

SATERN

System for Administration, Training, and Educational Resources for NASA

National Aeronautics and
Space Administration



SATERN Overview for Learners

May 2012

Session Objectives

- At the end of the session, participants will be able to:
 - Describe SATERN
 - Log into SATERN and search the Catalog
 - Register for an onsite Scheduled Offering
 - Launch online training
 - View their Learning Plan
 - View Learning History
 - Run Reports

Course Agenda

Introduction

- Module 1: SATERN Overview
- Module 2: Getting Started
- Module 3: Registering for Training
- Module 4: Working with Learning Plans
- Module 5: Learning History and Reports

Summary

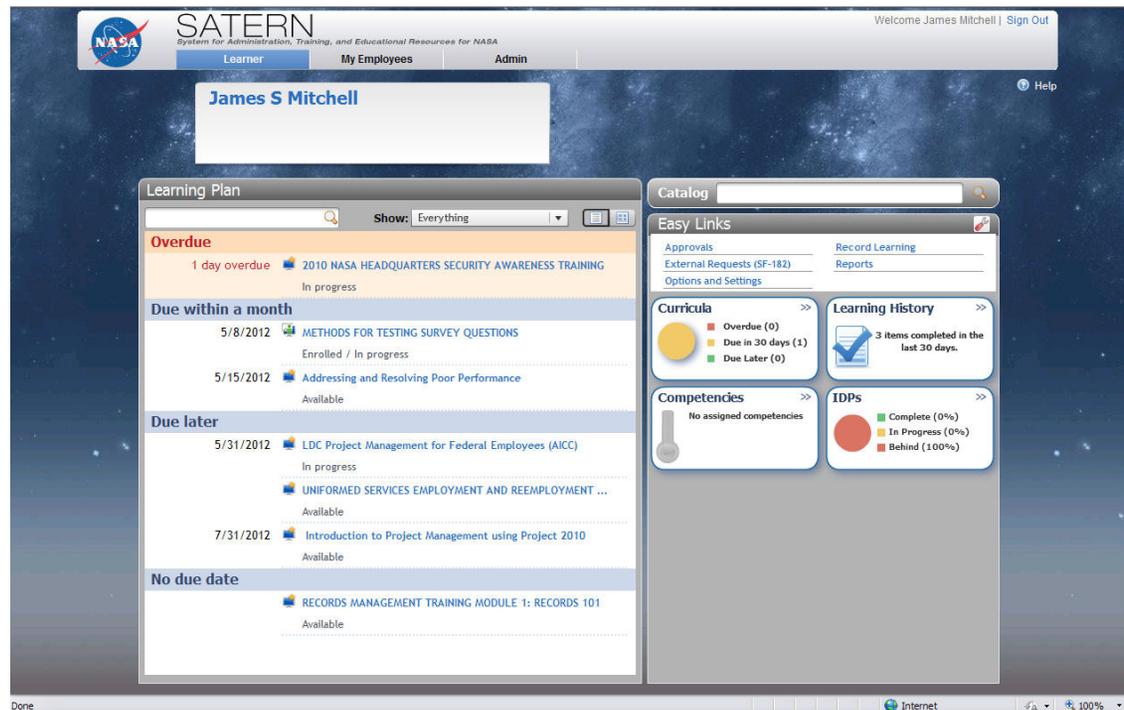
SATERN

SATERN Overview for Learners

Module 1: SATERN Overview

What is SATERN?

SATERN - the *System for Administration Training and Educational Resources for NASA* - is NASA's Learning Management System that offers Web-based access to training information

