

Job Aid: Sending Notifications

Course: Learning Needs Management

Topic Lab: Send Item/Curriculum Assignment Notification

Description

The purpose of this job aid is to guide Administrators through the step-by-step process of creating and sending notifications.

Tasks

- A. Create and Send Ad-hoc Notifications from Learner Search Results
- B. Create and Send Notifications Using Send Notifications Tool

Task A. Create and Send Ad-hoc Notifications from Learner Search Results

- 1 Navigate to Learners > Learners.

The screenshot displays the SATERN web application interface. At the top, there is a navigation bar with the SATERN logo and the text 'Systems for Administration, Training, and Educational Resources for NASA'. Below this, there are tabs for 'Learner', 'My Employees', and 'Admin'. A search bar is located below the navigation bar. The main content area is titled 'Learners' and contains a search form. The search form includes a 'Case sensitive search' option (radio buttons for Yes and No, with No selected), and several search criteria: Learner ID, Last Name, First Name, Learner Status (radio buttons for Active, Not Active, and Both, with Active selected), Domains, and Organizations. Each criterion has a 'Starts With' dropdown menu and a text input field. There are 'Search', 'Save As', and 'Reset' buttons at the bottom of the search form. A circled '1' is overlaid on the 'Learners' menu item in the left-hand navigation pane.

Search for a Learner by entering criteria for one or more fields.

For this example, let's search for all Learners within a specific Domain.

2 Enter the domain ID in the Domain field.

3 Click Search.

The results display all the records that meet the entered criteria.

4 If you wish to send a notification to all members of this domain, change the view per page to **500** to view all records.


5 Click the **Select All** link to select all Learners.

Note: Alternatively, you may choose to notify specific members by selecting the **Notify** check box next to their record.

6 Click **Send Notification**.

Learner ID	Learner Name	Organization ID	Job Position	Supervisor	Domain ID	Job Location	Notify
C-fmrahman	RAHMAN, FAITH M			C-c-yee	HQ-Contractor		<input type="checkbox"/>
C-parollins	ROLLINS, PAUL A	MSFC-1S01		C-cdreynolds	HQ-Contractor		<input type="checkbox"/>
C-jptrently	TRENTLY, JAMES P	MSFC-1S01		C-cdreynolds	HQ-Contractor	GSFC-2900	<input type="checkbox"/>
C-dwbromley	BROMLEY, DANIEL W			C-djwatson1	HQ-Contractor		<input type="checkbox"/>
C-rlsjr	SHERIDAN, RONALD L	GSFC-6060		C-freitz	HQ-Contractor	GSFC-6062	<input type="checkbox"/>
C-bkozak	KOZAK, BEATA			C-gcutler	HQ-Contractor		<input type="checkbox"/>
twilliams	WILLIAMS, TROY	HQ-XD020	NSSC-PDN-XD020-	C-jawashington	HQ-X	HQ-XD020	<input type="checkbox"/>

Step 5: Build Email of the Send Notifications wizard displays.

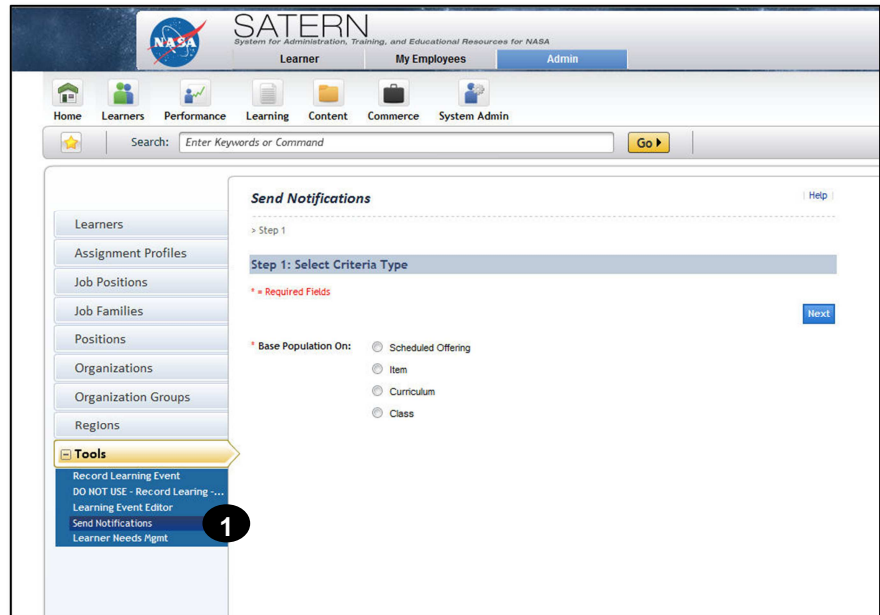
- 7 Click the **select icon** () to search for and select an email template.
- 8 Search for and select a Reply To and From email address.
- 9 Contents of the message can be customized by making any necessary edits to the required subject and body fields of the message as well as adding an attachment.
- 10 Click **Send Notification**.

