



SATERN

System for Administration, Training, and Educational Resources for NASA

SATERN Work Arounds & Tips

*2008 SATERN Administrator Summit
Wallops Flight Facility – Wallops Island, VA*

Ellen Blahut
Rebecca Howlett
September 30, 2008





Session Objectives

At the end of the session, participants will:

- ... be familiar with some common Work Arounds and Tips.
- ... have access to resources, such as job aids, to help them in the future.
- ... have had fun and learned a thing or two!



Agenda

- Introduction
- Work Arounds and Tips:
 - Item
 - Scheduled Offering
 - Learner
 - Discipline
 - NF1735
 - Curricula/Assignment Profiles
 - Reports
 - Misc.
- Summary

Introduction:

- Posts to the SATERN Admin ListServe were used as the basis for this presentation.
- Not all posts are included.

ITEM RELATED

How do I place downloadable files on SATERN?

- Use a document object and attach to the item.
- Content must meet certain guidelines.
- Work with SATERN Content Development Team; info available at <https://satern-courses.msfc.nasa.gov/>

SATERN Content Development

[Our Services](#) [Developers](#) [Course Owners](#) [Resources](#)

OVERVIEW

SATERN (*System for Administration, Training, and Educational Resources for NASA*) is NASA's Learning Management System (LMS) that offers web-based access to training and career development resources for NASA employees and contractors. SATERN supports the entry of both instructor-led and online training for the NASA community.

Whether you are a Course Owner who has training materials they would like posted or a Developer who is working on coding training materials into a supported format, this website serves as a resource for placing **online** training content into SATERN.

ABOUT THE SATERN CONTENT DEVELOPMENT TEAM

The SATERN Content Development Team is your guide for placing online training content into SATERN. We can provide the following services to you:

- Answering any questions you may have about how to get your training materials onto SATERN.
- Testing your online training to make sure that it meets the standards defined by the SATERN Operational Review Board. This is **required** for all online content loaded into SATERN.
- Providing help in loading your training materials (online training, supporting documents, etc.) into SATERN.
- Converting your training materials into online training which is compatible with the SATERN requirements.
- Bringing your developed online training into conformance with the SATERN standards.
- Making modifications to your existing online training.

+ NASA Website
+ NASA Privacy Statement, Disclaimer, and Accessibility Certification



NASA Official:
Bill Brewster
Website Manager:
SATERN Content Development Team



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IMPORTANT INFO

Content Development Guide
Concise information about developing online content for SATERN.
Frequently Asked Questions
Common questions about developing online content for SATERN.

RELATED SITES

SATERN
NASA's Learning Management System.
SATERN Info
Current information about SATERN.

How do I get information on who has completed an object that has been assigned as part of an item?

- Learner Online Item Status report
 - Filter by item
 - Check “Include Object Details” box

Microsoft Excel - LearnerOnlineItemStatus8-28-08

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Item	Learner Name	Last Activity	Credit Given	Finished	Has Access	Object	Last Activity	Credit Given	Finished	Has Access	Time (HH:M M:SS)	Times Entered	
2	SMA-001-07	Johnson, Donald H	7/15/2008 05:54 PM EST	Yes	Yes	Yes	Introduction to Human Error	7/15/2008 03:24 PM EST	Yes	Yes	Yes	2:23:52	1	
3	SMA-001-07	Johnson, Donald H	7/15/2008 05:54 PM EST	Yes	Yes	Yes	Test	7/15/2008 05:54 PM EST	Yes	Yes	Yes		1	
4	SMA-001-07	Smith, Darlene N	8/15/2008 02:40 PM EST	Yes	Yes	Yes	Introduction to Human Error	7/3/2008 02:11 PM EST	Yes	Yes	Yes	5:00:51	3	
5	SMA-001-07	Smith, Darlene N	8/15/2008 02:40 PM EST	Yes	Yes	Yes	Test	7/3/2008 04:36 PM EST	Yes	Yes	Yes		1	
6	SMA-001-07	LeBlanc, Joseph A	8/14/2008 03:35 PM EST	Yes	Yes	Yes	Introduction to Human Error	8/14/2008 03:08 PM EST	Yes	Yes	Yes	0:27:14	2	
7	SMA-001-07	LeBlanc, Joseph A	8/14/2008 03:35 PM EST	Yes	Yes	Yes	Test	8/14/2008 03:35 PM EST	Yes	Yes	Yes		1	
8	SMA-001-07	LeBlanc, Joseph A	7/28/2008 02:48 PM EST	Yes	Yes	Yes	Introduction to Human Error	7/28/2008 12:38 PM EST	Yes	Yes	Yes	2:09:51	1	
9	SMA-001-07	LeBlanc, Joseph A	7/28/2008 02:48 PM EST	Yes	Yes	Yes	Test	7/28/2008 02:48 PM EST	Yes	Yes	Yes		1	
10	SMA-001-07	Wolf, John C	7/29/2008 07:30 AM EST	Yes	Yes	Yes	Introduction to Human Error	7/28/2008 01:47 PM EST	Yes	Yes	Yes	17:42:42	1	
11	SMA-001-07	Wolf, John C	7/29/2008 07:30 AM EST	Yes	Yes	Yes	Test	7/29/2008 07:30 AM EST	Yes	Yes	Yes		1	
12	SMA-001-07	Traffis, Lawrence A	8/22/2008 01:11 PM EST	Yes	Yes	Yes	Introduction to Human Error	8/22/2008 10:58 AM EST	Yes	Yes	Yes	3:42:12	4	
13	SMA-001-07	Traffis, Lawrence A	8/22/2008 01:11 PM EST	Yes	Yes	Yes	Test	8/22/2008 12:31 PM EST	Yes	Yes	Yes		1	
14	SMA-001-07	Medina, Loretta M	7/7/2008 07:59 AM EST	Yes	Yes	Yes	Introduction to Human Error	7/7/2008 06:43 AM EST	Yes	Yes	Yes	8:42:19	4	
15	SMA-001-07	Medina, Loretta M	7/7/2008 07:59 AM EST	Yes	Yes	Yes	Test	7/7/2008 07:59 AM EST	Yes	Yes	Yes		2	
16	SMA-001-07	Parke, Natasha L	7/28/2008 12:27 PM EST	Yes	Yes	Yes	Introduction to Human Error	7/28/2008 11:16 AM EST	Yes	Yes	Yes	0:37:08	1	
17	SMA-001-07	Parke, Natasha L	7/28/2008 12:27 PM EST	Yes	Yes	Yes	Test	7/28/2008 12:27 PM EST	Yes	Yes	Yes		2	
18	SMA-001-07	Dinzio, Peter	7/29/2008 11:11 AM EST	Yes	Yes	Yes	Introduction to Human Error	7/29/2008 10:05 AM EST	Yes	Yes	Yes	1:02:21	2	
19	SMA-001-07	Dinzio, Peter	7/29/2008 11:11 AM EST	Yes	Yes	Yes	Test	7/29/2008 11:11 AM EST	Yes	Yes	Yes		1	
20	SMA-001-07	Renna, Patrick M	8/25/2008 02:29 PM EST	Yes	Yes	Yes	Introduction to Human Error	8/25/2008 01:04 PM EST	Yes	Yes	Yes	2:15:13	2	
21	SMA-001-07	Renna, Patrick M	8/25/2008 02:29 PM EST	Yes	Yes	Yes	Test	8/25/2008 02:29 PM EST	Yes	Yes	Yes		2	
22	SMA-001-07	Mygrant, Tamala F	8/28/2008 08:38 AM EST	Yes	Yes	Yes	Introduction to Human Error	8/28/2008 08:38 AM EST	Yes	Yes	Yes	1:35:55	2	
23	SMA-001-07	Mygrant, Tamala F	8/28/2008 08:38 AM EST	Yes	Yes	Yes	Test	8/26/2008 03:33 PM EST	Yes	Yes	Yes		1	
24	SMA-001-07	McKinley, Vernon E	8/19/2008 09:21 AM EST	Yes	Yes	Yes	Introduction to Human Error	8/18/2008 11:57 AM EST	Yes	Yes	Yes	3:01:12	7	
25	SMA-001-07	McKinley, Vernon E	8/19/2008 09:21 AM EST	Yes	Yes	Yes	Test	8/19/2008 09:21 AM EST	Yes	Yes	Yes		9	
26	SMA-001-07	MYERS, CHRISTIE J	7/14/2008 01:43 PM EST	Yes	Yes	Yes	Introduction to Human Error	7/14/2008 09:37 AM EST	Yes	Yes	Yes	2:38:52	1	
27	SMA-001-07	MYERS, CHRISTIE J	7/14/2008 01:43 PM EST	Yes	Yes	Yes	Test	7/14/2008 01:43 PM EST	Yes	Yes	Yes		2	
28	SMA-001-07	FOSTER, CARLTON L	8/20/2008 12:01 PM EST	Yes	Yes	Yes	Introduction to Human Error	8/20/2008 11:04 AM EST	Yes	Yes	Yes	3:04:00	4	
29	SMA-001-07	FOSTER, CARLTON L	8/20/2008 12:01 PM EST	Yes	Yes	Yes	Test	8/20/2008 12:01 PM EST	Yes	Yes	Yes		1	
30	SMA-001-07	HALL, DONALD R	7/31/2008 04:54 PM EST	Yes	Yes	Yes	Introduction to Human Error	7/31/2008 10:43 AM EST	Yes	Yes	Yes	6:30:23	3	
31	SMA-001-07	HALL, DONALD R	7/31/2008 04:54 PM EST	Yes	Yes	Yes	Test	7/31/2008 04:54 PM EST	Yes	Yes	Yes		1	
32	SMA-001-07	DAVIS, DENNIS S	8/5/2008 12:43 PM EST	Yes	Yes	Yes	Introduction to Human Error	8/5/2008 11:00 AM EST	Yes	Yes	Yes	1:42:07	1	
33	SMA-001-07	DAVIS, DENNIS S	8/5/2008 12:43 PM EST	Yes	Yes	Yes	Test	8/5/2008 12:43 PM EST	Yes	Yes	Yes		1	
34	SMA-001-07	DEANGELO, FRANK L	7/1/2008 09:40 AM EST	Yes	Yes	Yes	Introduction to Human Error	7/1/2008 09:19 AM EST	Yes	Yes	Yes	0:56:19	2	
35	SMA-001-07	DEANGELO, FRANK L	7/1/2008 09:40 AM EST	Yes	Yes	Yes	Test	7/1/2008 09:40 AM EST	Yes	Yes	Yes		1	
36	SMA-001-07	DANG, HUYEN B	8/13/2008 03:48 PM EST	Yes	Yes	Yes	Introduction to Human Error	8/13/2008 01:24 PM EST	Yes	Yes	Yes	0:40:40	1	
37	SMA-001-07	DANG, HUYEN B	8/13/2008 03:48 PM EST	Yes	Yes	Yes	Test	8/13/2008 03:48 PM EST	Yes	Yes	Yes		5	
38	SMA-001-07	WILLIAMS, JESSICA D	7/28/2008 12:51 PM EST	Yes	Yes	Yes	Introduction to Human Error	7/28/2008 12:38 PM EST	Yes	Yes	Yes	0:07:54	2	
39	SMA-001-07	WILLIAMS, JESSICA D	7/28/2008 12:51 PM EST	Yes	Yes	Yes	Test	7/28/2008 12:51 PM EST	Yes	Yes	Yes		2	
40	SMA-001-07	FLEET, JAMES E	8/21/2008 01:37 PM EST	Yes	Yes	Yes	Introduction to Human Error	8/21/2008 10:30 AM EST	Yes	Yes	Yes	3:10:53	8	
41	SMA-001-07	FLEET, JAMES E	8/21/2008 01:37 PM EST	Yes	Yes	Yes	Test	8/21/2008 01:37 PM EST	Yes	Yes	Yes		1	
42	SMA-001-07	BOBERSKY, JEFFERY W	7/29/2008 08:58 AM EST	Yes	Yes	Yes	Introduction to Human Error	7/29/2008 08:42 AM EST	Yes	Yes	Yes	0:17:09	2	
43	SMA-001-07	BOBERSKY, JEFFERY W	7/29/2008 08:58 AM EST	Yes	Yes	Yes	Test	7/29/2008 08:58 AM EST	Yes	Yes	Yes		1	
44	SMA-001-07	ELLIS, KATHLEEN H	7/29/2008 01:37 PM EST	Yes	Yes	Yes	Introduction to Human Error	7/29/2008 12:23 PM EST	Yes	Yes	Yes	3:40:54	4	
45	SMA-001-07	ELLIS, KATHLEEN H	7/29/2008 01:37 PM EST	Yes	Yes	Yes	Test	7/29/2008 01:37 PM EST	Yes	Yes	Yes		1	