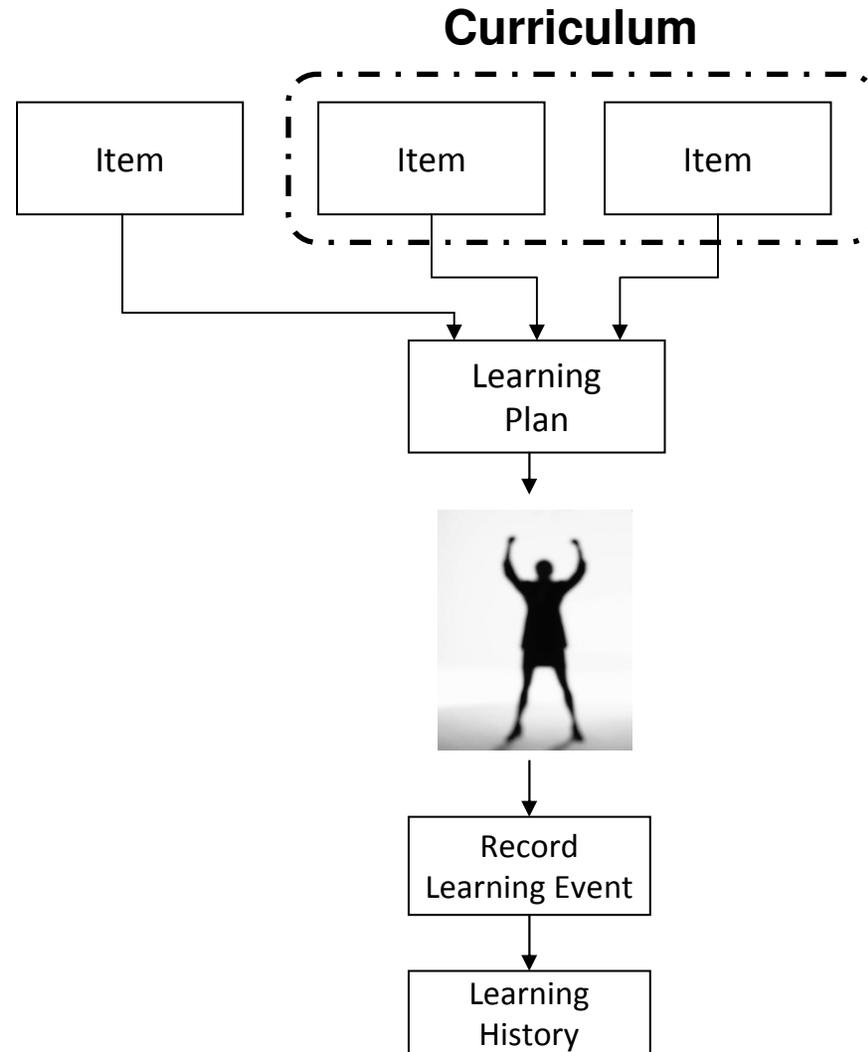


What does SATERN do for Employees?

SATERN provides employees a “one-stop” approach to managing NASA training activities. Through SATERN, employees are able to:

- Launch online courses
- Search course catalogs for training opportunities
- Submit training registration requests
- Generate personalized training reports
- Receive e-mail reminders on scheduled training
- Check the status of enrollment
- Create and manage Individual Development Plans (IDPs)

Learning Needs Management Model



SATERN Overview for Learners

Module 2: Getting Started

Logging into SATERN

1. Launch Internet browser and go to <https://satern.nasa.gov>

Need Help accessing SATERN?

1. Log into the SATERN Informational Web site at <https://saterninfo.nasa.gov>
2. Navigate to Resources > Guides and Aids
3. Click “How do I log into SATERN?” job aid for step-by-step instructions

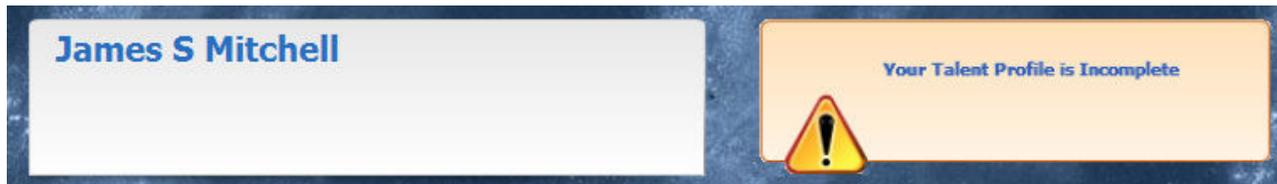
The Home page is divided into several sections that enable Learners to easily access the most commonly used functions in SATERN:

The screenshot shows the SATERN home page for user James S Mitchell. The page features a NASA logo and the SATERN title with the subtitle "System for Administration, Training, and Educational Resources for NASA". Navigation tabs for "Learner", "My Employees", and "Admin" are visible. The user's name "James S Mitchell" is displayed in a large box. The main content area is divided into two columns. The left column, titled "Learning Plan", shows a search bar and a "Show: Everything" dropdown. It lists three items: "2010 NASA HEADQUARTERS SECURITY AWARENESS TRAINING" (1 day overdue, In progress), "METHODS FOR TESTING SURVEY QUESTIONS" (5/8/2012, Enrolled / In progress), and "Addressing and Resolving Poor Performance" (5/15/2012, Available). The right column, titled "Catalog", includes a search bar and an "Easy Links" section with links for Approvals, External Requests (SF-182), Options and Settings, Record Learning, and Reports. Below the links are four summary cards: "Curricula" (0 Overdue, 1 Due in 30 days, 0 Due Later), "Learning History" (3 items completed in the last 30 days), "Competencies" (No assigned competencies), and "IDPs" (0 Complete, 0 In Progress, 100% Behind).



