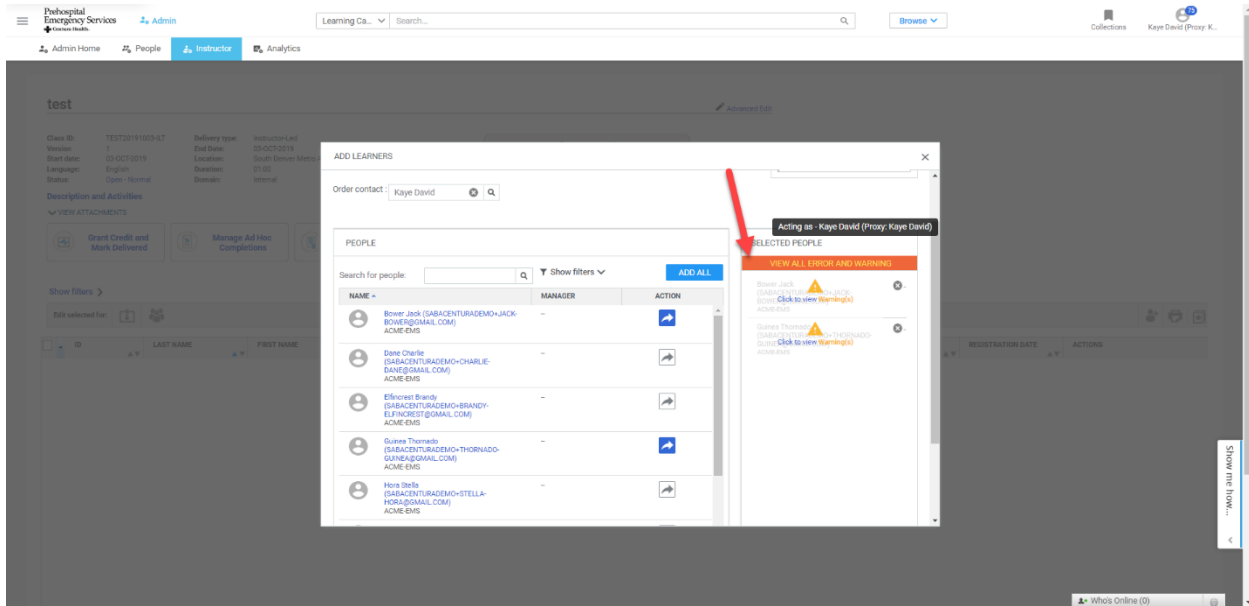
Add a name by finding it in the listing and clicking the arrow underneath action. If the class occurred earlier than today, you will get a warning. This is okay and can be resolved in one step. **Continue to add learners**, until you have added all learners.



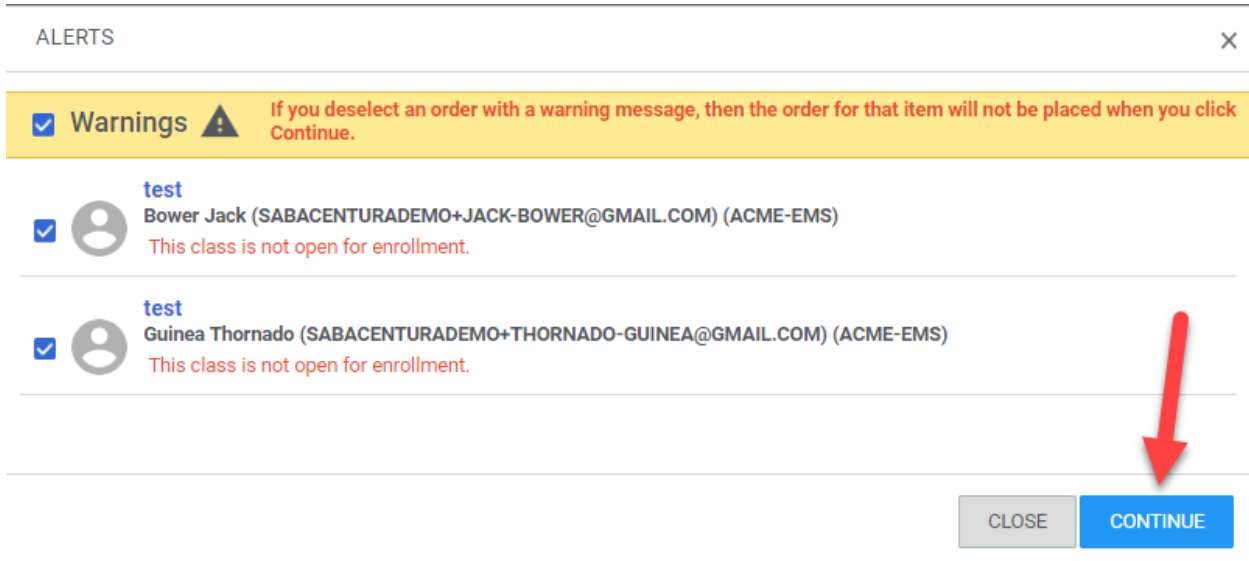
Example of finding a learner using the search box... be sure to clear the box, after you have found the correct name.



Click the Red Warning “View All Error and Warning” label



With the desired learners selected, click continue. If there is an audience type issue, contact your Centura Health Instructor.



With the learners added, scroll down and choose “Add”. Until the instructor/learning admin chooses “Add,” the learners will not be added to the roster.

ADD LEARNERS

NAME	MANAGER	ACTION
Bower Jack (SABACENTURADEMO+JACK-BOWER@GMAIL.COM) ACME-EMS	--	
Dane Charlie (SABACENTURADEMO+CHARLIE-DANE@GMAIL.COM) ACME-EMS	--	
Elfincrest Brandy (SABACENTURADEMO+BRANDY-ELFINCREST@GMAIL.COM) ACME-EMS	--	
Guinea Thornado (SABACENTURADEMO+THORNADO-GUINEA@GMAIL.COM) ACME-EMS	--	
Hora Stella (SABACENTURADEMO+STELLA-HORA@GMAIL.COM) ACME-EMS	--	
Morgan Captain (SABACENTURADEMO+CAPTAIN-MORGAN@GMAIL.COM) ACME-EMS	--	
Piggie Oliv (SABACENTURADEMO+OLIV-)	--	

[Load More](#)

BOWER@GMAIL.COM] ACME-EMS

Guinea Thornado (SABACENTURADEMO+THORNADO-GUINEA@GMAIL.COM) ACME-EMS

2 ADD

Verify that all students are in the roster.

test [Advanced Edit](#)

Class ID: TEST20191003-LT Delivery type: Instructor-Led
 Version: 1 End Date: 03-OCT-2019
 Start date: 03-OCT-2019 Location: South Denver Metro Area
 Language: English Duration: 01:00
 Status: Open - Normal Domain: Internal

Confirmed 2/50 Waitlisted 0/10

Description and Activities

VIEW ATTACHMENTS

[Grant Credit and Mark Delivered](#) [Manage Ad Hoc Completions](#) [PDA Activities](#)

Show filters >

Edit selected for:

ID	LAST NAME	FIRST NAME	ATTENDANCE	REGISTRATION STATUS	COMPLETION STATUS	SCORE	GRADE	ORDER NO	REGISTRATION DATE	ACTIONS
00006396	Bower	Jack	00:00	Registered	Not Evaluated	0		0000033479	16-Oct-2019	EDIT
00006399	Guinea	Thornado	00:00	Registered	Not Evaluated	0		0000033479	16-Oct-2019	EDIT

Who's Online (0)

