



# **Using Online Resources in SATERN:** *Introduction to SkillSoft*

August 2008



## Session Objectives

- At the end of the session, participants will be able to:
  - Describe the online resources in SATERN
  - Log in to SATERN and launch an online course
  - Locate online books



# Course Agenda

## *Introduction*

- Module 1: Overview of Resources
- Module 2: Accessing Online Courses
- Module 3: Accessing Online Books

## *Summary*



# Using Online Resources in SATERN

## Module 1: *Overview of Resources*

## What are the New Resources?

- NASA has an Agency-wide agreement with OPM for SkillSoft courseware.
- SkillSoft is a leading provider of comprehensive e-learning solutions including courses and online books.
- All NASA Civil Service employees and contractors have the ability to access to SkillSoft resources from the SATERN learning management system.

## Why integrate SkillSoft Resources into SATERN?

SkillSoft Resources in SATERN offer NASA:

- One-stop access to training and development resources through SATERN, vs. a separate login and portal.
- Automatic update to the employee training history of completed SkillSoft courses; courses will also appear on the employee learning plan.
- Reduction of costs through the consolidation of multiple Center SkillSoft contracts and elimination of manual administrative duties of SkillSoft POCs at NASA Centers.
- Ability to incorporate SkillSoft courses into future SATERN functionality (e.g. IDP and Competency Management).

## What types of Courses and Books are Available?

### Business Skills

- Courseware on soft skills and business knowledge
- Online books from leading business publishers; executive summaries

### Desktop Skills

- Courses to support the use of desktop software technologies
- Books with latest information on standard office software

### Engineering Skills

- Online books and reference materials covering topics important to all engineering professionals

### Information Technology Skills

- In-depth coverage of today's relevant technologies and IT skills
- Preparation for IT Certifications
- IT books on with board and deep coverage on over 100 different technology topics



# Using Online Resources in SATERN

## Module 2: *Accessing Online Courses*

## How can I see what training is available?

- You can find out about available SkillSoft training offerings in a number of ways:
  - **Browsing the Catalog**
    - Look at available training by subject area
  - **Simple Catalog Search**
    - Use keyword to search title and description fields
  - **Advanced Catalog Search**
    - Search by specific fields
- If you have used SATERN before, these functions are the same.

*Job Aids and the SATERN Quick Reference Guide provide detail on how to perform each of these tasks.*

## First Log into SATERN

1. From the Internet log into this URL:  
<https://satern.nasa.gov>
2. Enter your **User Name** and **Password** and click **Login** .

 **SATERN**  
System for Administration Training and  
Education Resources for NASA

Plateau Learning | ? Help

**Welcome**

**This is a U.S. Government Computer.**

**This system is for the use of authorized users only.**

By accessing and using the computer system, you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution.

**USER NAME**

**PASSWORD**

Login

**To get started**

1. Enter your User Name and Password. (See your system administrator for your User Name and Password)
2. Click on "Login" to proceed to the main window.

**What if I forgot my password?**

If you forgot your password, [click here](#) to have it

## Browsing Online Content from the Catalog

- Choose [Catalog](#) then [Browse Catalog](#) from the menu.

Welcome Yvette Robinson | Home | Search Catalog  Go | ? Help | Logout

Personal Learning Career **Catalog** Reports

• **Browse Catalog** • Calendar of Offerings • Simple Catalog Search • Advanced Catalog Search

Browse Catalog ?

This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.

Subject Area Menu	Items
[Expand All] [Collapse All]	
▼ SkillSoft Courseware	Please select Subject Area to view related items.
Books 24x7 (1)	
▶ Business Certifications	
▶ Business Skills Curricula	
▶ Express Guide View	
▶ Federal Government Curricula	
▶ IT End User Certifications	

- Use the scroll bar to scroll to [SkillSoft Courseware](#).
- Click on ▶ to expand the available topics.

**Note: There will be a slight delay until the topics appear.**

## Using Simple Search to find Online Content

- Choose [Catalog](#) then [Simple Catalog Search](#) from the menu.

Personal Learning Career **Catalog** Reports

• Browse Catalog • Calendar of Offerings • **Simple Catalog Search** • Advanced Catalog Search

Simple Catalog Search

The Simple Catalog Search page allows you to search the Learning Item title and description by keyword. You can also filter your search by Item Classification.

**Keyword Search**

Enter Keywords to search the Item Title and the Item Description fields.