How do I change a due date for an item that has been assigned to a large group of learners?

- Use the Required Dates Assistant to change the required date for a batch of learners for a free-floating item (Step 3).
- If the item was part of a curriculum (Step 2), all you have to do is change the initial assignment and SATERN will change the required date for everyone who was assigned the item through the curriculum.



Item Tips

- IT Security is available in a text-based version so that a visually-impaired person can have their “jaws reader” read the course to them.
- An item can be flagged as “New”, “Featured”, or “Revised” on the catalog tab.
- A learner can have an external item on their learning plan and also have a scheduled offering for an internal item on their learning plan that overlaps with the external item.
 - Example: External event is a conference that’s three days long; there’s a NASA workshop during the conference; the learner can register for the conference via a 1735 and also register for the workshop in SATERN.

SCHEDULED OFFERING RELATED

How do I set up a course that has two tracks?

- *Example: Track A (Sessions 8:00 – 10:00 AND 10:15 – 12:15) OR Track B (1:00 – 3:00 AND 3:15 – 5:15).*
- Create a separate Scheduled Offering for each Track and set up two segments in each Scheduled Offering.

Plateau Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://satern.nasa.gov/elms/pwa/authenticate.do

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Learner Management | **Scheduling** | Learning | Commerce | Resources | References | Reports | Tools | System Admin

Scheduled Offerings

Close Scheduled Offering
Cancel Scheduled Offering
Group Instances
Classes
Curriculum Scheduling

Scheduled Offerings | Simple Search | Advanced Search | Add New | Help |

> Search > Search Results > View Segments

Scheduled Offering ID: 12213
Item: COURSE **SMA-SAFE-OSMA-4001** (Rev 3/5/2007 10:19 AM EST)
Title: FIELD PHASE: MISHAP INVESTIGATION MANAGEMENT, SITE SAFETY, DATA PRESERVATION, AND DATA COLLECTION

Standard Options

Notifications	Cost Calculation	Cost Summary	Pricing	Catalog	Chargeback
Summary	Segments	Registration	Contacts	Materials	Custom Fields

View the Segments for the Scheduled Offering

Total Hours: 8.58

Seg# Desc.	Start Date/Time	End Date/Time	Dur.	Instructor	Location	
1	3/26/2007 08:30 AM EST	3/26/2007 12:00 PM EST	3.00	SMA-OSMA-0013	KSC-Visitor Center-Debus	View
General				SMITH, D.	Kennedy Space Center, Florida	
2	3/27/2007 08:10 AM EST	3/27/2007 10:00 AM EST	1.00	SMA-OSMA-0014	KSC-Visitor Center-Debus	View
Witness Interviewing				LAVRENCE, CHRISTINE	Kennedy Space Center, Florida	
3	3/28/2007 08:45 AM EST	3/28/2007 12:00 PM EST	3.00	SMA-OSMA-0015	KSC-Visitor Center-Debus	View
Site Safety				GASBARRO, TONY	Kennedy Space Center, Florida	

Track A

Done

start Ellen Blahut - Inbox - ... Plateau Administratio... Microsoft PowerPoint ... List Serve Posts Oct ... Microsoft Excel - Cou... 2:28 PM

Plateau Administration - Microsoft Internet Explorer

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Address: <https://satern.nasa.gov/elms/pwa/authenticate.do>

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Scheduled Offerings
Close Scheduled Offering
Cancel Scheduled Offering
Group Instances
Classes
Curriculum Scheduling

Scheduled Offerings | Simple Search | Advanced Search | Add New | Help |

> Search > Search Results > View Segments

Scheduled Offering ID: 12214
Item: COURSE **SMA-SAFE-OSMA-4001** (Rev 3/5/2007 10:19 AM EST)
Title: FIELD PHASE: MISHAP INVESTIGATION MANAGEMENT, SITE SAFETY, DATA PRESERVATION, AND DATA COLLECTION

Standard Options

Notifications	Cost Calculation	Cost Summary	Pricing	Catalog	Chargeback
Summary	Segments	Registration	Contacts	Materials	Custom Fields