The top menu frame provides a link to Sign Out and tabs to access other functional areas in SATERN (e.g., Learner, My Employees, Admin), depending upon the Learner's permissions.

The Learner card displays a summary of the Learner and any current alerts:



Click on the Learner's name to view the personal profile and verify the information is accurate:

Profile (Last Updated: 5/2/2012) Print Help

Contact the talent profile administrator if you need to change information in a section that you cannot edit.

3 of 3 sections completed.

Contact Information

James S Mitchell
james.s.mitchell@nasa.gov

Employee Information

Learner ID:	C-jsmitchell4
Employee Type:	Civil Service Employee
Employee Status:	FULL-TIME
Supervisor:	JENNIFER F MYERS
Number of Direct Reports:	1
Hired on:	10/2/2011
Length of Service:	7 months
Domain:	NASA Headquarters
Role:	System Default User Role
Supervisor By-pass Flag:	Y (Yes)

Contact Numbers

202-358-0867

The lower frame provides the Learner with various ways to locate and perform actions:

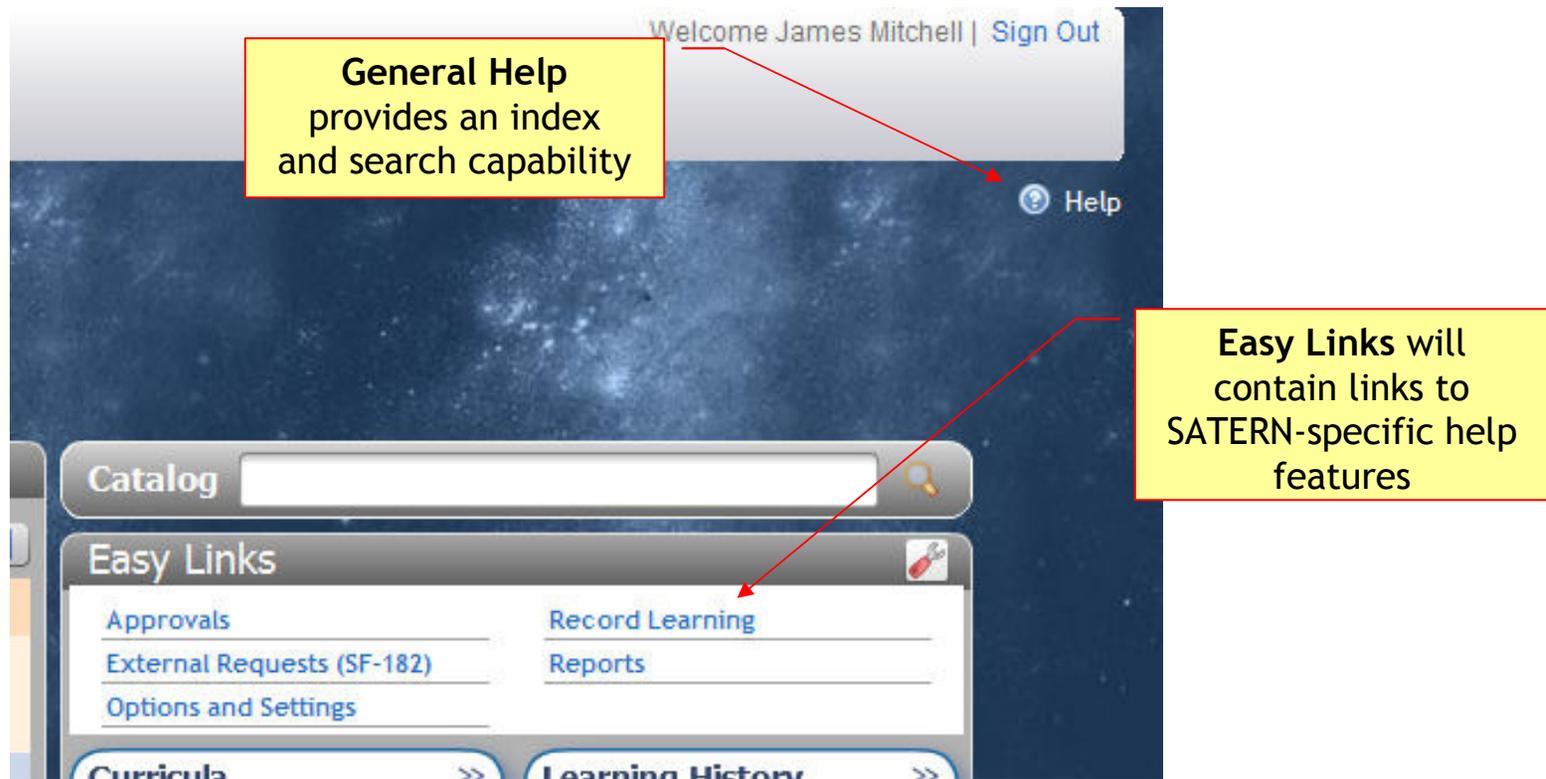
The screenshot displays the SATERN interface. On the left is the 'Learning Plan' window, which lists items categorized by due date: 'Overdue' (1 day overdue), 'Due within a month', and 'Due later'. On the right is the 'Catalog' window, which includes a search bar, 'Easy Links' (Approvals, External Requests, Options and Settings, Record Learning, Reports), and four 'Status Pods': 'Curricula' (Overdue: 0, Due in 30 days: 1, Due Later: 0), 'Learning History' (3 items completed in the last 30 days), 'Competencies' (No assigned competencies), and 'IDPs' (Complete: 0%, In Progress: 0%, Behind: 100%).