You have successfully sent a notification to all selected Learners.

Click the **Start Over...** button to send additional notifications to a Learner population based on scheduled offering, item, curriculum, or class.

Task B. Create and Send Notifications Using Send Notifications Tool

1 Navigate to Learners > Tools > Send Notifications.

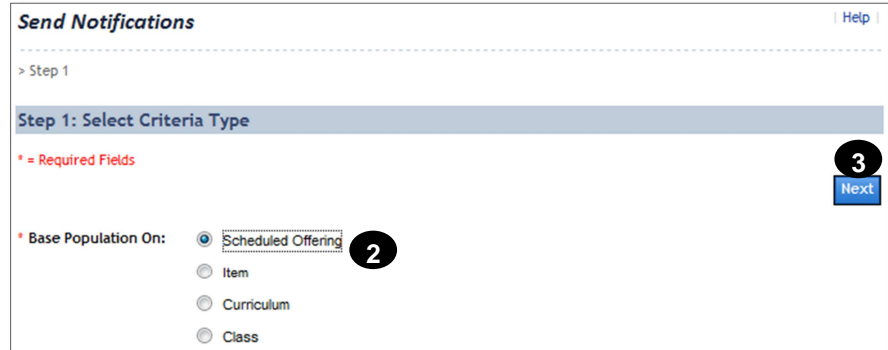


Step 1: Select Criteria Type of the Send Notifications wizard displays.

2 Select the criteria type on which the Learner population is based.

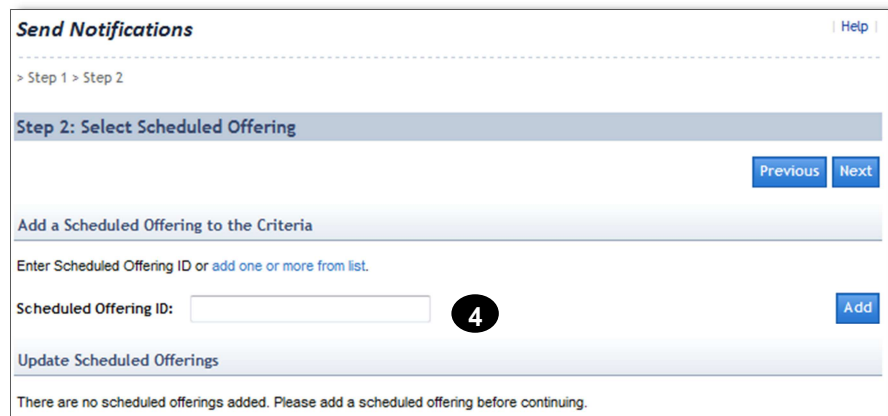
For this example, let's search for all Learners within a specific scheduled offering.

3 Click **Next**.



Step 2: Select Scheduled Offering of the Send Notifications wizard displays.

4 Add a scheduled offering to the criteria by clicking the **add one or more from list** link to search for the offering.



5 Search for a scheduled offering by entering a keyword.

Note: use the Add/Remove Criteria feature to add additional search criteria.

6 Click Search.

Scheduled Offerings

Search

Search Results

Search Scheduled Offerings

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Keyword: **5**

Item/Activity ID: Starts With

Start Date After: (MM/DD/YYYY)

Add/Remove Criteria [↔](#)

6 Search Reset

7 Select the scheduled offering by clicking the Add checkbox.

8 Click Add to continue.

Schedule Offerings

Search Results

Search Results

Select Offerings

Select All / Deselect All

ID	Description	Item/Activity	Start Date/Time	Add
58305	Training Development	COURSE NASA-TRADEV (Rev 5/3/2012 09:36 AM America/New York)	6/18/2012 08:00 AM America/New York	<input checked="" type="checkbox"/> 7

Select All / Deselect All

8 Add

This returns you to Step 2 of the Send Notifications wizard.

