

# SATERN

System for Administration, Training, and Educational Resources for NASA

National Aeronautics and  
Space Administration



## SATERN Deltas 5.8 SP5 – 6.4: Online Content Management

### Exercise Guide

(Version 6.4)  
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**From the NASA SATERN Program Office:**

All SATERN administrator training materials must be used alongside the SATERN Rules and Process Guide for administrators. The Guide identifies areas where SATERN functionality cannot enforce the Agency-defined usage of the system at NASA and provide guidance to enable administrator compliance with Agency-defined methods and procedures.

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# Lesson 1: Deltas for Creating Online Items

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*The wizard for add new item was modified in SATERN 6.4. In addition, the screen layout for online items is revised. In this lesson, SATERN admins will create and edit a new online item using an existing content object.*

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## LESSON 1 OBJECTIVES

Upon completion of this lesson, you will be able to:

- ◆ Create an item with online content using the revised New Item wizard for online items
- ◆ View the item content structure and edit as needed

## ADD NEW ITEM WIZARD > ONLINE ONLY ITEMS

An administrator can create a new online only item (covered in this lesson) or an item with at least one segment and with online content (known as a *blended item*).

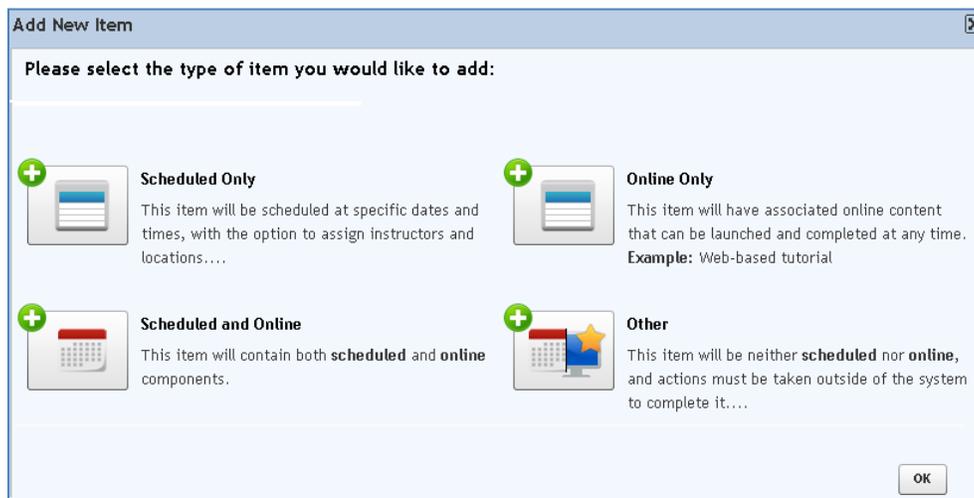


Figure 1. Add a New Item

First enter the basic information for the new item. Then you can add one or more content objects, including exam objects (Figure 2). Options include:

- ◆ **Add Folder:** Folders organize complex content by grouping and sequencing assigned content objects
- ◆ **Add Content Object:** Administrators assign individual content objects
- ◆ **Add Exam Object:** References a SATERN exam
- ◆ **Add Content Package:** Add multiple objects to the item content structure (content package is a grouping of content objects and/or exams)

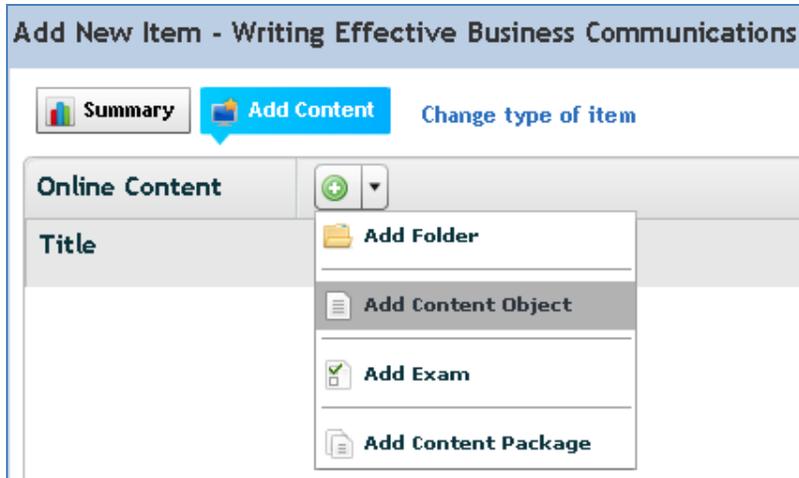


Figure 2. Add Content to a New Item

You can add multiple folders and objects, depending on the complexity of the item content structure.