Four yellow callout boxes with red arrows point to specific features:

- Easy Links**: Points to the 'Easy Links' section in the Catalog window.
- Catalog Search**: Points to the search bar in the Catalog window.
- Learning Plan**: Points to the 'Learning Plan' window.
- Status Pods**: Points to the 'Curricula' status pod in the Catalog window.

- **Learning Plan:** The Learning Plan displays a list of the tasks for action, grouped by the due dates.
- **Catalog Search:** The Catalog search textbox allows the Learner to enter keywords to perform a quick search for related items in their catalog.
- **Easy Links:** The Easy Links section is another way that the Learner can access some of the most commonly used functions.
- **Status Pods:** The Status Pods (below the Easy Links) is a way for Learners to view a snapshot of progress on various learning and performance activities, as well as access those functions.

The online help system contains useful information, and is a good resource for Learners unsure of how to complete a task or locate a feature:



The NSSC Contact Center can also provide Learner assistance at 1-877-677-2123

SATERN Overview for Learners

Module 3: Registering for Training

- SATERN allows Learners to register for training through a Catalog search.
- This module will review how to:
 - Register for Onsite Learning
 - Launch Online Learning
 - View your Current Registrations

How do I learn what training is available?

- Learners can learn about available training offerings in a number of ways:
 - **Simple Catalog Search**
 - Use keywords to search title and description fields
 - **Browsing the Catalog**
 - Look at available training by subject area
 - **Calendar of Offerings**
 - See what training is scheduled in a calendar view
 - **Advanced Catalog Search**
 - Search by specific fields

The SATERN Quick Reference Guide provides detail on how to perform each of these tasks. Please visit SATERN Informational Website at <https://saterninfo.nasa.gov> > Resources > Guides and Aids

Registering for Onsite Training - Simple Catalog Search

- Learners can self-register for a Scheduled Offering of a learning activity. Some training is not open for self-registration.
- On the Home page, click in the Catalog Search Field and enter search keywords. Then click the search  icon.



- The results of the search are displayed.

- Items that have Scheduled Offerings available have a ► next to the title (*Note: If **Request Schedule** appears there are no scheduled offerings for this activity*). Click on ► to display the Scheduled Offerings.
- To register for a Scheduled Offering, a Learner clicks the **Register** button for the offering he/she wishes to attend:

Catalog Training Development [Advanced Search](#)