View the Segments for the Scheduled Offering

Total Hours: 8.58

Seg# Desc.	Start Date/Time	End Date/Time	Dur.	Instructor	Location	
1	3/26/2007 08:30 AM EST	3/26/2007 12:00 PM EST	3.00	SMA-OSMA-0013	KSC-Visitor Center-Debus	View
General				SMITH, D.	Kennedy Space Center, Florida	
2	3/27/2007 01:00 PM EST	3/27/2007 02:50 PM EST	1.00	SMA-OSMA-0014	KSC-Visitor Center-Debus	View
Witness Interviewing				LAVRENCE, CHRISTINE	Kennedy Space Center, Florida	
3	3/28/2007 08:45 AM EST	3/28/2007 12:00 PM EST	3.00	SMA-OSMA-0015	KSC-Visitor Center-Debus	View
Site Safety				GASBARRO, TONY	Kennedy Space Center, Florida	

Edit

Track B

start | Ellen Blahut - Inbox - ... | Plateau Administratio... | Microsoft PowerPoint ... | List Serve Posts Oct ... | Microsoft Excel - Cou... | 2:27 PM

Scheduled Offering Tips

- When looking at a Learner's Learning Plan in "Edit" mode, you will see each approval step listed separately; when looking at it in "View" mode, you will only see one step.

Plateau Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://satern.nasa.gov/elms/pwa/authenticate.do

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Learners
Learning Event Editor
Learning Event Recorder
Competency Assessment Editor
Learner Needs Mgmt

Learners | Simple Search | Advanced Search | Help |

> Search > Search Results > Edit Learning Plan

User Name: kiremp
Name:

Standard Options

Commerce	Account Code	Catalog Preview	Preferences	Approval Role	Approvals
Cpty Profiles	Competencies	Registration	Requests	Online Status	Assessments
Summary	Phone Numbers	Custom Fields	Learning Plan	Learning History	Curricula

Edit the Learner

Assign Learner Needs

Enter Items or [add one or more from list](#) Assign Learning Needs...

Type: Item ID: Assign Date (MM/DD/YYYY): Add

Update the Learning Plan for the Learner

View: All Needs Requirements
Show Duplicates: Yes

Apply Changes | Reset
[Select All](#) / [Deselect All](#)

Item	Title	Add User	Learning Information	Remove	
CONFERENCE IASA-SAS-08 (Rev 8/6/2008 09:18 AM EST)	2008 SATERN ADMINISTRATOR SUMMIT	Learner kiremp_REMP, KERRY L	Req. Date: <input type="text"/> Days Rem: <input type="text"/> Curriculum ID: <input type="text"/>	Assign. Type: <input type="text"/> Compl Date: <input type="text"/> Failure Date: <input type="text"/> Assigned: 8/7/2008	<input type="checkbox"/>
CONFERENCE IASA-SAS-08 (Rev 8/6/2008 09:18 AM EST)	2008 SATERN ADMINISTRATOR SUMMIT	Learner rsanabria	Req. Date: <input type="text"/> Days Rem: <input type="text"/> Curriculum ID: <input type="text"/>	Assign. Type: <input type="text"/> Compl Date: <input type="text"/> Failure Date: <input type="text"/> Assigned: 8/21/2008	<input type="checkbox"/>
CONFERENCE IASA-SAS-08-SRO (Rev 8/11/2008 02:43 PM EST)	2008 SATERN ADMINISTRATOR SUMMIT: SATERN REPORTING OVERVIEW (B1)	Learner kiremp_REMP, KERRY L	Req. Date: <input type="text"/> Days Rem: <input type="text"/> Curriculum ID: <input type="text"/>	Assign. Type: <input type="text"/> Compl Date: <input type="text"/> Failure Date: <input type="text"/> Assigned: 8/27/2008	<input type="checkbox"/>
CONFERENCE IASA-SAS-08-SRO (Rev 8/11/2008 02:43 PM EST)	2008 SATERN ADMINISTRATOR SUMMIT: SATERN REPORTING OVERVIEW (B1)	Learner kiremp_REMP, KERRY L	Req. Date: <input type="text"/> Days Rem: <input type="text"/> Curriculum ID: <input type="text"/>	Assign. Type: <input type="text"/> Compl Date: <input type="text"/> Failure Date: <input type="text"/> Assigned: 8/27/2008	<input type="checkbox"/>

Done

start Ellen Blahut - Inbox - ... Plateau Administratio... Microsoft PowerPoint ... List Serve Posts Oct ... 3:04 PM

“Edit” mode

Plateau Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://satern.nasa.gov/elms/pwa/authenticate.do

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Learners
 Learning Event Editor
 Learning Event Recorder
 Competency Assessment Editor
 Learner Needs Mgmt

Learners | Simple Search | Advanced Search | Help |

> Search > Search Results > View Learning Plan

User Name: kiremp
 Name: REMP, KERRY L

Standard Options

Commerce	Account Code	Catalog Preview	Preferences	Approval Role	Approvals
Cpty Profiles	Competencies	Registration	Requests	Online Status	Assessments
Summary	Phone Numbers	Custom Fields	Learning Plan	Learning History	Curricula

View the Learning Plan for the Learner

View: All Needs Requirements

Show Duplicates:

Edit

Item	Title	Add User	Learning Information		
CONFERENCE NASA-SAS-08 (Rev 8/6/2008 09:18 AM EST)	2008 SATERN ADMINISTRATOR SUMMIT	Learner kiremp,REMP, KERRY L	Req. Date: Days Rem: Curriculum ID:	8/9/2009 346 GRC-EO CURRICULUM	Assign. Type: Compl Date: Failure Date: Assigned: 8/7/2008
CONFERENCE NASA-SAS-08-SRO (Rev 8/11/2008 02:43 PM EST)	2008 SATERN ADMINISTRATOR SUMMIT: SATERN REPORTING OVERVIEW (B1)	Learner kiremp,REMP, KERRY L	Req. Date: Days Rem: Curriculum ID:	8/9/2009 346 GRC-EO CURRICULUM	Assign. Type: Compl Date: Failure Date: Assigned: 8/27/2008
COURSE GRC-400245 (Rev 4/27/2006 12:00 AM EST)	PREVENTING HARASSMENT IN THE WORKPLACE	Admin C- crsedelmeyer	Req. Date: Days Rem: Curriculum ID:	8/9/2009 346 GRC-EO CURRICULUM	Assign. Type: REQUIRED Compl Date: Failure Date: Assigned: 8/8/2008
COURSE GRC-9D1808 (Rev 4/27/2006 12:00 AM EST)	SATERN - LEARNER TRAINING	Admin C- crsedelmeyer	Req. Date: Days Rem: Curriculum ID:	8/9/2009 346 GRC-EO CURRICULUM	Assign. Type: REQUIRED Compl Date: Failure Date: Assigned: 8/18/2006
COURSE GRC-TA-DA (Rev 4/24/2008 02:07 PM EST)	DISABILITY AWARENESS	Admin	Req. Date: Days Rem: Curriculum ID:	8/9/2009 346 GRC-EO CURRICULUM	Assign. Type: REQUIRED Compl Date: Failure Date: Assigned: 8/8/2008
COURSE GRC-TA-DCP (Rev 3/6/2008 01:08 PM EST)	DISCRIMINATION COMPLAINTS PROCESS	Admin	Req. Date: Days Rem: Curriculum ID:	8/9/2009 346 GRC-EO CURRICULUM	Assign. Type: REQUIRED Compl Date: Failure Date:

Done

start Ellen Blahut - Inbox - ... Plateau Administratio... Microsoft PowerPoint ... List Serve Posts Oct ... 3:03 PM

“View” mode

Scheduled Offering Tips, cont'd

- Disable “Auto Fill” when you designate someone as a “No-Show” when there are waitlisted Learners; otherwise SATERN will enroll the waitlisted Learners into the No-Show slots.