Keywords:   Exact Phrase

Instructor-Led  Online  Other (Select one or more)

- Enter a topic in the [Keywords](#) field.
- Check/uncheck the [Exact Phrase](#) box if needed.
- Uncheck the [Instructor-Led](#) and [Other](#) box to return only [Online](#) courses.
- Click on [Search](#) to get results.

## Using Advanced Search to find Online Content

- Choose [Catalog](#) then [Advanced Catalog Search](#) from the menu.

The screenshot shows the SATERN Advanced Catalog Search page. At the top, there are navigation tabs: Personal, Learning, Career, **Catalog**, and Reports. Below the tabs, a breadcrumb trail shows: Browse Catalog > Calendar of Offerings > Simple Catalog Search > **Advanced Catalog Search**. The page title is "Advanced Catalog Search". A descriptive paragraph states: "The Advanced Catalog Search page allows you to search the Catalog by specific Catalog fields. You can search the Catalog by both Learning Items and Scheduled Offerings." Below this is the "Keywords" section with the following fields:

- Title: Contains [dropdown] excel
- Description: Contains [dropdown]
- Subject Area: Contains [dropdown] Select
- Delivery Method: Contains [dropdown] Select
- Source: Contains [dropdown]
- ID: **Starts With** [dropdown] SS-

Below the keywords is the "Search Options" section:

- Search for:  Items  Offerings
- Instructor-Led  **Online**  Other (Select one or more)
-

- Enter data in any of the [Keywords](#) fields.
- Enter "SS-" in the [ID](#) field and change the drop-down to [Starts with](#).
- Uncheck the [Instructor-Led](#) and [Other](#) box to return only [Online](#) courses
- Click on [Search](#) to get results.

## Launching Online Content from the Catalog

- The SkillSoft Courseware subject area has several child subject areas. Click on ► to expand the child subject areas and see the courses.

The screenshot displays a web interface for SkillSoft Courseware. On the left is a 'Subject Area Menu' with a tree view. The 'The Effective Administrative Support Professional (6)' subject area is expanded, showing sub-curricula like 'Business Law Curriculum', 'Communication Curriculum', 'Consulting Skills Curriculum', 'Customer Service Curriculum', 'e-Learning Curriculum', and 'Finance and Accounting Curriculum'. On the right, under the 'Items' column, three courses are listed:

- EFFECTIVE ADMINISTRATIVE SUPPORT PROFESSIONAL SIMULATION**  
Description: Today's office setting is high-tech and fast-paced. Successful administrative support professionals More >  
Buttons: Launch content, Add to Learning Plan  
Cost: 0.00 Length: 3.33 User Rating: N/A Status: --
- GETTING STARTED--ADMINISTRATIVE SUPPORT**  
Description: The skills needed to fulfill the requirements of today's administrative support professionals are nu More >  
Buttons: Launch content, Add to Learning Plan  
Cost: 0.00 Length: 2.33 User Rating: N/A Status: --
- OVERVIEW TO EFFECTIVE BUSINESS COMMUNICATION**  
Description: Calvin Coolidge said, "No one ever listened themselves out of  
Buttons: Launch content

- Click on the name of the course for a complete description.
- Select **Launch Content** for the course you want to complete. Or you can add the course to your learning plan to take at a future time.

## Launching Online Content from the Catalog

- After launching the SkillSoft Course from the Content Structure page: If the Security Window displays Click **Yes**.
- Click **Cancel** to launch the Standard version of the course. After the course is loaded the Course Menu will display.



**Note: The first time that you launch a SkillSoft course, expect a longer-than-normal loading time. The SkillSoft Course Player is loading into your browser.**

## Earning College Credit with Online Courses

- SkillSoft courses can be used for training and development and for:
  - Credit toward Undergraduate Degree Programs
  - Continuing Education and Non-Credit Certificate Programs
- SkillSoft currently has agreements with these Academic Partners:
  - **Drexel University**
    - Receive up to 20 credits toward completion of an undergraduate degree.
  - **University of Phoenix**
    - Over 800 business skills and 1,000 IT titles that can be applied toward general education and elective requirements of a bachelor's degree.
  - **American College of Education**
    - 265 course titles - that have been reviewed by the American Council on Education (ACE) and recommended for college credits.
  - **George Mason University**
    - Continuing Education Units (CEU) for SkillSoft Courses
- For more information and program guidelines go to:  
[http://www.skillsoft.com/about/credit\\_programs/academic\\_credit\\_programs/default.asp](http://www.skillsoft.com/about/credit_programs/academic_credit_programs/default.asp)



# Using Online Resources in SATERN

## Module 3: *Assessing Online Books*

## Overview of Books 24 X 7 Referenceware

- Referenceware® is the largest online book resource and is available through SATERN. It offers access to thousands of the latest and best technical books.
- Learners can search a wide collection of unabridged content from the world's leading authorities on business technology and other fields. Expert summaries of leading business books are also available.
- These books, documents and white papers can help learners get critical information for just-in-time problem solving, and knowledge development activities.