In SATERN 5.8 SP5, you activated the online item only *after* saving. Now you can do this in the new item wizard via **Settings > Content is available for launch** (Figure 3).

From the same menu, you configure other options, such as completion status, when to record completion, etc.

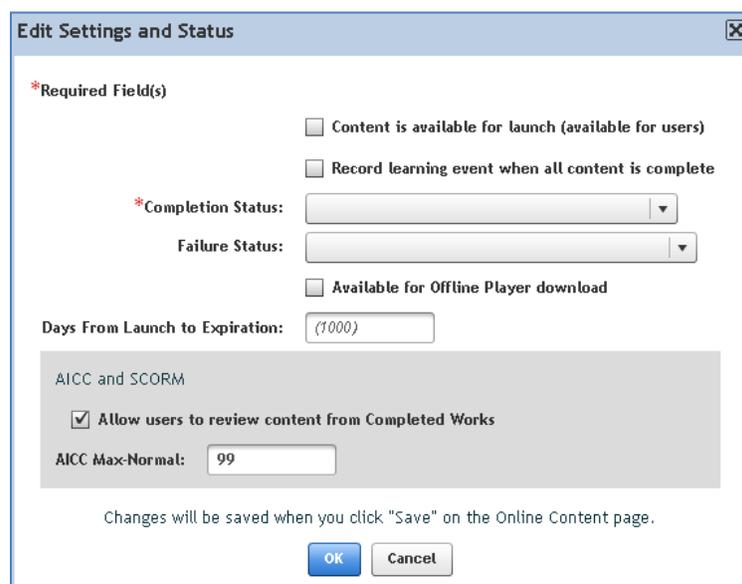


Figure 3. Edit Settings and Status



## Lab 1. Create an Online Item with the New Wizard

### Step

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1. Log in as an administrator and select the **admin** tab (if necessary).
2. Type **Add Item** into the Search field below the button bar.
3. Click **Go**.
4. Click to select the item type, **Online Only**. The plus sign changes to a checkmark.
5. Click **OK**.
6. Using your worksheet:
  - a. Select an item type, item ID, item title and item description
  - b. Select a domain ID for the item
  - c. Enter contact hours
7. Click **Continue**.

*NOTE: If you select **Save and Exit** at this point, you can save the basic item record and add online settings later.*
8. Click the plus sign (**Associate content to item icon**) in the table header.
9. Select **Add Content Object** from the drop-down menu:
  - a. Search for and select the content object
  - b. Enter the object name (e.g., *Click to Start Content*, or what you want the learner to see when launching the content object).
  - c. **ONLY IF** the content does not send completion information to SATERN would you check **Mark this object complete when launched**.

- d. Leave **Save in Folder: Root Level** as it is.  
*NOTE: in future, if you are creating a folder structure to organize content, you could create a new folder at this step.*
  - e. Click **OK**.
10. Click **Settings** in the header and **Modify Settings** from the drop-down:
    - a. Check the **Content is available for launch (available for learners)** checkbox.
    - b. Check the **Record learning event when all content is complete**.
    - c. Select a completion status from the **Completion Status** drop-down.
    - d. Click the **Allow learners to review content ...** checkbox if desired.
    - e. Click **OK**.
  11. Click **Save & Exit**.
  12. If the item can be self assigned - from the *Recommended Next* area click **Add Catalogs** to search for and select one or more catalogs.
  13. From the *Recommended Next* area click **Add Subject Areas**.
  14. From the *Recommended Next* area click **Assign to Learners** and assign this new item to your learner.  
*Note: The Learner Needs Management tool displays and will lead you through the process of assigning the online item to selected learners.*
  15. Log in as a learner and verify that the online item works properly.
  16. After testing, return to the item record and locate the screens to view/ an item with online content, covered in the next section.



#### *Job Aid: Create Online Items*

## VIEW/EDIT AN ITEM WITH ONLINE CONTENT

To view the online content objects of an item, search for and access the online item. Then select the **Online Content** tab from the **Related** area (Figure 4).