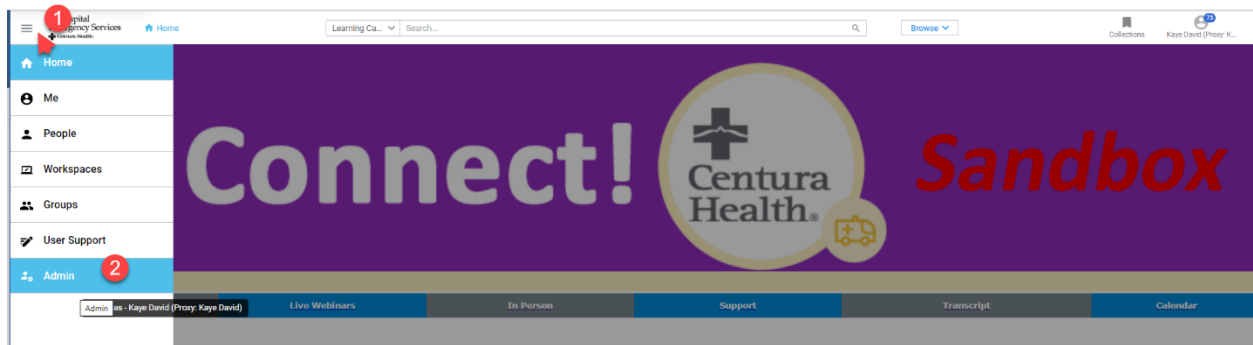
You may repeat the process as needed. Students, not in attendance should be dropped. This can be done by clicking on the registered link or in bulk by first selecting the check box by each non participating learner and then clicking the registration icon

Taking attendance and registering learners as a learning admin

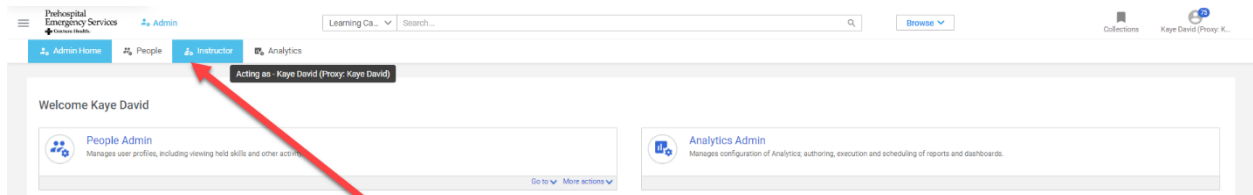
Provided that you have been assigned as a learning admin or instructor, you can take attendance for a class by visiting

https://centuraaccess.sabacloud.com/Saba/Web_spf/NA1PRD0118/app/admin/instructor

or Admin>Instructor



From the admin selection, choose “Instructor”



To view a session that is happening in present time, you’ll need to click on the “Calendar View” or List View” radio buttons. For classes that have occurred in the past, these will auto appear in the action

required are of the instructor desk. Click on the title of the class to access the roster.

Instructor's desk

All class times are seen in the time zone of the instructor.

QUALIFIED CLASSES
No Data Available

CLASSES TAUGHT
2 Past 30 Days / 2 Hours

PEOPLE TAUGHT
2 Past 30 Days

UPCOMING SESSIONS
No class available

ACTION REQUIRED

- test (TEST20191010-ILT)
End Date: 10-OCT-2019
MARK DELIVERED
- Breathological... (PHS-EMSMINI-201...)
End Date: 06-SEP-2019
MARK DELIVERED

To view a class in session or to view classes from a calendar, choose the appropriate radio buttons in the upper right, either list view or calendar view. Click the title of the class to enroll or take attendance.

Admin Home | People | **Instructor** | Analytics

Acting as - Kaye David (Proxy: Kaye David)

Assessor's desk | Instructor's desk | **Calendar view** | List view

Instructor: DSKAYE@GMAIL.COM

Title: [] ID: []

Start date >= 16-SEP-2019 End Date <= 15-NOV-2019

Delivery Name: -Select One- Status: -Select One-

Configure | Save Search Query | SEARCH

List View

Classes

Title	Version	ID	Start date	Session Template	Location	Language	Status	End Date	Student Count	Actions
test	1	TEST20191003-ILT	03-OCT-2019	Thursday 1500-1600	South Denver Metro Area	English	Open - Normal	03-OCT-2019	0	Evaluation Edit
test	1	TEST20191010-ILT	10-OCT-2019	Thursday 1500-1600	South Denver Metro Area	English	Open - Normal	10-OCT-2019	0	Evaluation Edit

Calendar

Assessor's desk | Instructor's desk | **Calendar view** | List view

All class times are seen in the time zone of the instructor.