## Searching for Books

- Choose [Catalog](#) then [Browse Catalog](#) from the menu.

The screenshot shows the SATERN website interface. At the top left is the NASA logo and the text "SATERN System for Administration, Training, and Educational Resources for NASA". Below this is a navigation bar with tabs for "Personal", "Learning", "Career", "Catalog", and "Reports". The "Catalog" tab is circled in red. Below the navigation bar is a sub-menu with "Browse Catalog" circled in red. The main content area shows a "Subject Area Menu" on the left and "Items" on the right. The "Subject Area Menu" has a scroll bar and a red arrow pointing to the "SkillSoft Courseware" item. The "Items" column contains the text "Please select Subject Area to view related items.".

- Use the scroll bar to scroll to [SkillSoft Courseware](#).
- Click on ► to expand the available topics.

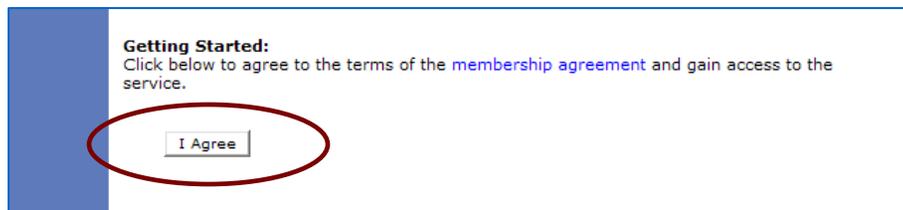
**Note: There will be a slight delay until the topics appear**

## Searching for Books

- Click on **Books 24 x 7** in the Subject Area Menu. Select **Launch Content**.



- Then launch Books 24 x 7 from the Content Structure page.
- On the reference screen Click **I Agree**.



## Searching for Books

- From the Home Page you can browse topics, review new books, and see a list of the most popular top books.

- You can enter a search word or phrase in the **Search** box.

- Use the **Browse Topics** box to drill down and select a list of books on a particular subject.

The screenshot shows the 'books24x7' website interface. At the top right, the user is identified as 'YvetteD Robinson | NASA'. The navigation bar includes 'My Home', 'Account Info', 'Settings', and 'Help'. Below this is a search bar with a 'Search:' label and a 'GO' button, along with 'All Content' and 'All Collections' dropdown menus. The main content area is divided into several sections: 'My Home' with 'Browse Tools' and 'Plus text' options; 'Bookshelf Folders' with a 'Default' folder; 'Find Books' with 'New Books', 'Top Books', and 'History' links; 'Manage Folders'; 'Recently Added Books' featuring titles like 'Applied Multivariate Statistics with SAS Software, Second Edition', 'The Focal Easy Guide to Adobe Audition 2.0', 'Global Project Management Handbook: Planning, Organizing, and Controlling International Projects, Second Edition', 'Handbook of Employee Benefits: Design, Funding and Administration, Sixth Edition', 'The Lead Ladder: Turn Strangers Into Clients, One Step at a Time', and 'An American's Guide to Doing Business in China'; and a 'Browse Topics' sidebar with a 'View by: Technical Topics' dropdown and a list of categories including Business and Culture, Certification and Compliance, Databases, Desktop & Office Applications, Enterprise Computing, Graphic Design & Multimedia, Hardware, IBM Technologies, Networks & Protocols, Operating Systems, Programming Languages, ReferencePoint Suites, Security, Software Engineering, Telecommunications, and Web Programming & Development. Arrows from the text on the left point to the search bar and the Browse Topics sidebar.



# Using Online Resources in SATERN

## Summary

## Summary

- Web-based online resources are available through NASA's SATERN Learning Management System. These resources expand the training and development opportunities available to NASA employees.
- Job aids are available as a guide and reference for different functions and tasks.
- Support for SkillSoft resources in SATERN is available via the SATERN Help Desk, and through the POCs at each Center.