*NOTE: This tab was labeled Online Settings in SATERN 5.8 SP5.*

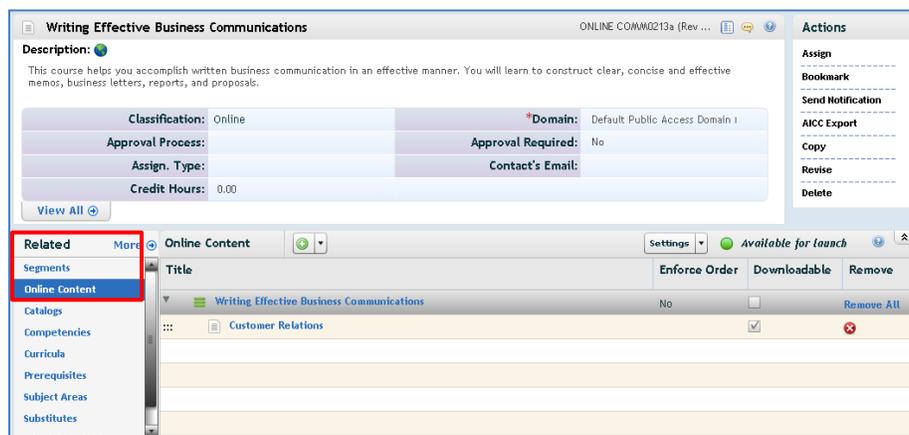


Figure 4. Related Area of Item Record > Online Content

### Adding and Organizing Content Objects

You can select the **Associate content to item** icon (  ) to modify the item's content structure. You might add, edit, remove, or reorder the elements (folders, content objects, exams, and content packages).

The **Force sequential completion of content** checkbox sets the order in which the objects must be completed, if applicable. You can set the sequencing at the item level (Figure 5) or folder level (Figure 6).

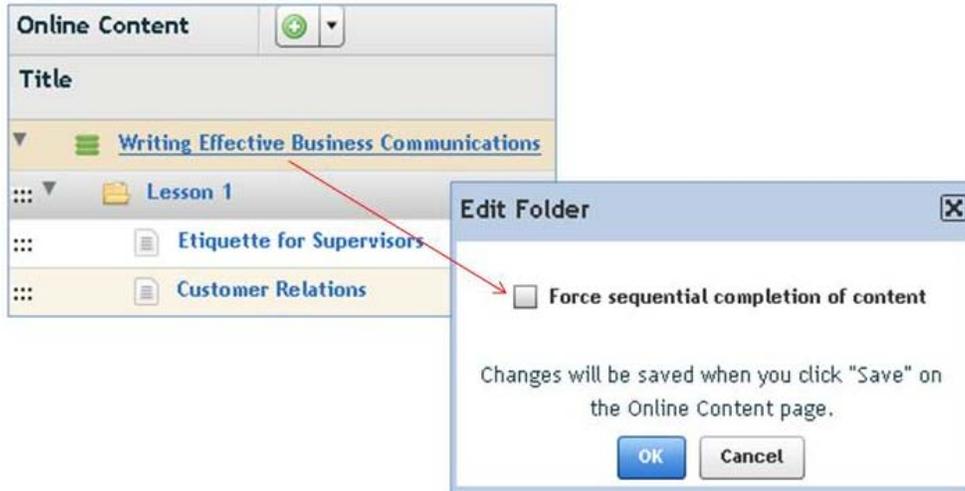


Figure 5. Force Sequencing at Item Level

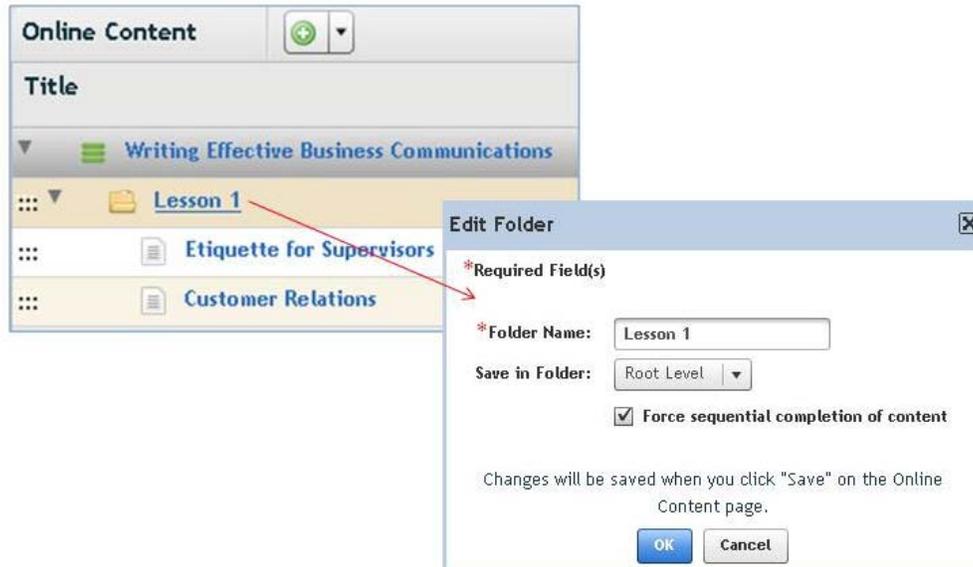


Figure 6. Force Sequencing at Folder Level

When an admin changes online settings for an existing item, the system displays a warning that asks the admin whether or not the item should be restarted by any learners who were in progress (Figure 7).