SEPTEMBER 29 - NOVEMBER 2, 2019

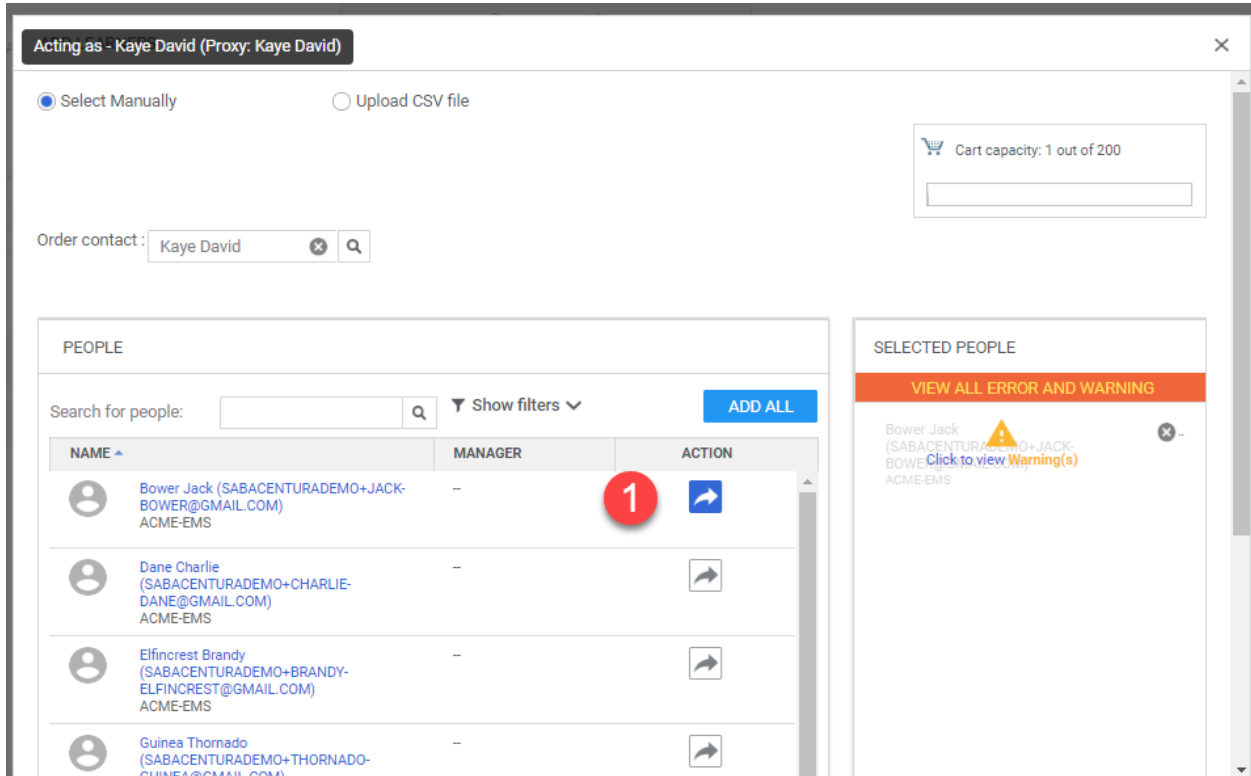
October 2019

DAY WEEK MONTH

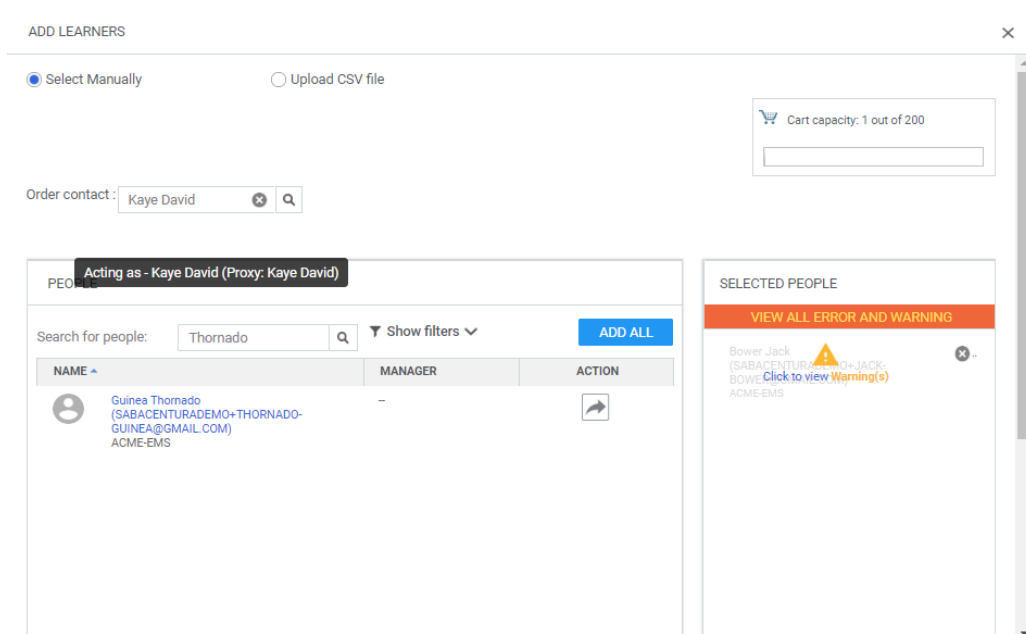
Add Appointment >

Calendar View

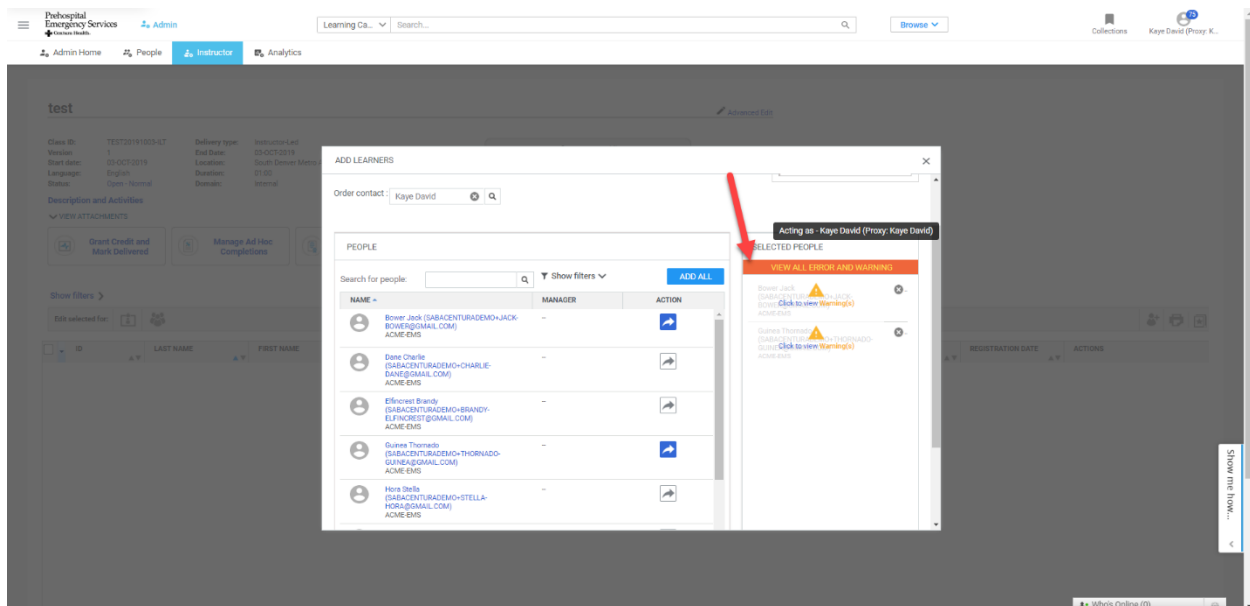
Add a name by finding it in the listing and clicking the arrow underneath action. If the class occurred longer than a day, you will get a warning. This is okay and can be resolved in one step. Continue to add learners, until you have added all learners.



Example of finding a learner using the search box... be sure to clear the box, after you have found the correct name.





Click the Red Warning “View All Error and Warning” label




With the desired learners selected, click continue. If there is an audience type issue, contact your Centura Health Instructor.

ALERTS X















Warnings  If you deselect an order with a warning message, then the order for that item will not be placed when you click Continue.

test
 **Bower Jack (SABACENTURADEMO+JACK-BOWER@GMAIL.COM) (ACME-EMS)**
 This class is not open for enrollment.

test
 **Guinea Thornado (SABACENTURADEMO+THORNADO-GUINEA@GMAIL.COM) (ACME-EMS)**
 This class is not open for enrollment.

With the learners added, scroll down and choose “Add”. Until the instructor/learning admin chooses “Add,” the learners will not be added to the roster.

ADD LEARNERS X

NAME	MANAGER	ACTION
 Bower Jack (SABACENTURADEMO+JACK-BOWER@GMAIL.COM) ACME-EMS	-	
 Dane Charlie (SABACENTURADEMO+CHARLIE-DANE@GMAIL.COM) ACME-EMS	-	
 Efincrest Brandy (SABACENTURADEMO+BRANDY-ELFINCREST@GMAIL.COM) ACME-EMS	-	
 Guinea Thornado (SABACENTURADEMO+THORNADO-GUINEA@GMAIL.COM) ACME-EMS	-	
 Hora Stella (SABACENTURADEMO+STELLA-HORA@GMAIL.COM) ACME-EMS	-	
 Morgan Captain (SABACENTURADEMO+CAPTAIN-MORGAN@GMAIL.COM) ACME-EMS	-	
 Piggie Oliv (SABACENTURADEMO+OLIV-)	-	

[Load More](#)

BOWER@GMAIL.COM) ACME-EMS

Guinea Thornado (SABACENTURADEMO+THORNADO-GUINEA@GMAIL.COM) ACME-EMS

Verify that all students are in the roster.

This action is audited. For audit tracking purposes, you must specify a reason when you perform this action.

Reason: *

Did not attend.

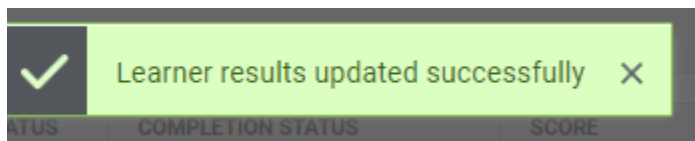
1

2

CANCEL

SAVE

Close the green dialogue box and observe the updated roster.



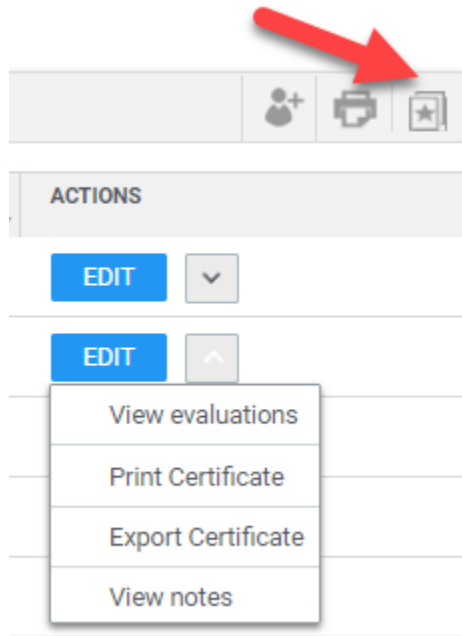
When you are satisfied with the roster and are ready to close the class and issue certificates, click "Grant Credit and Mark Delivered." Any student that has a registered status will receive credit.

There are options to issue partial credit. Contact your Centura Health Instructor for more information.






