## **Accessing Training on SABA Instructions**

The CSP Motor Carrier Training Team is using a new online platform for getting update training out to inspectors. The name of the platform is SABA and we plan on using this system for many of our training and informational releases going forward. This document will guide you through opening and completing a training experience. Please read through all the instructions and attempt to follow them throughout the training before asking for assistance. We have included screen shots of each critical portion to aid in better explain what you should be seeing and doing at each point. Please save these instructions for future trainings. If you have not set up an account yet, you will need to do the initial sign up before being able to access training. There is a separate instruction guide for your initial sign up (Setting up your SABA Account). Once you have established an account, you can then use your user name and login information to access future trainings.



3. Your homepage will be blank if this is your first login or if you just created an account. You will need to search for training that is available for you. The title of the training, or any part of it, can be used in the top "Type to search..." field at the center of the page. Click in this field and type in the training you are looking for (this will be provided to you in an announcement email).

	A Home	Learning Cat v 2021 3	Browse 🗸
		CSP MCT 2021 OOSC Level 3 Inspector Update	
		CSP MCT 2021 Level 1-2-5 Inspector Update	
-		See all results	A DECK THE
	1	Z Department of Pu	blic Safety

4. When typing in the name, suggestions may appear for you. You can select the training if you see the name, or select the Q to search for the text you typed.



5. You may need to enable "pop-ups" for this site/domain if you have them blocked on your computer. The search results, training modules, certificates and other items will frequently open in a separate window at various points during your training.

6. Your search results will display all available training related to your criteria. Find the appropriate training and select "Launch" to begin that training module.



## LANGUAGE

7. The training you launch will start in a separate window. Depending on how the training is set up, you may be shown all the contents to select from, or it may take you to the first item of required content.

CSP MCT 2021 LEVEL 1-2-5 INSPECTOR UPDATE - ACTIVITIES			×	7	Γ	CDPS_CSP_MCT_LEVEL 1:2:5 COURSE CONTENTS			×
CSP MCT 2021 LEVEL 1-2-5 INSPECTOR UPDATE - ACTIVITIES  NAME CDP8_CSP_MCT_Level 1-2-5 Course Contents CDP8_CSP_MCT_00SC B00K 2021  CDP8_CSP_MCT_00SC 2021 Level 1 and 2 Inspector 02 CD8_CSP_MCT_00SC 2021 Le	STATUS Store evaluated Not evaluated Not evaluated Not evaluated Not evaluated Not evaluated	ACTION LAUNCH LAUNCH LAUNCH LAUNCH LAUNCH	×	R		COPUE_CEPT_CALLENT_13SCOURE_CONTENTS		2021 CVSA Out of Service Criteria Level 1, 2 and 5 CMV Inspector Update	× • • :
CDPS_CSP_MCT_2020-02 CVSA Inspection Bulletin Drug and Alcohol Clearing House (Optional)	<ul> <li>Not evaluated</li> </ul>	LAUNCH			L			Course Information This online course is self-paced and will be recorded as part your annual requirement for ongoing training as a OPA conflict Acceleration	
CDPS_CSP_MCT_2020-03 CVSA Inspection Bulletin Identifying-Undeclared HM Shipments (Optional)	<ul> <li>Not evaluated</li> </ul>	LAUNCH						The training course consists of a short video, several informational documents and a short quiz. The first document on the list is a PDF version of this year's CVSA Out of Service Criteria (ODSC).	
CDPS_CSP_MCT_2020-05 CVSA Inspection-Bulletin-Roll- on-off Containers-Securement (Optional)	<ul> <li>Not evaluated</li> </ul>	LAUNCH					_	No Martin kan ana dari kan kan kan kan dari saka bara kan ana ana dari dari dari dari dari dari dari dar	Ħ

8. From this point you can continue with the training or stop at any point and it will save your position so that you can log in and continue from where you left off at a later point.

CDPS_CSP_MCT_LEVEL 1-2-5 COURSE CONTENTS		×		
content.pdf	1 / 1   − 100% +   E ¢	:	T I	Sign Off Content
		Ĥ		Are you sure you have understood the content of CDPS_CSP_MCT_OOSC BOOK 2021?
The second secon	2021 CVSA Out of Service Criteria Level 1, 2 and 5 CMV Inspector Update			NO YES

9. When you complete each document, video or other type of individual module content you can simply close the window viewer to return to the list of training items. Depending on how the content is set up, you may or may not be asked to "Sign Off" on the content. Not all content is required to be viewed for successful completion of the training as a whole.