Plateau Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://satern.nasa.gov/elms/pwa/authenticate.do

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Scheduled Offerings

Close Scheduled Offering
Cancel Scheduled Offering
Group Instances
Classes
Curriculum Scheduling

Scheduled Offerings | Simple Search | Advanced Search | Add New | Help |

> Search > Search Results > Edit Summary

Scheduled Offering ID: 32686
Item: COURSE SMA-SOFT-IISC-1002 (Rev 6/27/2008 04:22 PM EST)
Title: INTRODUCTION AND ASSURANCE FOR COMPLEX ELECTRONICS

Standard Options

Notifications	Cost Calculation	Cost Summary	Pricing	Catalog	Chargeback
Summary	Segments	Registration	Contacts	Materials	Custom Fields

Edit the Scheduled Offering

* = Required Fields

Apply Changes | Reset | Copy Scheduled Offering... | Delete

Group Instance:

* Domain:

Facility:

* Time Zone: Show in this Time Zone

Approval Process ID:

Approval Required:

Contact:

Email:

Phone:

Fax:

Active:

Auto Fill Registration: ←

Comments:

Closed: No [Close the Scheduled Offering](#)

Closed Date:

Cancelled: No [Cancel the Scheduled Offering](#)

Cancelled Date:

Uncheck when learners are waitlisted

start | Ellen Blahut - Inbox - ... | Plateau Administratio... | Microsoft PowerPoint ... | List Serve Posts Oct ... | Trusted sites | 3:09 PM



Scheduled Offering Tips, cont'd

- To put everyone on a wait list, set the minimum and maximum registration levels to “0”.
- Closing a Scheduled Offering does not inactivate it; the “close” function is related to Commerce, which NASA is not currently using.
 - Inactive the Scheduled Offering by unchecking the “Active” box.
 - This allows you to run the “Learning Calendar” report to determine which SO’s are open and which are not. Choose “Active” or “Inactive” (choosing “Both” gives results with no designation of “Active” or “Inactive”).

Scheduled Offerings

- Close Scheduled Offering
- Cancel Scheduled Offering
- Group Instances
- Classes
- Curriculum Scheduling

Scheduled Offerings | Simple Search | Advanced Search | Add New | Help |

> Search > Search Results > Edit Summary

Scheduled Offering ID: 32686
Item: COURSE SMA-SOFT-IISC-1002 (Rev 6/27/2008 04:22 PM EST)
Title: INTRODUCTION AND ASSURANCE FOR COMPLEX ELECTRONICS

Standard Options

Notifications	Cost Calculation	Cost Summary	Pricing	Catalog	Chargeback
Summary	Segments	Registration	Contacts	Materials	Custom Fields

Edit the Scheduled Offering

* = Required Fields

Apply Changes Reset Copy Scheduled Offering... Delete

Group Instance:

* Domain:

Facility:

* Time Zone: Show in this Time Zone

Approval Process ID:

Approval Required:

Contact:

Email:

Phone:

Fax:

Active:

Auto Fill Registration:

Comments:

Uncheck to Inactivate

Closed: No [Close the Scheduled Offering](#)
Closed Date:
Cancelled: No [Cancel the Scheduled Offering](#)
Cancelled Date:

LEARNER RELATED

How do I distinguish a manager/supervisor from non-manager/non-supervisor when assigning an Item to a Learning Plan?

For example:

IT Security has two IT Security mandatory courses

- Basic IT Security for 2007
- IT Security for Managers 2007

How do you add the right course to the right learner learning plan?

Distinguishing a manager/supervisor from non-manager/non-supervisor, cont'd

Use a curriculum and an assignment profile to assign mandatory training for employees and supervisors. The Job Aid '*Curriculum/Assignment Profiles*' is helpful.

- Set up two different curriculums:
one for employees and one for supervisors.



Curricula [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#) |

> Search Results

Search Results

View Curriculum Results

Curriculum ID	Title	
LARC-ITS-2008-NONSUPRS	ITS 2008 FOR NONSUPERVISORS	View Edit Delete Copy
LARC-ITS-2008-SUPRS	ITS 2008 FOR SUPERVISORS	View Edit Delete Copy

Distinguishing a manager/supervisor from non-manager/non-supervisor, cont'd

Create a separate assignment profile to assign to each of the curriculums.

- In the supervisor profile:
Use a Supervisor Status field with a value of 2, 4, and 5
- In the employee profile:
Use a Supervisor Status field of with a value of 6, 7, and 8

Learner Management | Scheduling | Learning | Commerce | Resources | References | Reports | Tools | System Admin

Cost Names
Assignment Profiles
 Approval Process
 Approval Roles
 IDP Templates
 Job Positions
 Documents
 Organizations
 Organization Groups
 Tasks
 + General References

Assignment Profiles [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#) |

> Search Results

Search Results

View Assignment Profile Results

Assignment Profile ID	Description	
LARC-NONSUPRS	LARC-NONSUPERVISORS	View Edit Delete Copy
LARC-SUPERVISORS	LARC-SUPERVISORS	View Edit Delete Copy



Benefits of using a Curriculum and an Assignment Profile

- Additional courses can be added to the curriculum
 - SATERN automatically adds the new courses through the assignment profile.
- Automatically adds the curriculums to new learners if their attributes match the values in the assignment profile.
- Checks to see if the learner has already completed the item. If so, it is not added to their Learning Plan again.
 - 👉 Manually assigning the items through a Learner's Learning Tab or using a bulk assignment through the Learning Needs Management does not perform this check.
- Using curriculum allows ability to set initial assignment dates and retraining periods.



Learner Tip

- You can designate a NASA Civil Servant as the Supervisor for non-NASA military personnel SATERN accounts.

DISCIPLINE RELATED



What is the difference between a Level 9 (Discipline Reporter) and a Level 11 (Reporter) Admin?

- Level 11's have a different domain restriction and have a greater number of workflows than a Discipline Level 9. Level 11's cannot report on Items that fall within a Discipline domain, only within their Center's domain.
 - Admin workflows are in Appendix C of the SDD.
 - There's a breakout session on SATERN Workflows and Domains on Oct. 1 from 2:45 – 4:15.



Are there any jobs aids for Discipline Domain Reporter and what reports do they have access to?

- The following screen shot is for the IT Discipline; domain restrictions for other discipline reporter roles would be different based upon the discipline, but the reports they can run are the same.
 - There's a breakout session on SATERN Workflows and Domains on Oct. 1 from 2:45 – 4:15.

Plateau Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://satern.nasa.gov/elms/pwa/authenticate.do> Go Links

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Administration | Home | Preferences | Help | Logout

Learner Management | Scheduling | Learning | Commerce | Resources | References | Reports | Tools | System Admin

- + Application Admin
- + Automatic Processes
- + Configuration
 - Branding Styles
- + Custom Columns
- Domain Restrictions
- Domains
- External Reports
- Role Management**
- Sites
- User Management
- Learner Introductions

[Expand All] [Collapse All]

Workflow	Function	Entity	Domain Restriction ID	State Restriction
+ Commerce				
+ Learning Management				
- Reports				
Run Certificate of Completion Report	Report	Learner Entity	NASA	
Run Substitutes Relationship Report	Report	Item Entity	ITS	
Run Item Data Report	Report	Item Entity	ITS	
Run Item List Report	Report	Item Entity	ITS	
Run Item Status Report	Report	Learner Entity	NASA	
Run Custom Report	Report	Custom Report Entity		
Run Registration Status Report	Report	Scheduled Offering Entity	ITS	
Run Registration Status Report	Report	Learner Entity	NASA	
Run Exam and Survey Objects Report	Report	Exam Entity	ITS	
Run Job Position Detail Report	Report	Job Position Entity	ITS	
Run Curricula with Related Job Positions Report	Report	Curriculum Entity	ITS	
View Custom Report	View	Custom Report Entity		
+ Search				
+ Learner Management				

Done Trusted sites

TT-11-411

start 4 Internet E... 5 Microsoft ... 2 Windows E... 2:20 PM

NF1735 RELATED

How can a Learner see who approves their NF-1735?

Personal
Learning

[Home](#)
[Approvals](#)
▪ **Profile**
[Regional Settings](#)

Profile

This section allows you to review and/or edit your profile. The profile is c
Information and Notification Settings.

Employment & Account Information

First Name:


Last Name:

Middle Initial:

User Name: rdhowlett


Job Position: HUMAN RESOURCE SPECIALIST HR DEVEL

Job Location: LARC-B402-TRAINING, DEVELOP, &

Organization: 

Employee Type: Civil Service Employee

Employee Status: FULL-TIME

Supervisor: 

Hire Date: 6/1/2003

Resume Location:

Domain: OFFICE OF HUMAN CAPITAL MANAGEMENT

Password: *****

PIN: *****

Comments:

- The first approver is the supervisor.

Learners should be encouraged to verify their supervisor prior to submitting a NF-1735.