The screenshot shows a software interface with a top navigation bar containing three buttons: "Grant Credit and Mark Delivered" (highlighted with a red arrow), "Manage Ad Hoc Completions", and "PBA Activities". Below the navigation bar is a "Show filters" link and an "Edit selected for" dropdown menu. The main area is a table with the following columns: ID, LAST NAME, FIRST NAME, ATTENDANCE, REGISTRATION STATUS, COMPLETION STATUS, SCORE, GRADE, ORDER NO, REGISTRATION DATE, and ACTIONS. The table contains 12 rows of student data. The "ACTIONS" column for each row includes an "EDIT" button and a dropdown arrow. At the bottom right of the table, there are "BACK" and "SAVE" buttons. A vertical "Show the flow" button is visible on the far right edge of the screenshot.

ID	LAST NAME	FIRST NAME	ATTENDANCE	REGISTRATION STATUS	COMPLETION STATUS	SCORE	GRADE	ORDER NO	REGISTRATION DATE	ACTIONS
00006396	Bower	Jack	00:00	Registered	Not Evaluated	0		0000033480	16-Oct-2019	EDIT
00006402	Dane	Charlie	00:00	Registered	Not Evaluated	0		0000033480	16-Oct-2019	EDIT
00006400	Effcrest	Brandy	00:00	Registered	Not Evaluated	0		0000033480	16-Oct-2019	EDIT
00006399	Guinea	Thornado	00:00	Registered	Not Evaluated	0		0000033480	16-Oct-2019	EDIT
00006397	Hora	Stella	00:00	Cancelled	Suspended	0		0000033480	16-Oct-2019	VIEW NOTES
00006395	Morgan	Captain	00:00	Registered	Not Evaluated	0		0000033480	16-Oct-2019	EDIT
00006398	Pigge	Oliv	00:00	Cancelled	Suspended	0		0000033480	16-Oct-2019	VIEW NOTES
00006401	Rip	Samson	00:00	Registered	Not Evaluated	0		0000033480	16-Oct-2019	EDIT
00006393	Schill	Stahl	00:00	Registered	Not Evaluated	0		0000033480	16-Oct-2019	EDIT
00006394	Walker	John	00:00	Registered	Not Evaluated	0		0000033480	16-Oct-2019	EDIT

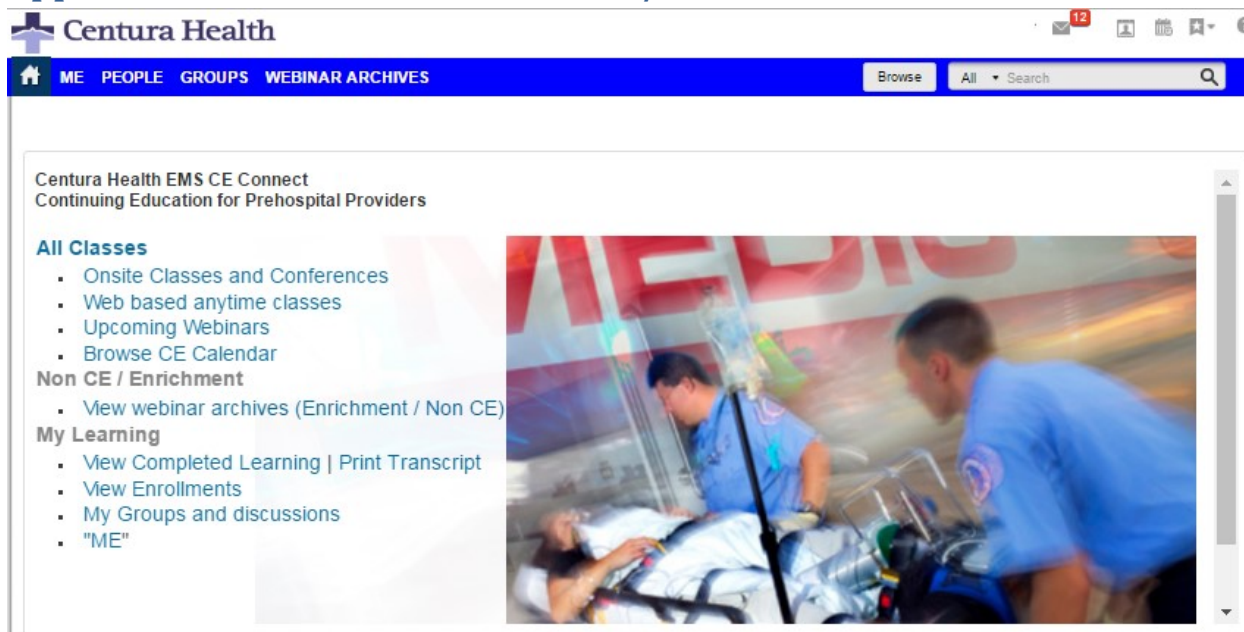
You may print certificates from the pull-downs at the far column for each learner or for bulk by clicking the star icon on the last set of icons on the right side. If you'd only like to print certain certificates, select the specific learners by clicking their check boxes before clicking the certificate icon.



To print a roster, you may click the printer icon and then choose the appropriate session.

	Results/Attendance – Modify the completion status of more than one selected learner. This action also allows a learning administrator to give partial credit to a student.
	Modify the registration status of selected learners – used to change the status of more than one learner at a time
	Add learners to a class
	Print a roster of enrolled students
	Bulk print certificates for a class marked complete or for learners whose check boxes are marked

Appendix A – About Trauma Connect / CE Connect



In June, 2016, Centura Health launched an online learning system for both EMS provider and rural Trauma providers aptly named EMS CE Connect and Trauma Connect.

These systems help deliver and track continuing education for Colorado prehospital providers and rural Colorado and Kansas community hospital trauma practitioners. Approximately 2000 providers have accounts in the system with plans to expand to 7,500 providers. The systems track participation in traditional instructor led classes, online webinars and web based anytime training. Additional functionality including discussion boards and knowledge assessment are in the early stages. Centura Health educators have taken advantage of the conferencing capabilities to record short lectures and offer training during inclement weather, when travel would have normally cancelled or postponed instruction.

EMS Webinars

In the first six months of the project, Prehospital Services hosted and recorded 12 webinars, three were trauma related. Usage is in parenthesis.

- TxA, Hemostatic Gauze (15 hours of CE for 15 providers)
- Burns (31 hours of CE for 31 providers)
- Critical Care Paramedicine for the 911 Paramedic (23 hours of CE for 23 providers)

EMS CE Connect and Trauma Connect

Any EMS or Trauma provider can create an account and utilize the system, regardless of affiliation with Centura Health.

Equipped with a calendar of CE classes, the system allows users to register for classes and sends reminders. It records and stores past webinars, which are then available at any time. The entire system is searchable, allowing users to find classes, recordings, discussions, and files based on their search criteria. Users also can request future class topics.

Anytime, Web based EMS CE

Fifteen anytime EMS web based trainings (5 trauma related) are available for EMS to earn credit.

Trauma related courses include

- Burns (36 hours of CE issued for 18 providers)
- Child Abuse and Prevention (11 hours of CE for 22 providers)
- Critical Care Paramedicine for the 911 Paramedic (new class, 2 hours for 2 providers)
- Geriatric Trauma (14 hours for 7 providers)
- Traumatic Brain injury (3.5 hours for 7 providers)
- Venomous Snake Bites (7.5 hours for 15 providers)

Trauma Connect

Centura Health Trauma Outreach is using the online learning system to host and record CME training for these rural hospitals and locations.

Centura Health Trauma System

Sign In | English | US Dollars

Search

Login or create an account to participate.

New User create an account

Login

Centura Associates with accounts login

Forgotten Password?

Our Network
ADA Compliance
Careers & Education
Disclaimer
Website Privacy & Security Policy
© 2017 Centura Health

About the system

Any trauma provider can create an account and utilize the system, regardless of affiliation with Centura Health. Equipped with a full calendar of CE classes, the system allows users to register for classes and sends reminders. It records and stores past webinars, which are then available at any time. The entire system is searchable, allowing users to find classes, recordings, discussions, and files based on their search criteria. Users also can request future class topics.