Curricula Instructor-Led Online Blended Other Exact Phrase
 Search All Languages

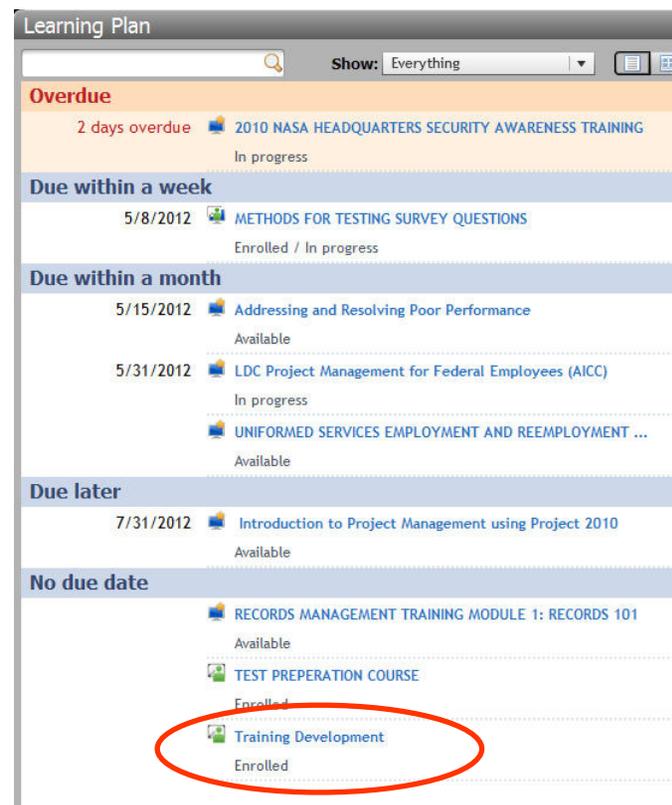
Search Results

Catalog Search Results

Title ▲	Type	Price	Status	Action		
▼ Training Development				Add to Learning Plan		
See Offerings						
Description	Start Date/Time	Duration	Location	Available Seats	Price	Action
Description goes here	5/30/2012 08:00 AM America/New York	9.00 hours	Headquarters - HQ Conference Room	unlimited	0.00 (USD)	Register
Description goes here	5/31/2012 08:00 AM America/New York	9.00 hours	Headquarters - HQ Conference Room	unlimited	0.00 (USD)	Register
Training Development-2						Request Schedule Add to Learning Plan
					~0.00 (USD)	

- If **Request Schedule** appears, there are no Scheduled Offerings for this activity.
- If approval is required, a warning screen will appear. Click **YES** to proceed.
- Enter any comments into the Comments field and click **Confirm**.

Registering for Onsite Training



- The Learner is now registered for the offering, and it has been added to his/her Learning Plan.

Launching online Content from the Catalog

- Online content is any content that can be launched using the Learner's computer. No registration is required for online training; simply launch the content by following these steps:
 - From the Catalog, click on the **Go to Content** button:

The screenshot displays the SATERN Catalog search interface. At the top, there is a search bar and a 'Go' button. Below the search bar, there are several filter checkboxes: 'Curricula', 'Instructor-Led', 'Online', 'Blended', 'Other', 'Exact Phrase', and 'Search All Languages'. The main content area is divided into two sections: 'Subject Area Menu' and 'Items'. The 'Subject Area Menu' on the left lists categories like 'Business Management/Administration (172)', 'Records Management (12)', 'CFO University (4)', 'Computer and Information Technology (97)', and 'Dryden Flight Research Center (1)'. The 'Items' section on the right shows a list of courses. The first course is 'DIRECTIVE MANAGEMENT TRAINING' with a description, length of 1.00, and status of --. Below it is 'NASA RECORDS MANAGEMENT FOR EVERYONE' with a description, length of 0.60, and status of --. Each course listing has an 'Add to Learning Plan' button and a 'Go to Content' button. The 'Go to Content' button for the first course is circled in red.

- When Learners launch from the Catalog, the online training is automatically added to their Learning Plan.

Launching online Content from the Catalog

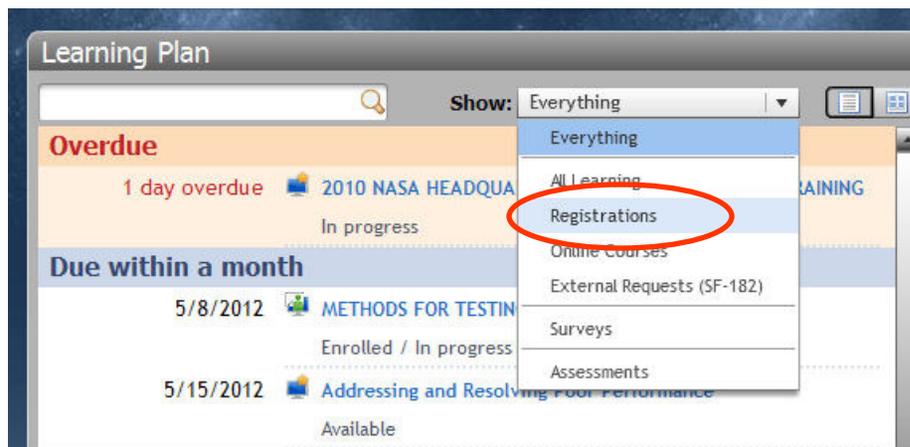
- The Online Content Structure screen appears and the elements of the course are displayed. In this example there are two parts to the course: online learning and an exam. Click on the **Title** to launch the training.