9 Click Next.

Send Notifications

Step 1 > Step 2

Step 2: Select Scheduled Offering **9**

Previous Next

Add a Scheduled Offering to the Criteria

Enter Scheduled Offering ID or add one or more from list.

Scheduled Offering ID:

Add

Update Scheduled Offerings

Apply Changes Reset

Select All / Deselect All

Scheduled Offering ID	Item/Activity	Description	Start Date/Time	End Date/Time	Remove
58305	COURSE NASA-TRADEV (Rev 5/3/2012 09:36 AM America/New York)	How to develop training	6/18/2012 08:00 AM America/New York	6/18/2012 05:00 PM America/New York	<input type="checkbox"/>

Step 3: Refine Population of the Send Notifications wizard displays.

10 Select a registration status for the scheduled offering or a completion status for the scheduled offering. In this example, let's select all Learners currently enrolled.

11 Click **Next**.

10 **11**

Step 4: Add/Remove Learners of the Send Notifications wizard displays.

Review the list of enrolled Learners.

12 Click the **add one or more from list** link to add more Learners.

and/or


13 Click the **Remove** checkbox for Learners you wish to remove from the list, and click **Apply Changes**.

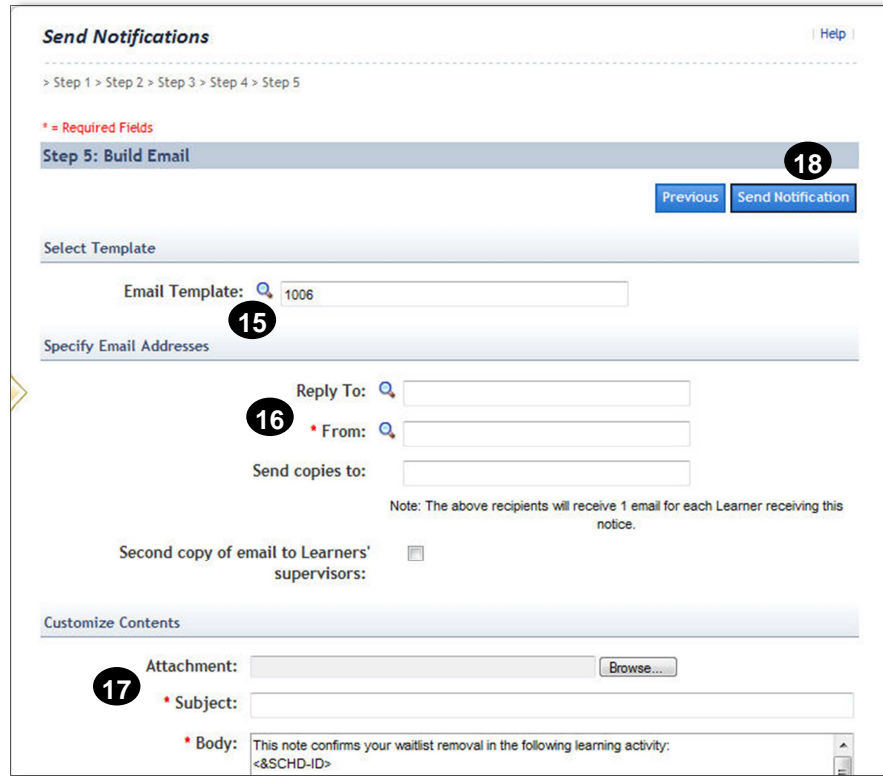
14 Click **Next**.

12 **13** **14**

User ID	User Name	Remove
ALMADDISON	Addison, Alexander M	<input checked="" type="checkbox"/>
BOJALBERTS	Alberts, Bonnie J	<input type="checkbox"/>
CAWAHMED	Ahmed, Carole W	<input type="checkbox"/>

Step 5: Build Email of the Send Notifications wizard displays.

- 15 Click the **select icon** () to search for and select an email template.
- 16 Search for and select a Reply To and From email address.
- 17 Contents of the message can be customized by making any necessary edits to the subject and body of the message as well as adding an attachment.
- 18 Click **Send Notification**.



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