Arkansas Valley Regional Medical Center
Colorado Plains Medical Center
Conejos County Hospital
Goodland Regional Medical Center
Gunnison Valley Hospital
Heart of the Rockies Regional Medical Center
Kit Carson County Memorial Hospital
Lincoln Community Hospital
Middle Park Granby
Middle Park Kremmling
Miners Colfax Medical Center

La Junta
Ft. Morgan
La Jara
Goodland
Gunnison
Salida
Burlington
Hugo
Granby
Kremmling
Raton

Mt. San Rafael Hospital
Pagosa Medical Center
Penrose Hospital
Platte Valley Ambulance Service
Prowers Medical Center
Rio Grande Hospital
San Luis Valley Regional Medical Center
Southeast Hospital
Spanish Peaks Regional Medical Center
St. Francis Medical Center
Valley View Hospital
Weisbrod Memorial Hospital

Trinidad
Pagosa Springs
Springs
Brighton
Lamar
Del Norte
Alamosa
Springfield
Walsenburg
Colorado Springs
Glenwood Springs
Eads

The facilities are being oriented to Trauma Connect and Centura Health has hosted two live trainings sessions with more planned.

Appendix B – Mobile Apps

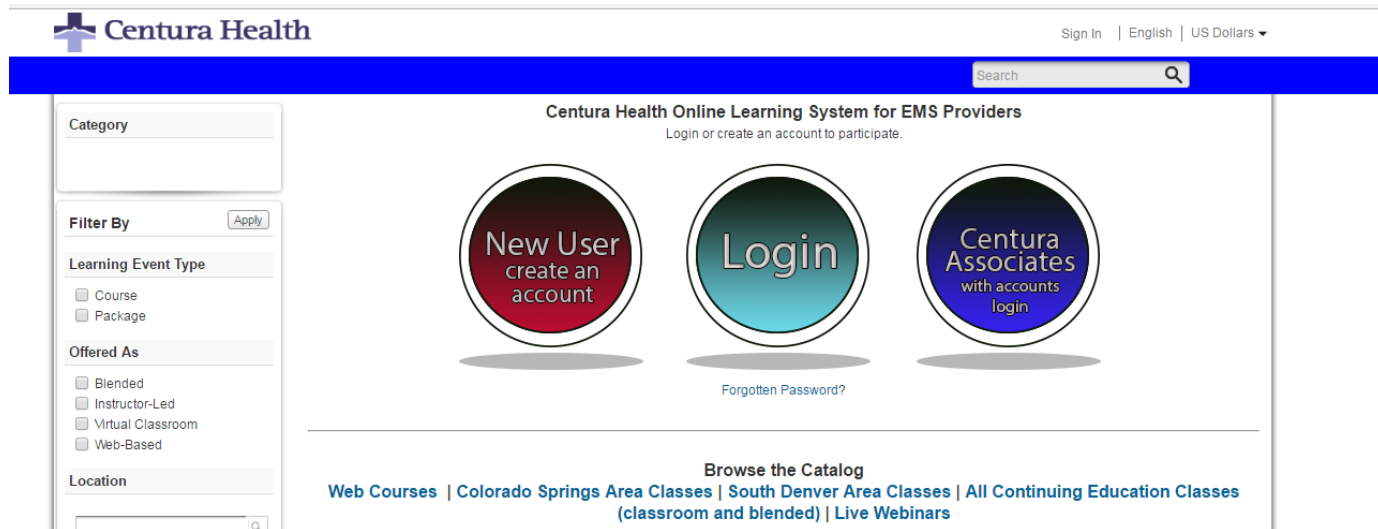
How to use CE Connect – Instructions for Cloned or Users Created by Admin through the web interface

Go to www.centura.org/ems | Click the red box to continue on to the Learning Management System (this is a temporary step)

Click the turquoise “Login” button in the middle of the screen.

- Your email is generally your login
- The initial password is Centura2020!

If this does not work, try resetting your password with the Forgot Password link and you will be emailed a link to reset or login. It is also possible that you do not have an account, if that is the case, click the New User button or Signup. If you have login questions, email onlinece@centura.org



You may browse the catalog, sign up for courses or participate in a discussion group.

Mobile Access

A limited number of web based trainings and live webinars are available via mobile. The web site allows full participation in the system, including participating in forums.

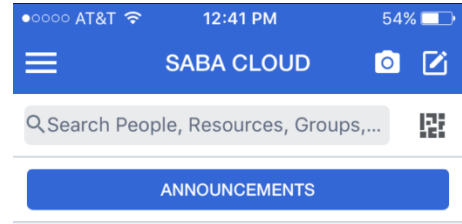
From the iOS or Android store, download “Saba Cloud” and “Saba Meeting”. You will only need to configure Saba Cloud.

- For the server name, type: **CenturaAccess** and login with your username and password.
- The Saba Meeting app does not need to be configured
-

To look for resources or classes, use either



the upper left icon to navigate the system or



Support and questions emsonlince@centura.org

Importing Bulk Users

Saba supports importing users in bulk. Consult a system admin for assistance with this. A bulk user template can be accessed on the sharepoint file site.

https://centurahealth.sharepoint.com/:x:/r/teams/EMSONline/Shared%20Documents/Documentation/CE_Connect_Bulk_Import_Sheet.xlsx?d=w99a17177b0c64531b32771c28000bc82&csf=1&e=FKX5Qa

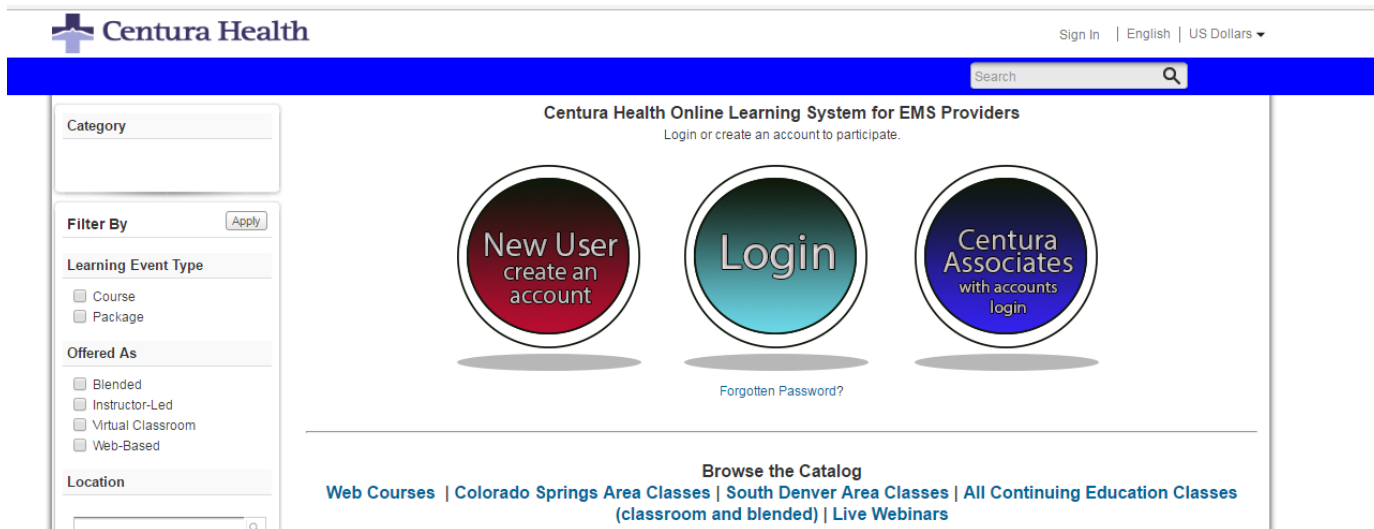
How to use CE Connect for users created through bulk import

Go to www.centura.org/ems | Click the red box to continue on to the Learning Management System (this is a temporary step)

Click the turquoise “Login” button in the middle of the screen.

- Your email is generally your login
- The initial password is welcome

If this does not work, try resetting your password with the Forgot Password link and you will be emailed a link to reset or login. It is also possible that you do not have an account, if that is the case, click the New User button or Signup. If you have login questions, email onlinece@centura.org



You may browse the catalog, sign up for courses or participate in a discussion group.