This can be done by viewing the Personal Tab and Profile link.

If the wrong supervisor is listed, the learner can update their supervisor field.

How can a Learner see who approves their NF-1735?

- When a learner initially submits a NF-1735, the approval route is displayed.
- Clicking the link (Show All) reveals the actual names.

Approval Submission

Submit for Approval

[← Back](#)

The item/request selected requires approval using the steps listed below.

Any step that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
Initial Approval	Supervisor Level 1 (Show All)
Training Coordinator	TO-3 (Show All)
Training Office	TRAINING OFFICE (Show All)
NSSC Procurement	NSSC PROC (Show All)

NF-1735 Approvers, cont'd

Approval Submission

Submit for Approval

[← Back](#)

The item/request selected requires approval using the steps listed below.

Any step that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
Initial Approval	DONNA L PHILLIPS; (Close View)
Training Coordinator	DONNA FORBES; MICHELLE M SOWDEN; (Close View)
Training Office	PATSY L CAMPBELL; (Close View)
NSSC Procurement	NSSC PROC (Show All)

After the NF-1735 has been submitted

- Learners should click the Learning Tab then External Requests link and check the 'Pending Approval Actions' to see which approver has the NF-1735
- Learners should be encouraged to frequently check the status of their NF-1735s. If it is still pending, they need to contact the approver and/or the Center Training Office.

Personal Learning Career Catalog Reports My Employees

▪ Learning Plan ▪ Learning Calendar ▪ Current Registrations ▪ Curriculum Status ▪ Learning History ▪ Record Learning ▪ **External Training Requests**

Request, Authorization, Agreement & Certification of Training ?

Below is a list of all of your External Training Requests. Click the Request ID for more information about the request. You may sort by using the **Viewing Options** drop down. Click on **Withdraw Request** to Withdraw from an External Training Request. Click the **New External Request** button to initiate a new request.

--NEW View the SATERN Quick Reference Guide for [External Training](#) for detailed information on the NASA External Training process and the request form.

External Training Requests			Viewing Options: <input type="text" value="All requests"/>
Request ID	Title	Status	Pending Approval Actions
19173	Engineering Drawing	Submitted	Pending Initial Approval <input type="button" value="Copy Request"/> <input type="button" value="Withdraw Request"/>
19113	Basic Classification	Submitted	Pending Training Coordinator <input type="button" value="Copy Request"/> <input type="button" value="Withdraw Request"/>
9867	Basic Staffing and Placement	Approved	None <input type="button" value="Copy Request"/>

Records per Page Page: 1 2 3 <Previous | Next>

What do when the NF-1735 is “stuck” at an approver step

[Learner Management](#) | [Scheduling](#) | [Learning](#) | [Commerce](#) | [Resources](#) | [References](#) | [Reports](#) | [Tools](#) | [System Admin](#)

Learners
 Learning Event Editor
 Learning Event Recorder
 Competency Assessment Editor
 Competency Assessment Recorder
 Learner Needs Mgmt

Name: BIONDOLILLO, PATRICIA M
 Approval ID: 139088
 Title: 2009 NACE Annual Conference

[Back to Approvals](#)

Edit Learner Approvals

Approval Step	Approver	Approved	Date Completed	Approve All	Deny
Initial Approval	SALLY J ENGLUND	No		<input type="radio"/>	<input type="radio"/>
Comments:	approved by R.Howlett per email from S. Englund, 08/01/2008				
Training Coordinator	DEBARA A PERRY	No		<input type="radio"/>	
Comments:					
Training Office	PATSY L CAMPBELL	No		<input type="radio"/>	
Comments:					
NSSC Procurement	Robin E Schenck (Show All)	No		<input type="radio"/>	
Comments:					

[Apply Changes](#) [Reset](#)

- An Admin Level 1 can “super-approve” the NF-1735.
- Recommend setting a policy on when to do this and including remarks in the Comments field.
- Admins should not ‘super-approve’ the Training Office step since Training Codes cannot be entered.

How to find a NF-1735 tracking number

Chose the Reports Tab, then click the 'Custom Reports' link on the left.

Report Name	Description
Approvals_Status	Displays, for the Learners selected, the status of any training Approval Processes they have initiated. Admins may choose to return details about specific request types, approvals for a specific item or scheduled offering. Similar to system report but also contains a Step Number filter, Start and End Date filter, and Registration Cut-off Date column. Revised 08/24/07. (NOTE: Reverted to previous version on 02/14/08, due to potentially causing system crashes.) Run View

How to find a NF-1735 tracking number, cont'd

duling | Learning | Commerce | Resources | References | Reports | Tools | System Admin

Learner: [Filter by criteria](#) or By ID ▾

Domain: [Filter by criteria](#) or By ID ▾

Submit Date between: (MM/DD/YYYY)

and: (MM/DD/YYYY)

Group By: Learner Domain Item Status Approver

Request Type: Scheduled Offering External Requests

Scheduled Offering: [Filter by criteria](#) or By ID ▾

Approvers: [Filter by criteria](#) or By ID ▾

External Requests: [Filter by criteria](#) or By ID ▾

Request Status: Pending Verified Approved Denied

Completed Step Number: ▾

Request Type: Online Items

Online Items: [Filter by criteria](#) or by Type: ▾

ID: ▾

- Enter the Learner ID
- Check 'External Request' box and 'Approved' box.
- Uncheck any other boxes.
- Click 'Run Report'

How to find a NF-1735 tracking number, cont'd

Approvals Status Report

Domain

Domain ID: LARC-B4 Total: 1

Request

User Name	Learner Name	Type	Request ID	Title	Submitted	Start	End	Registration		Status	Step	Approver
								Cut-off Date	Approval ID			
*****	HOWLETT, External REBECCA D	Learning Request	9867	Basic Staffing and Placement	2/9/2007	5/14/2007	5/18/2007	33218	33218	Approved	6	Rhudy, Lisa J.

- This is the NF-1735 tracking number
- Log into the SATERN Learner side. Copy and paste this URL within your browser:
<https://satern.nasa.gov/elms/learner/externallearning/viewExternalLearningActualRequestAction.do?requestId=9956&isPrintFriendlyPage=yes>
- Change the *requestID=* number (the number before the &) to the 1735 tracking number. Press [Enter].
- This will display the most current 1735. You may either print directly from your browser, or save as an HTML file and open using MS Word.

CURRICULA / ASSIGNMENT PROFILE RELATED



When adding Items to an entire Centers' Learning Plan which comes first, the Assignment Profile or the Curriculum?

- The Curriculum must be created before you can assign it using an Assignment Profile.
 - Please refer to the Curriculum/Assignment Profiles Job Aid.
 - Two sessions on Curriculum are being offered at the Summit this afternoon (Basic and Advanced).

- Which reports within SATERN allow you to see:**
- Which learners a curriculum has been assigned to?
 - Which learners have completed a curriculum?
- Learner Curriculum Status or Learner Curriculum Item Status Reports



Curricula / Assignment Profile Tips

- The system will notify the Learner anytime items have been added, modified, or removed from their Learning Plan. However, this notification [Learning Plan Automated Process Module (APM)] goes out through an automatic process that is scheduled to run every Wednesday.
- When new learners are added to the system (delta), if their attributes match the attributes in an Assignment Profile, the system will assign the appropriate curriculum to them (the Assignment Profile Synchronization APM runs daily).
- FPPS, which contains civil servant information, synchs with SATERN on a daily basis.



Curricula / Assignment Profile Tips

- Items are independent within a Curriculum relative to assignment and retraining periods; although you can change the periods within the Curriculum without impacting the item globally.
- When selecting the attributes for contractors in Assignment Profiles, use the Employee Type ID field, and then select all the field values except "1" (SATERN identifies NASA Civil Servants with that value), the others cover contractors, non-NASA civil servants, and a couple of others. Or, select only "2", which specifically selects contractor employees only.



Curricula / Assignment Profile Tips

- To set up a curriculum where a learner can choose 1 of 3 items and get credit for the curriculum:
 - Create an item that states: “To complete this item, please take one of the following : X, Y, or Z.”
 - Make X, Y, and Z substitutes for the item.
 - Put the item in a curriculum and assign it to the learners.
 - When the learner completes X, Y, or Z, they will get credit for the item, therefore, the curriculum will be complete.