- After the Learner has completed the online learning, he/she takes the option to **Return to the Content Structure** to be returned to this screen. The Learner can then click take the exam.

Note: Once an online course is completed, it is removed from the Learning Plan and placed in the Learning History. If the Learner wishes to, he/she may re-launch the online content from their Learning History.

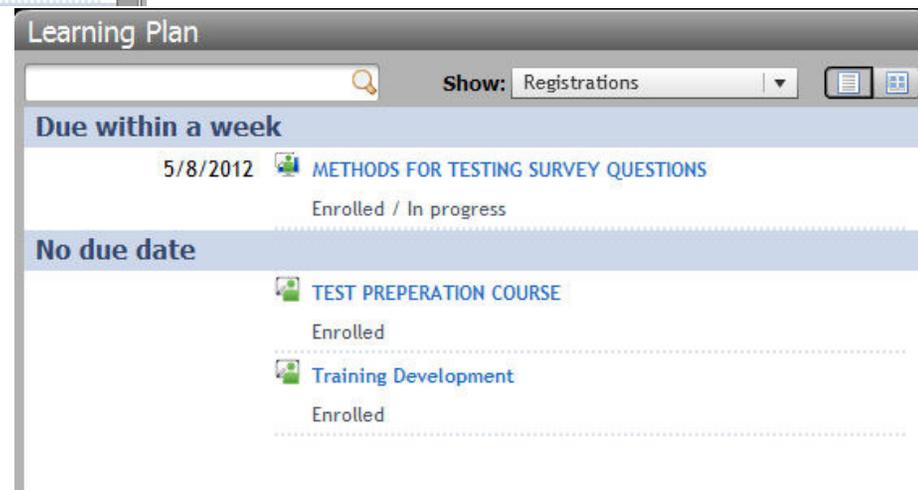
Viewing Current Registrations



To view current registrations from the Learning Plan, click the drop-down arrow on the **Show** menu and choose **Registrations**:

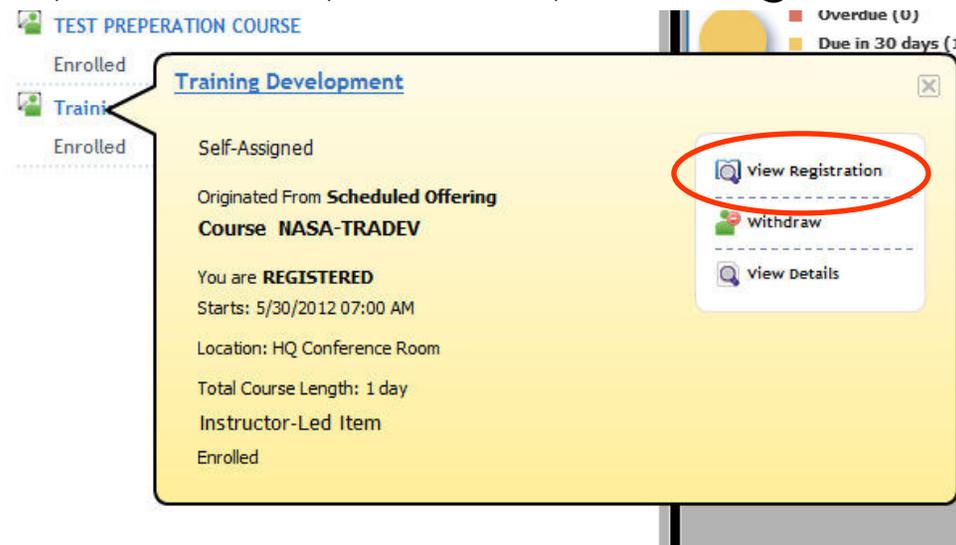
Only Scheduled Offerings the Learner is registered for will show.

Note: On-line items do not show as registered.