Mobile Access

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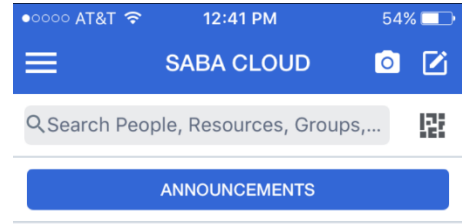
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- For the server name, type: **CenturaAccess** and login with your username and password.
- The Saba Meeting app does not need to be configured
-

To look for resources or classes, use either



the upper left icon to navigate the system or



Support and questions emsonlince@centura.org

"S:\Pre Hosp Svc Pah_Lah_Pkr\DOCPUB\David Kaye\SABA\jobaids-saba\CE_Connect_Login.docx"

How to use Trauma CE Connect – users created through bulk import

Go to www.centura.org/traumaconnect | Click the red box to continue on to the Learning Management System (this is a temporary step)

Click the turquoise “Login” button in the middle of the screen.

- Your email is generally your login
- The initial password is welcome

If this does not work, try resetting your password with the Forgot Password link and you will be emailed a link to reset or login. It is also possible that you do not have an account, if that is the case, click the New User button or Signup. If you have login questions, email onlinece@centura.org

Centura Health Online Learning System for EMS Providers
Login or create an account to participate.

New User create an account

Login

Centura Associates with accounts login

Forgotten Password?

Browse the Catalog
[Web Courses](#) | [Colorado Springs Area Classes](#) | [South Denver Area Classes](#) | [All Continuing Education Classes \(classroom and blended\)](#) | [Live Webinars](#)

You may browse the catalog, sign up for courses or participate in a discussion group.

Mobile Access

A limited number of web based trainings and live webinars are available via mobile. The web site allows full participation in the system, including participating in forums.

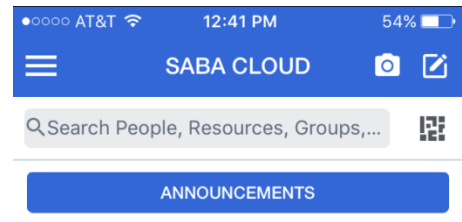
From the iOS or Android store, download “Saba Cloud” and “Saba Meeting”. You will only need to configure Saba Cloud.

- For the server name, type: **CenturaAccess-Trauma** and login with your username and password.
- The Saba Meeting app does not need to be configured
-

To look for resources or classes, use either



the upper left icon to navigate the system or



Support and questions emsonlince@centura.org

Appendix – Webinar Announcement, Trauma Sample

Webinar – “Trauma CME & Education – What’s Required”

Wednesday, August 2, 2017, 14:00-15:00 MDT

Online with Mike Archuleta via Centura Trauma Connect

Objectives

- Review CDHPE requirements for Trauma CME
- How to count Trauma CME for your Hospital
- Discuss Survey preparation for CME
- Review who is required to have ATLS
- Discuss the Trauma education requirement for nursing
- The Development of your CME policy

Presenter

Mike Archuleta, RN MSN CCRN, Centura Trauma Outreach Manager

Archuleta currently helps the rural trauma centers with trauma program development. His work experience includes trauma, emergency department and critical care. He has managed several emergency departments and intensive care units in rural and urban areas. Archuleta is an instructor for TNCC, ENPC, ACLS,PALS, FCCS, ATLS and RTTDC.

Nursing credit should be determined and issued (if applicable) by the participant's employer. Preapproval is recommended. Contact your professional development director for more information.

New users - create an account - <https://centuraaccess-trauma.sabacloud.com>

Affiliates / those with accounts in the system - https://centuraaccess-trauma.sabacloud.com/Saba/Web_spf/NA1PRD0118/common/leclassview/virtc-TRAUMACMEOVER20170802VC

(after logging into the system, you will be taken to the class to enroll in the class)

Centura Associates- https://centuraaccess-internal.sabacloud.com/Saba/Web_spf/NA1PRD0118/common/leclassview/virtc-TRAUMACMEOVER20170802VC

(after logging into the system, you will be taken to the class to enroll in the class)

Public URL - non registrants (those not in CE Connect) – Certificates will not be issued to those using this link.

<https://spcna1.sabameeting.com:443/GA/main/00001310db4b0000015d8d5a5f7d8b51>



Session and Content Questions: mikearchuleta@centura.org

Support: emsonlinece@centura.org

Appendix – Custom Fields External Person

Saba - Google Chrome

Secure | https://centuraaccess-internal.sabacloud.com/Saba/Web_wdk/NA1PRD0118Admin/platfc

networkInfo	Network	Network Profile
potentialPositions	Potential Positions	
potentialRating	Potential Rating	
retirementRisk	Retirement Risk	
secondaryAddress	Billing Address	
socialProfile	Social Profile	
talentData	Talent Indicators	
teamInfo	Team Profile	
transcripts	Transcripts	Completed Courses (Transcript)

PROD

Custom Attributes Print | Export | Modify Table

Display	Attribute	UI Label	Data Type
<input checked="" type="checkbox"/>	custom0	State of CO License Start (optional)	Date
<input checked="" type="checkbox"/>	custom1	CO EMT Expiration(recommended)	Date
<input checked="" type="checkbox"/>	custom2	CO EMT Number	String(255)
<input checked="" type="checkbox"/>	custom3	NREMT Renewal Expiration (ex 03/31/20170)(optional)	Date
<input checked="" type="checkbox"/>	custom4	NREMT Number (if applicable)	String(255)
<input checked="" type="checkbox"/>	custom5	Company	String(255)
<input type="checkbox"/>	custom6	Custom6	String(255)
<input type="checkbox"/>	custom7	Custom7	String(255)

transcripts	Transcripts	Completed Courses (Transcript)
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Sandbox

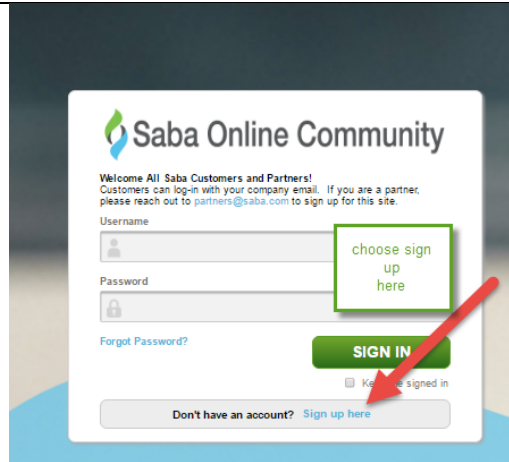
Custom Attributes Export | Modify Table

Display	Attribute	UI Label	Data Type
<input checked="" type="checkbox"/>	custom0	State of CO License Start (not required, but recommended)	Date
<input checked="" type="checkbox"/>	custom1	State of CO License Expiration(State of CO License Start (not required, but recommended)	Date
<input checked="" type="checkbox"/>	custom2	CO License Number (State of CO License Start (not required, but recommended)	String(255)
<input checked="" type="checkbox"/>	custom3	NREMT Renewal Expiration Date (ex 03/31/2017 or 03/31/2018)(if applicable)	Date
<input checked="" type="checkbox"/>	custom4	NREMT Number (if applicable)	String(255)
<input checked="" type="checkbox"/>	custom5	Company	String(255)
<input type="checkbox"/>	custom6	Custom6	String(255)
<input type="checkbox"/>	custom7	Custom7	String(255)

Community.sabacloud.com

This resource is only available to individuals with a Centura.org addresses.