10. As you work through the individual modules, your progress will be shown and tracked on the main page for the training (you will view this when you close out of the training or initially login each time). In some cases the training may require you to complete the individual modules in a specific order and other times you can select modules at random. However, if you are unsure, it is always best to complete the modules in the order that they are listed.

NAME	STATUS	ACTION
CDPS_CSP_MCT_Level 1-2-5 Course Contents completed on: 19-APR-2021	<ul> <li>Completed successfully</li> </ul>	RE-LAUNCH 🗸
CDPS_CSP_MCT_OOSC BOOK 2021 completed on: 19-APR-2021	Completed successfully	RE-LAUNCH 🗸
CDPS_CSP_MCT_OOSC 2021 Level 1 and 2 Inspector Q2 Training	O Not evaluated Sign off pending	LAUNCH
CDPS_CSP_MCT_2021 Level 1_2_5 OOSC PPT (Optional)	<ul> <li>Completed successfully</li> </ul>	RE-LAUNCH 🗸

- 11. You may also encounter a "Not Evaluated" listing for a training that you know that you have completed. Rather than re-launching the training, you can click on the "Sign off pending" link to sign and complete that module of training.
- 12. If you leave the training at some point and need to log back in to continue, you will need to navigate back to the training class using the menu found in the upper left corner of your homepage. Select the ≡ menu navigation and then select "Me" from that menu. This will bring you to the training which you had started earlier.



13. Selecting the training title link will bring you back to the class summary where it will show you what you have completed and have left to do.

≡		<b>O</b> Me	Learning Cat V Type to search		Q	Browse 🗸	Collections	HI, SABA TESTER
	Plan							
~	Activity		My Plan ACTIONS ~			Plan	≡ To-Do Lists	Calendar
0	Profile		Learning & Cartifications					
٠	Completed Learning							
	Learning Requests							
Ð	Order History		In Progress     1					
*	Impressions							
¢ĭ	Recommendations							
2	I'm Following							
20	Following me		Learning & Certifications Trilters	PROGRESS	DUE		ACTIONS	
	Collections	1	3 CSP MCT 2021 Level 1-2-5 Inspector	IN PROGRESS			VIEW SUM	/MARY 🗸
	Groups		Web-Based Source : SABA TESTER	-				
ß	Video Channels							<u>.</u>

CSP MCT 2021 Level 1-2-5 Inspector Update								
Course description : This course provides CVSA Certified Level 1, 2 and 5 Commercial Vehicle Inspectors with updates to the 2021 Out of Service Criteria and current inspection bulletins. It is a required training which covers all changes for the 2021-2022 Inspection year cycle.								
/ou have registered for the following class								
Class ID : 0000019621 Web-Based								
more Language : English	with updates to the 2021 Out of Service Crite	na and current inspection bulletins. It						
Duration : 00:45 Attachments >								
Duration : 00:45 Attachments >								
Duration : 00:45 Attachments > ACTIVITIES NAME	STATUS	ACTION						
Duration : 00:45         Attachments >         Attachments >         Activities         ACTIVITIES         NAME         CDPS_CSP_MCT_Level 1-2-5 Course Contents completed on: 19-APR-2021	STATUS	ACTION RE-LAUNCH						
Attachments >  Attachments >  Attachments >  Attachments >  ACTIVITIES  CDPS_CSP_MCT_Level 1-2-5 Course Contents completed on: 19-APR-2021  CDPS_CSP_MCT_OOSC BOOK 2021 completed on: 19-APR-2021	STATUS Completed successfully Completed successfully	ACTION RE-LAUNCH RE-LAUNCH						
Duration : 00:45         Attachments         Attachments         Activities         ACTIVITIES         NAME         CDPS_CSP_MCT_Level 1-2-5 Course Contents completed on: 19-APR-2021         CDPS_CSP_MCT_OOSC BOOK 2021 completed on: 19-APR-2021         CDPS_CSP_MCT_OOSC 2021 Level 1 and 2 Inspector Q2 Training	STATUS Completed successfully Completed successfully Not evaluated	ACTION RE-LAUNCH ~ RE-LAUNCH ~						

15. When you get to the end of a class you may encounter a test to pass for completion. Questions will be shown in various methods and depending on the settings, you may or may not be able to skip answering questions to return to later or be able to review your answers. You will need to read the instructions and follow all prompts to guide you through this process.