Plateau Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <https://nasastg.gpehosting.com/elms/pwa/authenticate.do;jsessionid=L3ztwmnBSpdgpBj1Rvv6rM9c4KpHBXQNM9QbJBMT1qThlzJKbfI50860336>

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System for Administration, Training, and Educational Resources for NASA

Administration | Home | Preferences | Help | Logout

Learner Management | Scheduling | **Learning** | Commerce | Resources | References | Reports | Tools | System Admin

- Curricula
- Items**
- Competency Profiles
- Competencies
- Content Packages
- Assessment Surveys
- Assessment Processes
- Objectives
- Questions
- Communities
- Content Objects
- Exam and Survey Objects

Item Type: COURSE
Item ID: SMA-087-01
Revision Date: 8/13/2008 09:08 AM EST
Revision Number:
Item Title: STEP LEVEL 1 CORE REQUIREMENTS

Pricing	Chargeback	Catalogs	Subject Areas	Standard Options	
Online Settings	Notifications	Materials	Objectives	Grading Options	Cost Calculation
Curricula	Competencies	Custom Fields	Requests	Rqst Reasons	Substitutes
Summary	Design Data	Delivery Data	Prerequisites	Documents	Tasks

View the Item

Edit Copy Item... Delete

Classification: Online Item
Source ID: INTERNAL (Internal)
Domain ID: SMA (Safety and Mission Assurance)
Delivery Method ID: ILT (Instructor Led Training)
Assign. Type ID: REQUIRED (Required)
Approval Process ID:
Approval Required: No
Safety Related: No
Approved: No
Active: Yes
Create Date: 8/13/2008
Registration Threshold Days:
Auto Fill Registration: No
Do Auto Competency: No
Learner can record: No
Learning Events for themselves: No
Supervisors can record: No
Learning Events for subordinates: No

Description: To complete this item, please take one of the following instructor-led courses: SMA-SAFE-NSTC-0037 Hydrogen Safety; SMA-SAFE-NSTC-0060 Steel Erection; SMA-SAFE-NSTC-0068 Demolition .

Comments:
Instructor Materials:

Trusted sites

start Ellen Blahut - Inbox - ... List Serve Posts Oct ... WA & Tips Presentati... Plateau Administratio... 9:44 AM

Item

Description

Plateau Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://nasastg.gpehosting.com/elms/pwa/authenticate.do;jsessionid=L3ztwmnBSpdgpBj1Rvv6rM9c4KpHBXQNM9QbJBMT1qThlzJKbf!50860336> Go Links Google G Settings

NASA
System for Administration, Training, and Educational Resources for NASA

Administration | Home | Preferences | Help | Logout

Learner Management | **Scheduling** | Learning | Commerce | Resources | References | Reports | Tools | System Admin

Curricula
Items
Competency Profiles
Competencies
Content Packages
Assessment Surveys
Assessment Processes
Objectives
Questions
Communities
Content Objects
Exam and Survey Objects

Items | Simple Search | Advanced Search | Add New | Help |

> Search > Search Results > View Substitutes

Item Type: COURSE
Item ID: SMA-087-01
Revision Date: 8/13/2008 09:08 AM EST
Revision Number:
Item Title: STEP LEVEL 1 CORE REQUIREMENTS

Pricing Chargeback Catalogs Subject Areas [Standard Options](#)

Online Settings Notifications Materials Objectives Grading Options Cost Calculation

Curricula Competencies Custom Fields Requests Rqst Reasons **Substitutes**

Summary Design Data Delivery Data Prerequisites Documents Tasks

View the Items Granting Substitutes for the Item [Edit](#)

Item	Title	Status	Force Credit
COURSE SMA-SAFE-IHSTC-0037 (Rev 5/10/2006 10:13 AM EST)	HYDROGEN SAFETY	Substitute	Yes
COURSE SMA-SAFE-IHSTC-0060 (Rev 5/10/2006 12:19 PM EST)	STEEL ERECTION	Substitute	Yes
COURSE SMA-SAFE-IHSTC-0068 (Rev 5/10/2006 01:21 PM EST)	DEMOLITION	Substitute	Yes

[Edit](#)

Substitutes

start Ellen Blahut - Inbox - ... List Serve Posts Oct ... WA & Tips Presentati... Plateau Administratio... Trusted sites 9:45 AM

Plateau Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh

Address: <https://nasastg.gpehosting.com/elms/pwa/authenticate.do;jsessionid=L3ztwmnB9pdgpEj1Rvv6rM9c4KpHBXQQNM9QbJBMT1qThlzTKbfI50860336> Go Links Google C Settings

SATERN
System for Administration, Training, and Educational Resources for NASA

Administration | Home | Preferences | Help | Logout

Learner Management | Scheduling | Learning | Commerce | Resources | References | Reports | Tools | System Admin

Curricula

- Items
- Competency Profiles
- Competencies
- Content Packages
- Assessment Surveys
- Assessment Processes
- Objectives
- Questions
- Communities
- Content Objects
- Exam and Survey Objects

Curricula | Simple Search | Advanced Search | Add New | Help |

> Search > Search Results > Edit Items

Curriculum ID: SMA-STEP-CHOOSE1OF3
Title: TEST OF THE CHOOSE 1 OF 3 WORKAROUND

Summary **Items** Subcurricula Documents Job Positions

Edit the Curriculum

Add an Item to the Curriculum

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

Type ID Add

Update the Items for the Curriculum

Apply Changes

[Select All / Deselect All](#)

Item	Title	Remove
<input type="checkbox"/> COURSE SMA-087-01 (Rev 8/13/2008 09:08 AM EST)	STEP LEVEL 1 CORE REQUIREMENTS	Edit <input type="checkbox"/>

Initial Assignments: N/A
Retraining Assignments: N/A
Sequence Number: Effective Date: 8/22/2008 Assignment Type: REQUIRED (Required)

[Select All / Deselect All](#)

Apply Changes

Done

start Ellen Blahut - Inbox - ... List Serve Posts Oct ... WA & Tips Presentati... Plateau Administratio... Trusted sites 9:47 AM

Curriculum

Item

Plateau Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://nasastg.gpehosting.com/elms/pwa/authenticate.do;jsessionid=L3ztwmnBSpdgpBj1Rvv6rM9c4KpHBXQNM9QbJBMT1qThlzJKbfI50860336

NASA System for Administration, Training, and Educational Resources for NASA

Administration | Home | Preferences | Help | Logout

Learner Management | Scheduling | Learning | Commerce | Resources | References | Reports | Tools | System Admin

Learners
 Learning Event Editor
 Learning Event Recorder
 Competency Assessment Editor
 Learner Needs Mgmt

> Search > Search Results > Edit Learning History

User Name: C-eblahut
 Name:

Standard Options

Commerce	Account Code	Catalog Preview	Preferences	Approval Role	Approvals
Cpty Profiles	Competencies	Registration	Requests	Online Status	Assessments
Summary	Phone Numbers	Custom Fields	Learning Plan	Learning History	Curricula

View the Learning History for the Learner

Sort By:

Item Title	Status	Completion Date	Details
COURSE GRC-001-06 (Rev 5/15/2006 12:00 PM EST)	Completed	9/12/2006 11:51 AM EST	View Details Object Details
GRC ANNUAL SECURITY BRIEFING FOR 2006			
COURSE ISD-WORKSHOP-DEMO (Rev 5/29/2008 12:00 PM EST)	Completed	6/26/2008 03:26 PM EST	View Details Object Details
ISD Workshop Demonstration Course			
COURSE ISD-WORKSHOP-DEMO (Rev 5/29/2008 12:00 PM EST)	Completed	6/3/2008 05:25 PM EST	View Details Object Details
ISD Workshop Demonstration Course			
COURSE ITS-003-06 (Rev 9/29/2006 12:00 PM EST)	Completed	11/6/2006 10:07 AM EST	View Details Object Details
Basic IT Security for 2007			
COURSE SMA-019-01 (Rev 4/27/2006 12:00 AM EST)	Completed	7/15/2008 09:12 AM EST	View Details
FUNDAMENTAL SAFETY			
COURSE SMA-019-01 (Rev 4/27/2006 12:00 AM EST)	Completed	6/17/2008 01:48 PM EST	View Details Object Details
FUNDAMENTAL SAFETY			
COURSE SMA-087-01 (Rev 8/13/2008 09:08 AM EST)	Substitute	8/29/2008 09:56 AM EST	View Details
STEP LEVEL 1 CORE REQUIREMENTS			
COURSE SMA-SAFE-IISTC-0006 (Rev 5/9/2006 10:59 AM EST)	Completed	8/14/2003 12:00 AM EST	View Details
COURSE SMA-SAFE-IISTC-0037 (Rev 5/10/2006 10:13 AM EST)	Completed	8/29/2008 09:56 AM EST	View Details
HYDROGEN SAFETY			