1. Visit <http://community.sabacloud.com> and click the Sign up here link.

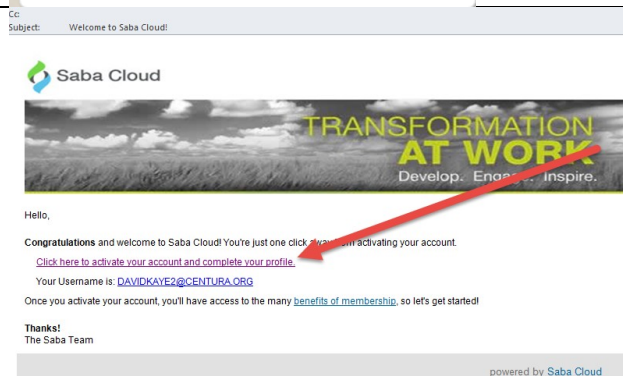


2. Complete the registration with your first and last names, email and select Mountain Time for the time zone.

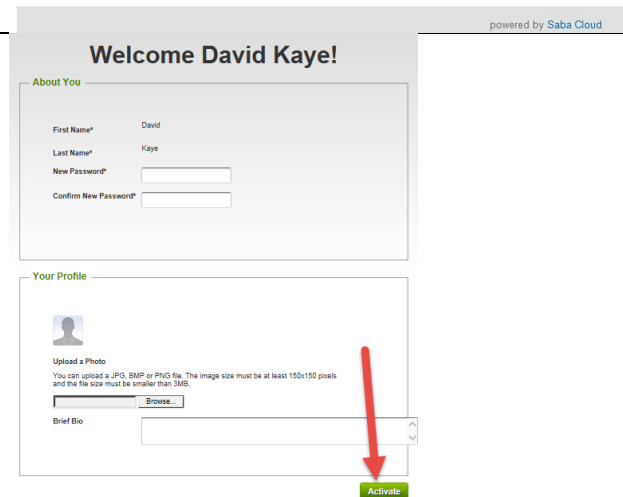
Click Signup. You'll receive an email confirmation.



3. Activate your account by clicking on the link in your email.



4. Update your password and activate and then complete any optional profile information.



5. Click this link to enroll yourself in [SC – Introduction to Saba Cloud](#)

You may also do a search to find the class and enroll yourself. On enrollment, you will receive an email confirmation.

SC - Introduction to Saba Cloud
(ID: 00001558, Version: 1.0)

Course description : This self-paced learning module will introduce you to Saba Cloud.

Suggested classes for you

Class ID : 00001202
Web-Based

Class description : This self-paced learning module will introduce you to Saba Cloud.
Language: English
Duration: 00:10
[View detail](#) [Attachments >](#)

Free Enroll

6. To start the class, click on the SC-Introduction to saba Cloud to enter the class

Order number: 00109199 | Status: **Confirmed** | Order date: 08/15/2016

Item Details

Learning	People Enrolled	Unit price	Total cost (USD)
SC - Introduction to Saba Cloud Delivery type: Web-Based Duration: 00:10 Language: English	Myself	0	0

Learning items (1)

Final amount: 0

7. You will be presented with an activity list. Choose the launch button to view the tutorial

SC - Introduction to Saba Cloud
(ID: 00001558)

Course description : This self-paced learning module will introduce you to Saba Cloud.

You have registered for the following class

Class ID : 00001202
Web-Based

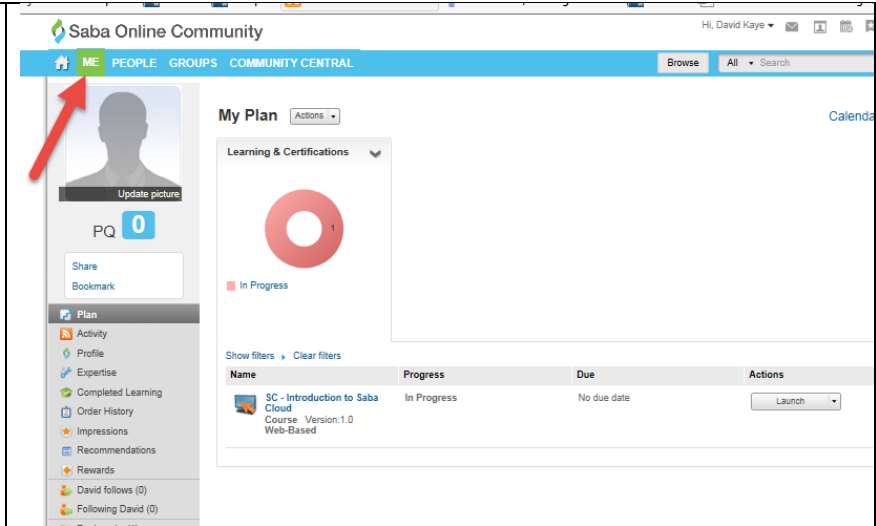
Class description : This self-paced learning module will introduce you to Saba Cloud.
Language: English
Duration: 00:10
[Attachments >](#)

★★★★☆ Share

Activities

Name	Status	Action
Introduction to Saba Cloud	<input type="radio"/> Not evaluated	Launch

8. On all Saba Sites, you can check what courses you are enrolled or completed by clicking on the “Me” link in the top navigation. There are different options to enter the different classes.



Centura Health EMS CE Connect - Online CE Web Based Course Listing

March 13, 2018

<http://www.centura.org/ems> | emsonlinece@centura.org

Title	Field of Study	Duration	
ALS Trauma Focus	CO-NR-EMT Trauma	60	
Ambulance Operator Safety	CO-NR-Elective	60	M
Beyond Your 'Standard' 12-Lead	CO-NR-EMT Elective	60	
Blood Borne Pathogens	CO-NR-EMT Elective	90	CB
Bradycardias	CO-NR-EMT Med-Behavioral	60	
Burns	CO-NR-EMT Trauma	120	M, CB
Burns Webinar for EMS	CO-NR-EMT Trauma	60	
Capnography - not just EtCO2	CO-NR-EMT Airway	60	
Carbon Monoxide Poisoning	CO-NR-EMT Med-Behavioral	30	M, CB
Child Abuse and Prevention	CO-NR-EMT OB	30	CB
Critical Care Paramedicine for the 911 Paramedic Webinar and WBT	CO-NR-EMT Med-Behavioral	60	
Denver Metro Protocols - Refusals	CO-NR-EMT Preparatory	30	CB
Geriatric Trauma	CO-NR-EMT Trauma	120	M, CB
Gray Matters in Paramedicine	CO-NR-EMT Pat Assessment	60	M
Headaches	CO-NR-EMT Med-Behavioral	30	CB
Hypothermia and cold-water drowning	CO-NR-EMT Med-Behavioral	30	CB
Hypertensive Emergencies	NCCP Various (see class for more information)	60	CB, M
Imbalance for ALS Providers	CO-NR-EMT Med-Behavioral	60	
Large Vessel Occlusions	CO-NR-EMT Med-Behavioral	120	
OB Emergencies	CO-NR-EMT OB	120	
PERICARDITIS	CO-NR-EMT Med-Behavioral	30	M, CB
PHS-Headaches-1CE-Free	CO-NR-EMT Med-Behavioral	60	
Paramedic Toxicology	CO-NR-EMT Med-Behavioral	60	
Pediatric Sepsis	CO-NR-EMT Pediatrics	30	CB
Pediatric Trauma - Uncuffed versus Cuffed Endotracheal Tubes	CO-NR-EMT Trauma	60	
Pre-hospital Trauma Triage to Definitive Care	NCCP-Trauma Triage	90	M
Prehospital Webinar CPAP, EtCO2, and Dyspnea - oh my!	CO-NR-EMT Airway	60	
Recognizing Vertebral Artery Dissection (VAD) In The Field	CO-NR-EMT Med-Behavioral	30	CB
Sedation ALS	CO-NR-EMT Med-Behavioral	60	
Stop the Bleed	CO-NR-EMT Trauma	60	
Syncope	CO-NR-EMT Med-Behavioral	60	

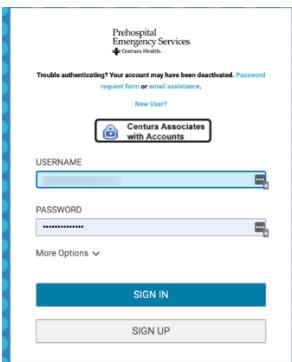
Syncope Online Learning (.5 credit) for EMS Providers	CO-NR-EMT Med-Behavioral	30	CB
Tachy ALS Webinar	CO-NR-EMT Med-Behavioral	60	
Takotsubo Cardiomyopathy	CO-NR-EMT Med-Behavioral	30	CB
Traumatic Brain Injury	CO-NR-EMT Trauma	30	
Triads, Syndromes, and Other Bad Things Named After People	CO-NR-EMT-Medical/Trauma	60	M
Venomous snake bites — how EMS providers can identify and treat rattlesnake bites in Colorado	CO-NR-EMT Med-Behavioral	30	M,CB

Learner Self Generating and Printing Transcript Report

On a laptop or tablet...