CSP_MCT 2021 INSPECTOR OOSC TEST		15	INSPECTOR OOSC TEST			
SABA TESTER	Question 1 of 5			WARNING	×	
During an inspection, you check the prohibited from operating a CMV un status. What course of action shou	e license status of a driver through CDLIS. There is a flag that indicates the driver is nder $49$ CPR 382.501(f)(a) based on their drug and alcohol clearing house(DACH) id you take?		R			
Place the driver OOS and docur	ment a violation of 390.3(e) on the roadside inspection.		spection, you check the loom operating a CMV unc	You will not be able to return to this qu	uestion. Leave this	
O Place the driver OOS and docur	ment a violation for 392.4(a) on the roadside inspection.		course of action should	question unanswered?		
You know the driver is in troub to tow his stuff and sort it all o let it all get sorted out with a Da	Ie, but you are not sure which regulations he violated, so you decide ut later. You'll probably just issue a violation, 'one of everything', and ataQ.	H	e driver OOS and docum			
<ul> <li>Place the driver OOS and documents</li> </ul>	ment a violation of 382.501(1)(a) on the roadside inspection.	11	e driver OOS and docum	1	NO YES	
Comment			w the driver is in trouble, is stuff and sort it all out get sorted out with a Data	out you are not sure which regulations m ater. You'll probably just issue a violatior Q.	e violated, so you decide i, 'one of everything', and	
	EXIT NEXT					
	Powered by Saba					

16. Upon completion of the test, you will be asked to submit your answers. When you submit your answers, your test will be graded and your results will be shown. In some cases you will be able to review and/or retake the exam depending on the settings of that exam.

CSP_MCT 2021 INSPECTOR ODSC TEST			CSP_MCT 2021 INSPECTOR OOSC TEST				
SABA TESTER	Summary		SABA TESTER	Analysis			
You have reached the end of the test.							
		16	You have	Congratulations e successfully passed the knowledge test for this training.			
			Thank you for taking the test. You may	ay now exit the player			
				EXIT REVIEW			
	Copyright ⊕ 2021 Saba So	oftware, Inc. All rights reserved.		Powered by Saba <sup>74</sup> Copyright © 2021 Saba Software, Inc. All rights reserved.			

17. Once you have successfully completed all required modules and any tests, the class will show "Successful" for completion and you will be able to view/print your certificate. You are not required to send anything or notify the Training Team in any way as your records will be retained in the system for review.

=	Learning Cat V Type to search	Q	В	Browse 🗸	Collections	Hi, SABA TESTER
(D: 000010640) Course description : This course provides CVSA Certi required training which covers all	el 1-2-5 Inspector Update fied Level 1, 2 and 5 Commercial Vehicle Inspectors with updates to the 2021 I changes for the 2021-2022 Inspection year cycle.	Out of Service Criteria and current inspection bulletins. It is	E) a	MY STATUS SABA TESTER Completed on : 19-AP Score: 100	R-2021	
You have registered for the following class Class ID : 0000019621 Web-Based		RETAKE		ASSIGNED BY		*
Class description : This course provides CVSA Certified Lev MOTE Language : English Duration : 00:45	rel 1, 2 and 5 Commercial Vehicle Inspectors with updates to the 2021 Out of	Service Criteria and current inspection bulletins. It				
Attachments > ★★★★★ < Share ☑ 6	Export Certificate	PRINT CERTIF	CATE			

Thank you for reading through this instructional document completely. Please retain a copy of this for your records and future reference in the case where you may need to refresh your memory. If you experience problems or circumstances that are not covered in this guide, please contact our Training Team via email for further assistance. You can send the email request to:

cdps comcsaptraining@state.co.us



*Motor Carrier Training* 15075 South Golden Road Golden, CO 80401 (<u>303) 273-1875</u> office (<u>303) 273-1939</u> fax