Viewing Current Registrations

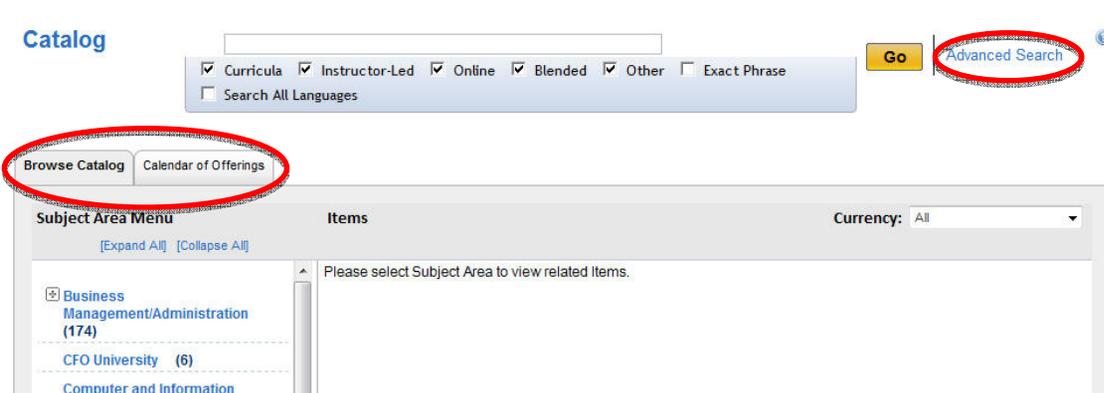
- To view the Segment Details for the Scheduled Offering, hover over the title to view the summary card. The information includes the start date, start time, location, and length of the course.



- Click on **View Registration** to see more detailed information on Segments, Contacts, Comments, or Approval Status.

Additional Search Methods

To execute one of the other search methods (Browse, Calendar of Offerings, or Advanced Search), click the **Catalog** link on the Home Page.



Click on the **Browse Catalog** or **Calendar of Offerings** tabs to search by those methods, or click **Advanced Search** to search for more specific criteria

SATERN Overview for Learners

Module 4: Learning Plans

What is a Learning Plan?

- The Learning Plan is a list of learning activities (i.e., Items) that the Learner has expressed interest in or that have been assigned to him/her. It is a learning “To Do” list.
- Activities on the Learning Plan can be added by the Learner, SATERN Administrators, or the Learner’s Supervisor.
- Once completed, learning activities move from the Learning Plan to the Learning History. However, if a retraining requirement is associated with a learning activity, it will stay on the Learning Plan with a new “Required By” date.
- From the Learning Plan the Learner can:
 - View the details of a learning activity he/she has selected or has been assigned
 - View the “Required By” date for completion of a learning activity
 - Register for a Scheduled Offering
 - View details about his/her registration in a Scheduled Offering
 - Remove a learning activity the Learner added to his/her Learning Plan
 - Launch online content

Accessing the Learning Plan

- As shown in the Getting Started module, the Learning Plan appears on the **Home** screen when the Learner logs in.
- Information on the Learning Plan includes the **Title** of the learning activity, **Type** of the learning activity (as indicated by the various icons next to the title), and the date the learning is due to be completed.
- The **Title** of an Item on the Learning Plan is a clickable link. Click on this link to open the Item Details and view the current status and other actions the Learner can take.



The screenshot displays the 'Learning Plan' interface. At the top, there is a search bar and a 'Show: Everything' dropdown menu. The items are organized into several categories:

- Overdue:** 2 days overdue. Item: 2010 NASA HEADQUARTERS SECURITY AWARENESS TRAINING (In progress).
- Due within a week:** 5/8/2012. Item: METHODS FOR TESTING SURVEY QUESTIONS (Enrolled / In progress).
- Due within a month:** 5/15/2012 (Addressing and Resolving Poor Performance, Available) and 5/31/2012 (LDC Project Management for Federal Employees (AICC), In progress). Below this is UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT ... (Available).
- Due later:** 7/31/2012. Item: Introduction to Project Management using Project 2010 (Available).
- No due date:** RECORDS MANAGEMENT TRAINING MODULE 1: RECORDS 101 (Available), TEST PREPERATION COURSE (Enrolled), and Training Development (Enrolled).

Accessing the Learning Plan

- To remove an Item, hover your mouse over the Item title and click **Remove**:

The screenshot displays a 'Learning Plan' interface. At the top, there is a search bar and a 'Show: Everything' dropdown menu. The main content area is divided into sections based on due dates: 'Overdue', 'Due within a week', and 'Due within a month'. The 'Overdue' section is highlighted in orange and shows a list of items, including '2010 NASA HEADQUARTERS SECURITY AWARENESS TRAINING' which is marked as '2 days overdue' and 'In progress'. A tooltip window is open over this item, providing details: 'Self-Assigned', 'Course HQ-005-10', 'Overview of Physical, Personnel and Information Security, Workplace Violence, Counterintelligence, and Emergency Management.', 'Online Item', 'In progress', and '2 days overdue'. The tooltip also contains three buttons: 'Go to Content', 'Remove' (circled in red), and 'View Details'. The 'Remove' button is a red square with a white 'X' icon.