Item

Substitute Item

start Ellen Blahut - Inbox - ... List Serve Posts Oct ... WA & Tips Presentati... Plateau Administratio... 9:56 AM

Plateau Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://nasastg.gpehosting.com/elms/pwa/authenticate.do;jsessionid=L3ztwmmBSpdgpBj1Rvv6rM9c4KpHBXQNM9QbJBMT1qThlzJKbf!50860336

NASA SATERN System for Administration, Training, and Educational Resources for NASA

Administration | Home | Preferences | Help | Logout

Learner Management | Scheduling | Learning | Commerce | Resources | References | Reports | Tools | System Admin

Learners
 Learning Event Editor
 Learning Event Recorder
 Competency Assessment Editor
 Learner Needs Mgmt

Learners | Simple Search | Advanced Search | Help |

> Search > Search Results > Edit Curricula

User Name: C-eblahut
 Name:

Standard Options

Commerce	Account Code	Catalog Preview	Preferences	Approval Role	Approvals
Cpty Profiles	Competencies	Registration	Requests	Online Status	Assessments
Summary	Phone Numbers	Custom Fields	Learning Plan	Learning History	Curricula

Edit the Learner

Add a Curriculum to the Learner

Enter 'Curriculum ID' and 'Assign Date' or [add one or more from list](#)

Curriculum ID:
 Assign Date (MM/DD/YYYY):

Update the Curricula for the Learner

Select All / Deselect All

Curriculum ID	Title	Status	Expiration Date	Assign Date (MM/DD/YYYY)	Remove
SMA-STEP-CHOOSE1OF3	TEST OF THE CHOOSE 1 OF 3 WORKAROUND	Complete	N/A	8/22/2008	<input type="checkbox"/> Details
SMA-STEP-SS-LEVEL1	STEP PROGRAM SYSTEM SAFETY LEVEL 1	Incomplete	N/A	5/13/2008	<input type="checkbox"/> Details

Select All / Deselect All

Done

start Ellen Blahut - Inbox - ... List Serve Posts Oct ... WA & Tips Presentati... Plateau Administratio...

Trusted sites 9:59 AM

Curriculum Complete



Curricula / Assignment Profile Tips

- Employees who are hired after curriculums are created have required-by dates further out than the employees who were assigned the curriculum at the initial creation.
- Why? Because the curriculum assigns the same number of days as the initial basis originally created, but counts from when the curriculum is added to the learner Learning Plan.
- Setting a required date for a curriculum tied to an assignment profile means you will need to track learner records.
 - Run a Learner Learning Needs report, using the Items in the Curriculum as Item filters.
 - Filter the required date to display assigned required dates **AFTER** the default assigned date.
 - Use the results to run the Required Dates Assistant found under the Admin-Tools menu to correct the dates for those affected if needed.

Example:

- Item HQ-025-07 was assigned to all employees via a Curriculum with a completion deadline of 7/30/2008.
- New employees were hired after the curriculum date was established.
- SATERN sets the *Assignment Date* of when the employee shows up in SATERN and then adds 43 days to get the *Required Date* because 43 days was the initial number entered in the original curriculum.

Learner Management | Scheduling | Learning | Commerce | Resources | References | Reports | Tools | System Admin

Learner

User Name: ***** Learner Name: HARTZHEIM, MEREDITH L

Item	Title	Assignment Type	Assignment Date	Required Date	Expiration Date	Days Remaining
COURSE HQ-025-07 (Rev 2/4/2008 08:00 AM EST)	NASA RECORDS MANAGEMENT FOR EVERYONE	REQUIRED (Required)	7/31/2008	9/12/2008		2

Learner

User Name: ***** Learner Name: MARTIN, ROBERT A

Item	Title	Assignment Type	Assignment Date	Required Date	Expiration Date	Days Remaining
COURSE HQ-025-07 (Rev 2/4/2008 08:00 AM EST)	NASA RECORDS MANAGEMENT FOR EVERYONE	REQUIRED (Required)	8/16/2008	9/28/2008		18

Learner

User Name: ***** Learner Name: QUIGLEY, RENEE P

Item	Title	Assignment Type	Assignment Date	Required Date	Expiration Date	Days Remaining
COURSE HQ-025-07 (Rev 2/4/2008 08:00 AM EST)	NASA RECORDS MANAGEMENT FOR EVERYONE	REQUIRED (Required)	7/31/2008	9/12/2008		2

REPORTS RELATED



Report Tips

- If a contractor account does not have the Job Location field and the Organization field populated in their profile, they do not show up in the Module Report in SATERN Custom Reports, even if they have completed the training.
 - There needs to be further discussion about Contractor accounts in SATERN.
- When generating the module report on incomplete training for one organization, you must use the report filters and select a Domain ID. Manually entering an ID does not work.

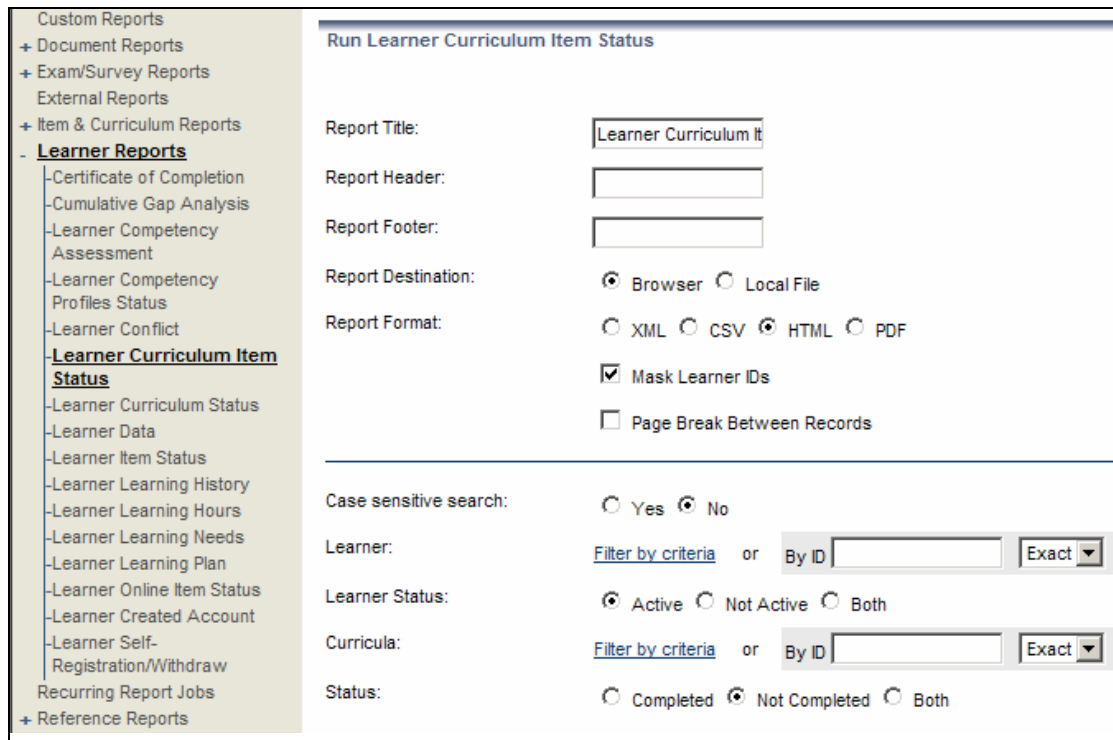


Report Tips

- Is there a report in SATERN that will not only list course completions, but courses completed in a *Substitute* status?
 - Use the Learner Item Status Report.
 - Put a filter on the "Completion Status" field of "COURSE_SUBSTITUTE"
 - This shows all Learners who were granted Substitute credit.
 - You can put an additional filter on the Item, so if you want to know the Learners that received Substitute credit for Basic ITS for 2008, you could filter out that Item.

Report Tips

- How can I tell which Learners have not completed a training item, for example, Managers who have not completed the ITS Security for Managers?