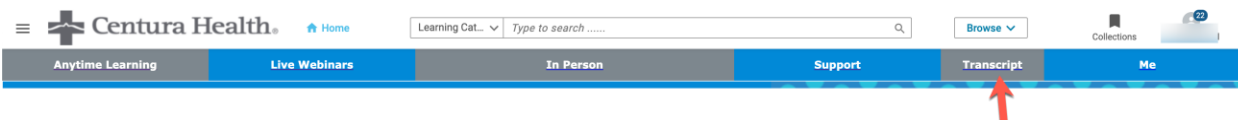
Visit <https://centuraaccess.sabacloud.com>

Login with your email address and password. If you do not have a password, click more options and then forgot password. Type in your email address and click “email me my password”. The system will attempt to send you a new temporary password link. You will need to check your email and then when you change your password, enter a new unused password that is at least 8 characters, mixed case and contains a numeral. If you have troubles or this does not work, email your name and email address to emsonlinece@centura.org

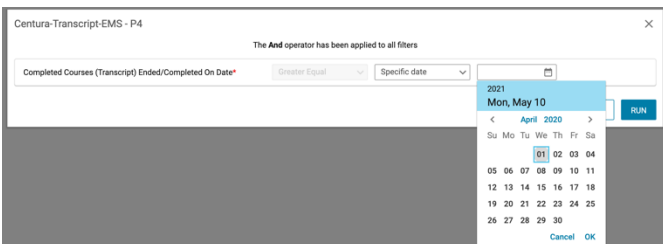


Accessing the Transcript Report

From the home screen, click “Transcript”




The system will start to run the transcript report. Allow it to run and then choose the date from which you want to run the report. For example, if your renewal date starts on April 1, 2020, you’ll want to set the after date to be April 1, 2020. It is best to leave the pull down set to be “specific date”



Click the calendar icon to select a date. You can click on the year or month to change these or use the arrow keys to change the month. Then choose Ok. Choose Run and the report will run with this date setting. You will always need to enter the date. If you choose Save and Run, the date will be remembered for every time you run the report. The clock will run and aggregate your report and show by categories. You can drill into the categories or save a pdf.

[Back](#)

Centura-Transcript-EMS - P4
Grouped | Report Date: 10-MAY-2021 6:04 PM



Download transcript button

Filters

Grouping Options

Wilson Clayton EMS Coursework

different certification levels. This transcript excludes possible duplication of class content. Additionally, if a class does not fit into a provider's scope of practice, the learner may wish to apply the class to elective or individual. Please consult your training

Transcript's Field... Earned Credit in... Person Full Na...

Transcript's Field of Study	Earned Credit in the Field of Study	Person Full Name	Course Title	Instructor Full Name	Completion Date	Local training center	Course Description
NCCP-Local and State							
NCCP-Medical: Endocrine Emergencies - Diabetes							
	1.5						
	2						
NCCP-Medical:							

Hit the plusses to expand the transcript

If you wish to change the duration, you can click on the filters bar. You may adjust the duration and run the program.

Filters

The **And** operator has been applied to all filters

Completed Courses (Transcript) Ended/Completed On Date* Greater Equal Specific date 01-Apr-2020

CANCEL SAVE AND RUN RUN


Downloading and viewing your transcript as a pdf or csv (excel readable file) document. Click the download button in the upper right of the window. This will provide a few prompts for formatting your report. Choose your parameters and then download.

PDF

Download Report

PDF CSV

If choosing, pdf, you may select both boxes or just the summary. The Data only will not show you the search parameters.

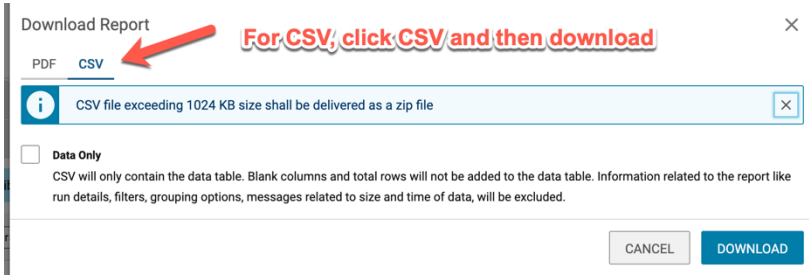
 PDF file exceeding 5120 KB size shall be delivered as a zip file

Data Only
PDF will only contain the data table. Blank columns and total rows will not be added to the data table. Charts, if any, and information related to the report like run details, filters, grouping options, legend descriptions, CrossTab column limit indicator, messages related to size and time of data, and signature and disclaimer will be excluded. Theme, if any, will be applied.

Summary Sections
Improved readability of the grouped report using sections presented in a summary box with its related data table

CANCEL DOWNLOAD

CSV – manipulatable and not formatted

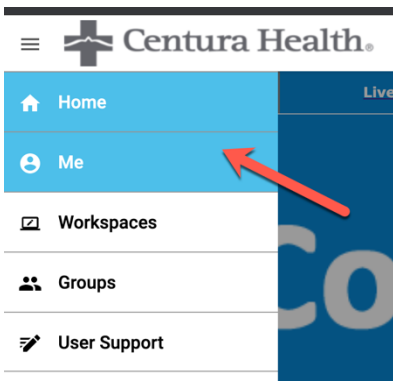


Once the file has downloaded on your computer, you will need to go to where your browser saves the files and open the file.

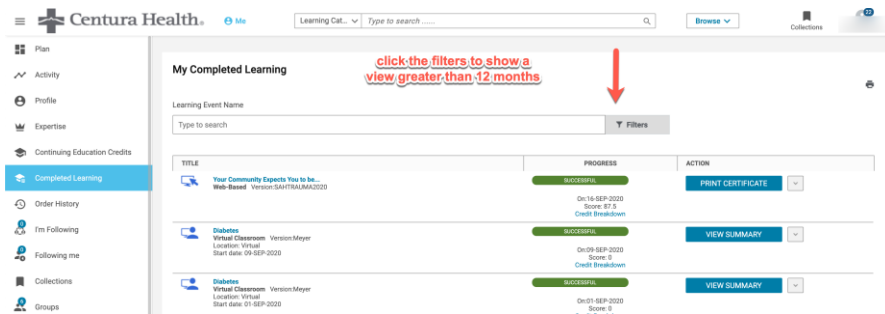
To access the home page, click the “Centura Health” logo. You may access your most recent

completed learning from either the large portlet below the big blue banner and the “view all” link.

Alternatively, go to the upper left menu (3 lines), click the the 3 lines and then “Me”.



This will open to My Plan – a snapshot of your learning. You may access your completed learning from the menu or green circle. You can print out your certificates from this page. You may also access your continuing education credit listing, much like you could on your transcript.



Continuing Education Credits

Centura Health. Me Learning Cat... Type to search Browse Collections Hi, Kaye Da

Plan Activity Profile Expertise **Continuing Education Credits** Completed Learning Order History I'm Following Following me Collections Groups Video Channels Meetings

Continuing Education Credits

Group by: Field of study Course Continuing Education Requirements

Date: Past 12 months

View by field of study and also change the display duration

NAME	CREDITS COMPLETED
NCCP-Local and State	
Diabetes Maximum credits allowed: 0.50 Acquired on:21-AUG-2020	0.5
NCCP-Medical: Endocrine Emergencies - Diabetes	
Diabetes Maximum credits allowed: 1.50 Acquired on:21-AUG-2020	1.5
Diabetes Maximum credits allowed: 2.00 Acquired on:09-SEP-2020	2
Diabetes Maximum credits allowed: 2.00 Acquired on:01-SEP-2020	2

Questions: email emsonlinece@centura.org