SATERN Overview for Learners

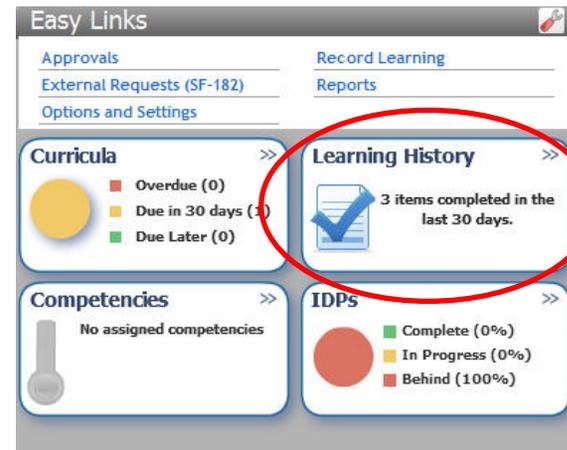
Module 5: Learning History and Reports

Learning History

- The Learning History is a list of learning activities that the Learner has successfully completed or attempted to complete.
- It includes a record of the date and time of his/her attempt to complete the learning activity, the completion status, the Item ID and Title, and the instructor and grade, if applicable.
- In SATERN, the Learner will be able to view his/her Learning History for all the courses that he/she registers for or takes online through SATERN.

Learning History

- From the Home page, click on the **Learning History** pod to view the Learner's Learning History:



Click on the Item Title to view a complete description of the Item

Completion Status is the status assigned to your learning event

Completion Date and Time

Learning History

Competency History

Show Completions: All

Type	Title	Status	Completion Date *
Learning	Leading Change	Completed	4/29/2012 12:03 PM
Learning	THE GETTYSBURG LEADERSHIP EXPERIENCE	Completed	4/20/2012 01:45 PM
Learning	Getting Started With NASA's SkillSoft e-Learning and Boo	Completed	4/18/2012 12:43 PM

Running Reports

- SATERN allows a Learner to generate a number of different standard reports including:
 - Learning Plan
 - Learning History
 - Item request
- All reports have the same options to describe how the Learner wants to run the report.

Running Reports

- Select **Reports** from the Easy Links menu on the home page:



Reports

Select a Report from the list below to run a report for yourself or your:

Report Name

- [Certificate Of Completion Learning Event](#)
- + [Competency Assessment Comparison](#)
- + [Curriculum Status](#)
- [Individual Development Plan \(IDP\)](#)
- + [Item Requests](#)
- + [Item Status](#)
- + [Learning History](#)
- + [Learning Hours](#)
- + [Learning Needs](#)
- + [Learning Plan](#)
- + [Tuition](#)

- Click on the **Report Name** to open the report
- Select report options
- Click **Run Report**

Formatting Reports

- Learners can designate formatting and printing preferences for the report:

Reports [Help](#)

[Back to Browse Reports](#)

Run Learning History Combined

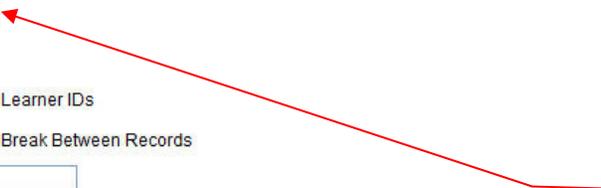
Learner: Self Direct Subordinates All Subordinates All

Report Title:

Report Header:

Report Footer:

Report Destination:

Report Format: 

Mask Learner IDs

Page Break Between Records

Completed Date From:

Completed Date To:

Report Type: Summary Detail

Print Comments: Yes No

Sort Items: Completion Date Item ID

Report Format
Choose the appropriate format (e.g., HTML, PDF)

[Run Report](#) [Reset](#)

SATERN Overview for Learners

Summary

Summary

- SATERN provides a real-time tool to help employees manage their learning and development.
- SATERN is available 24/7 and is accessible via the Web.
- Support for SATERN is available via the NSSC Contact Center, the **?Help** in SATERN, and through the Center Training Office.
- A Web-based tutorial on SATERN functionality is available at <https://saterninfo.nasa.gov>.