Custom Reports

- + Document Reports
- + Exam/Survey Reports
- External Reports
- + Item & Curriculum Reports
- **Learner Reports**
 - Certificate of Completion
 - Cumulative Gap Analysis
 - Learner Competency Assessment
 - Learner Competency Profiles Status
 - Learner Conflict
 - Learner Curriculum Item Status**
 - Learner Curriculum Status
 - Learner Data
 - Learner Item Status
 - Learner Learning History
 - Learner Learning Hours
 - Learner Learning Needs
 - Learner Learning Plan
 - Learner Online Item Status
 - Learner Created Account
 - Learner Self-Registration/Withdraw
- Recurring Report Jobs
- + Reference Reports

Run Learner Curriculum Item Status

Report Title:

Report Header:

Report Footer:

Report Destination: Browser Local File

Report Format: XML CSV HTML PDF

Mask Learner IDs

Page Break Between Records

Case sensitive search: Yes No

Learner: [Filter by criteria](#) or By ID

Learner Status: Active Not Active Both

Curricula: [Filter by criteria](#) or By ID

Status: Completed Not Completed Both

•The best option is to assign the Item via a curriculum and assignment profile.

The “Learner Curriculum Item Status” report displays completions, as well as, noncompletions.

Report Tips

SATERN allows recording training instances as *Incomplete*, how does a query handle a record that is listed as such?

- Running the 'Learner Item Status' report shows instances of *Complete*, *Incomplete*, and also *Substitute*.
- Remember that older applications, such as SOLAR or AdminSTAR didn't necessarily use the *Completed/Substitute* status entries.

Learner Item Status Report									
Items									
Item:	COURSE LARC-OSI (Rev 7/29/2008 01:13 PM EST)								
Description:	OVERVIEW OF THE SATERN IDP FORM								
Total:	2								
Learners									
User Name	UUPIC	Domain ID	Loc - Org	Contracting Company	Learner Name	Completion Date	Status	Comments	
*****	700513163	LARC-B4	LARC-B402		HOWLETT, REBECCA D	8/4/2008	Incomplete	Testing	
*****	350956943	LARC-B4	LARC-B402		POWELL, TRACEY M	8/4/2008	Completed	Testing	

Report Tips

Is there a report within SATERN that can give a list of total number of accounts per Center, broken into Civil Servants and Contractor sub-totals?

The screenshot shows the 'Learner Data' report configuration page in SATERN. The left sidebar contains a navigation menu with the following items: Assessment Reports, Background Report Jobs, Competency Reports, Custom Reports, Document Reports, Exam/Survey Reports, External Reports, Item & Curriculum Reports, **Learner Reports** (expanded), Learner Data (selected), Certificate of Completion, Cumulative Gap Analysis, Learner Competency Assessment, Learner Competency Profiles Status, Learner Conflict, Learner Curriculum Item Status, Learner Curriculum Status, Learner Item Status, Learner Learning History, Learner Learning Hours, Learner Learning Needs, Learner Learning Plan, Learner Online Item Status, Learner Created Account, Learner Self-Registration/Withdraw, Recurring Report Jobs, Reference Reports, Registration Reports, Resource Reports, and Scheduling Reports.

The main content area is titled 'Learner Data' and includes the following configuration options:

- Report Title:** Learner Data
- Report Header:** (empty text box)
- Report Footer:** (empty text box)
- Report Destination:** Browser Local File
- Report Format:** XML CSV HTML PDF
- Mask Learner IDs
- Page Break Between Records
- Case sensitive search:** Yes No
- Report Type:** Run Summary Report Run Detail Report
- Learner Status:** Active Not Active Both
- Learner:** [Filter by criteria](#) (4054 Selected) or [By ID](#)
- Include Custom Fields

At the bottom of the page, there are four buttons: Run Report, Schedule Job, Save Report, and Reset.

- Use the Learner Reports.... *Learner Data* report.
- Then filter on the Domain.
- Export to CSV and then sort by “Employee Types” in Excel.

Report Tips, Civil Servants and Contractor sub-totals, cont'd

- Or use the filter “Employee Types” directly in the report.
- Select the type of employee and then run the report.

Learner Management | Scheduling | Learning | Commerce | Resources | References | Reports | Tools | System Admin

+ Assessment Reports
Background Report Jobs
+ Competency Reports
Custom Reports
+ Document Reports
+ Exam/Survey Reports
External Reports
+ Item & Curriculum Reports
- **Learner Reports**
-Certificate of Completion
-Cumulative Gap Analysis
-Learner Competency Assessment
-Learner Competency Profiles Status
-Learner Conflict
-Learner Curriculum Item Status
-Learner Curriculum Status
Learner Data
-Learner Item Status
-Learner Learning History
-Learner Learning Hours
-Learner Learning Needs
-Learner Learning Plan

Learner Data [Edit Report](#) | [Help](#) |

> [Edit Report](#) > [by Learner](#) > [by Employee Types](#)

[Create Filter](#) [View Filter](#)

Select Employee Types from list

[<< Search Again](#)

[Submit Selection](#) [Reset](#)

ID	Description	Select
1	Civil Service Employee	<input type="checkbox"/>
2	Contractor	<input type="checkbox"/>
3	Civil Service Employee (other than NASA)	<input type="checkbox"/>
4	Contractor (other than NASA)	<input type="checkbox"/>
5	Other	<input type="checkbox"/>

[Select All](#) / [Deselect All](#)

[Submit Selection](#) [Reset](#)

Which SATERN custom report (not BRIO) pulls ALL training history, including old SOLAR completions?

- `Learner_History_Admin_Archived`

MISCELLANEOUS



What happens to the SATERN account of a contractor who converts to a Civil Servant? Will the account automatically be updated through FPPS?

- Once FPPS creates the Civil Servant account, the NSSC receives an email notification; the old Contractor account is placed in the Duplicate account domain and set to “Inactive”; it is noted within the comments field of each account, Contractor and Civil Servant; a new user name and password is sent to the Civil Servant.
- The training history from the previous SATERN account should also transfer to the new account, however, it doesn't always. Employees should be encouraged to notify NSSC if their training history does not transfer.



What happens when a Learner submits an external training request and in the process of the approval routing, the Supervisor field for the requestor changes to another supervisor? When the request approval is finalized, and SATERN sends the Registration Confirmation to both the requesting employee and the supervisor, does the original approving supervisor get the notice, or the current supervisor?

- Notifications go to the current supervisor, not the supervisor who originally approved (unless it's the same supervisor); notifications key on the current data of the requesting learner profile; the same would apply to other training request approval notifications (non-external training).

Miscellaneous Tips

- Level 1 Admins have the workflow to delete background jobs.
 - Click Tools > Background Jobs > Search
 - You will see the background job with the “Delete” function. Click “Delete”.

Miscellaneous Tips

- If the description field is blank next to the phone number in the Learner record, it causes an error when that Learner tries to submit a 1735.
- Enter the word “office” in the description field eliminates the problem.

[Learner Management](#) | [Scheduling](#) | [Learning](#) | [Commerce](#) | [Resources](#) | [References](#) | [Reports](#) | [Tools](#) | [System Admin](#)

Learners [\[Single Search\]](#) [\[Advanced Search\]](#) [\[Add New\]](#) [\[Help\]](#)

Learners

Learning Event Editor
Learning Event Recorder
Competency Assessment Editor
Competency Assessment Recorder
Learner Needs Mgmt

> [Search](#) > [Search Results](#) > [Edit Phone Numbers](#)

User Name: C-distewart-knight
Name: Stewart-Knight, Deanna L

[Standard Options](#)

Commerce	Account Code	Catalog Preview	Preferences	Approval Role	Approvals
Cpty Profiles	Competencies	Registration	Requests	Online Status	Assessments
Summary	Phone Numbers	Custom Fields	Learning Plan	Learning History	Curricula

Edit the Learner

Add a Phone Number to the Learner

Phone Number Description [Add](#)

Edit the Phone Numbers for the Learner

[Apply Changes](#) [Reset](#)

[Select All](#) / [Deselect All](#)

Phone Number	Description	Remove
281-483-0646	<input type="text"/>	<input type="checkbox"/>

[Select All](#) / [Deselect All](#)

[Apply Changes](#) [Reset](#)

Summary:

- We covered a number of SATERN Work Arounds and Tips that touched on different subject areas such as Item, Scheduled Offering, Learner, Discipline, NF1735, Curricula/Assignment Profiles, Reports, and Misc.



SATERN Work Arounds & Tips

Thank You!

Questions...