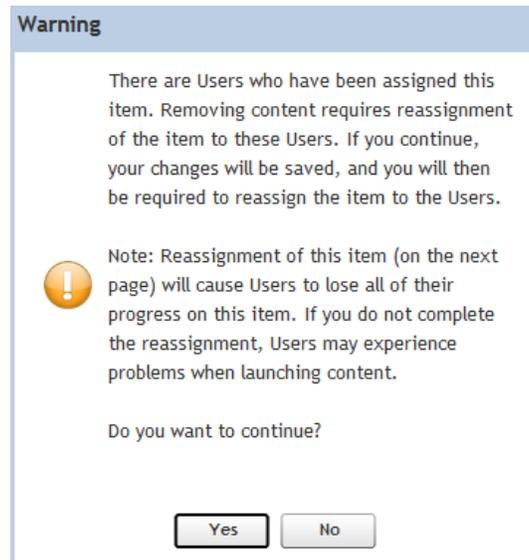


Figure 7. Warning Details

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## LESSON 1 WRAP UP

In this lesson, we discussed creating online items. The **Online Content** tab from the *Related* area of an item record specifies the online content structure of the item. An online item is entirely comprised of content objects. A blended includes both content objects and time-based segments required for scheduling.

You should now be able to:

- ◆ Create an item with online content using the revised New Item wizard for online items
- ◆ View the item content structure and edit as needed

# APPENDIX: New SCORM Import Assistant

*Some SATERN admins import SCORM content into the system. A new import wizard streamlines the steps by combining the import step with the add new item wizard. This appendix explains the steps to use the new functionality.*

## NEW SCORM IMPORT TOOL

All content following the SCORM 2004 standard must be imported using the SCORM Import Assistant to ensure needed sequencing and navigation information is available to SATERN. A content package is created each time a SCORM 2004 course is imported into SATERN.

SCORM defines content structure in a single manifest XML file (imsmanifest.xml). SATERN searches for this manifest within a .zip file.

If you select the **Deploy Content Server** checkbox, the system would extract the SCORM content and place it on the application server. Or you can clear the **Deploy Content Server** checkbox in this step. In this case, you need to provide a value in the **Launch URL Prefix** such as “/customcontent/scorm/”.



**Step 1: Select SCORM ZIP File**

Next

\* = Required Fields

\* SCORM ZIP File(s):

Deploy Content to Server

Launch URL Prefix:

Note: The URL prefix will be added to each content object launch URL.

Figure 8. Content Import Screen



## Lab 2. Import Content Structure using SCORM Import Tool

### Step

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1. Type **SCORM Import** in the command Search bar and select from the dropdown.  
*The Legacy SCORM Import launches the wizard from 5.8 SP5 which does not allow creation of a new item.*
2. Click **Browse** and locate the zipped file that includes the SCORM manifest XML (imsmanifest.xml), then click **Open**.
3. Using your worksheet, check the **Deploy Content to Server** checkbox or provide the prefix of the URL for the launch method.
4. Click **Next**.
5. Continue using your worksheet and enter the content package ID for the system to create a new content package.
6. Click the **Add New Item** checkbox and add a new item per your worksheet:
  - a. Select the item type from the drop-down menu.
  - b. Enter an item ID.
7. Configure the online settings.
8. Add the item to a catalog and subject area if desired.

Add New Item

**Summary**

\* Item Type:

\* Item ID:

\* Revision Date:    
(MMM/d/yyyy)

\* Revision Time:   
(hh:mm AM/PM)

\* Domain ID: 

**Online Settings**

Item is Online (available for Users)

Mark item complete when all objects are complete.

Allow review of AICC/SCORM content from the Learning History.

\* Online Completion Status:

**Catalogs**

Enter Catalog ID or [add one or more from list](#)

Catalog ID:

**Subject Areas**

Enter Subject Area ID or [add one or more from list](#)

Subject Area ID:

9. Click **Import Files**.
10. Review the new item and bookmark.

*\* BEFORE assigning the item to a learner, it is best to access each new content object and confirm the path in the **Launch Method** tab and the mastery score (if relevant).*

## Notes