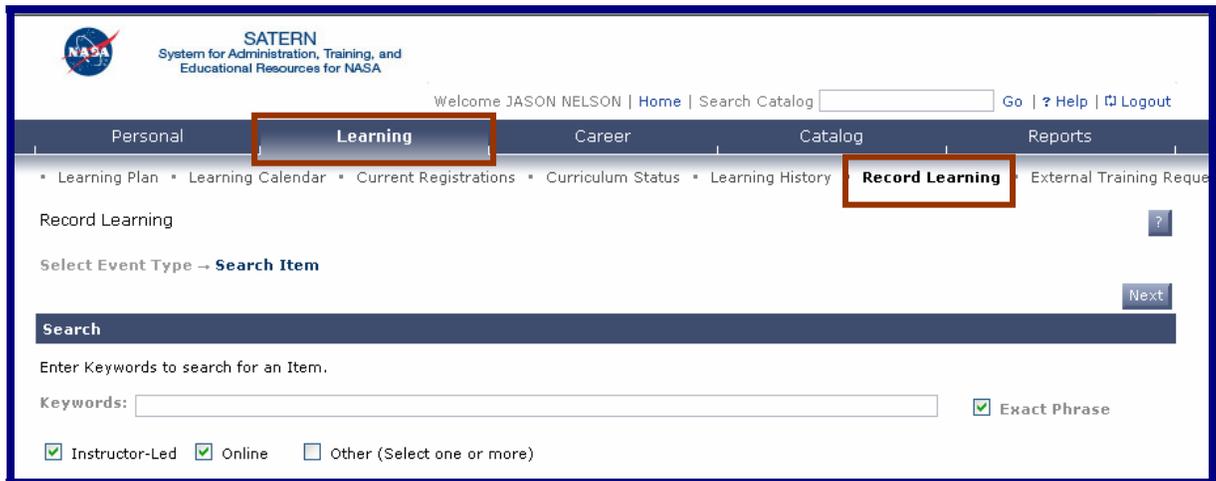


## Instructions on How to Record Items to your Learning History

### Here's what to do

**STEP 1:** Log into SATERN at <https://satern.nasa.gov>.

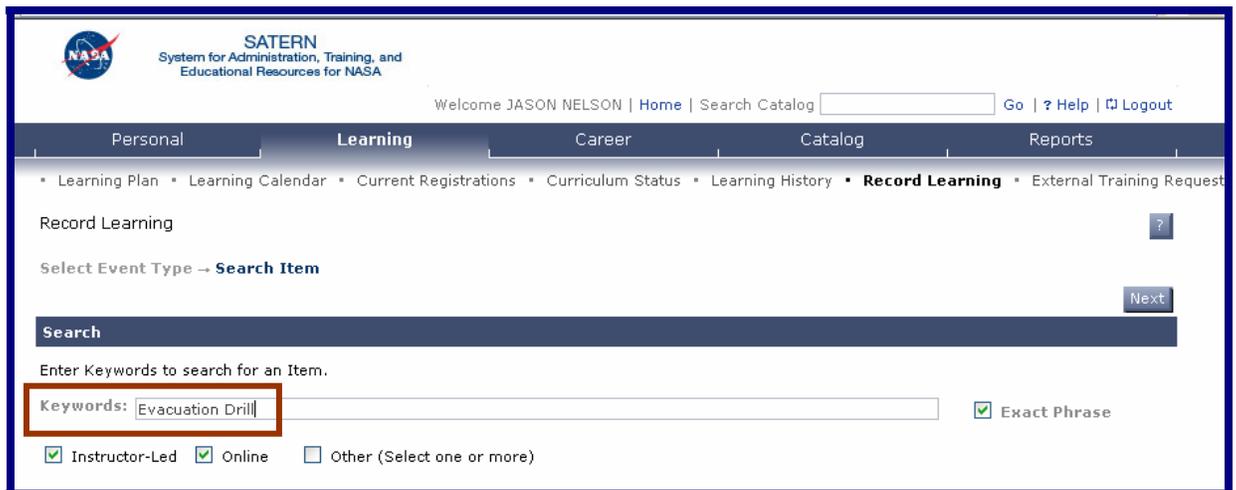
**STEP 2:** Under the **Learning** tab, click on **Record Learning**.



The screenshot shows the SATERN user interface. At the top, there is a NASA logo and the text "SATERN System for Administration, Training, and Educational Resources for NASA". Below this, a welcome message "Welcome JASON NELSON" is followed by navigation links: "Home", "Search Catalog", "Go", "Help", and "Logout". A horizontal menu contains tabs for "Personal", "Learning", "Career", "Catalog", and "Reports". The "Learning" tab is active and highlighted with a red box. Underneath, a list of links includes "Learning Plan", "Learning Calendar", "Current Registrations", "Curriculum Status", "Learning History", "Record Learning" (highlighted with a red box), and "External Training Request". Below the menu, there is a "Record Learning" section with a "Select Event Type → Search Item" link and a "Next" button. A search bar is present with the text "Enter Keywords to search for an Item." and a "Keywords:" input field. The "Exact Phrase" checkbox is checked. At the bottom, there are checkboxes for "Instructor-Led", "Online", and "Other (Select one or more)".

**STEP 3:** Type a keyword for the Item you want to record (i.e. Evacuation Drill), and click **Next**.

**NOTE:** You may only record Items that your Center's SATERN administrator has enabled you to record, and the Item must be in the Catalog.



This screenshot is similar to the previous one, but the "Keywords:" input field now contains the text "Evacuation Drill". The "Next" button is still visible to the right of the search bar.

**STEP 4:** From the search results, choose the correct title using the **Select** column and click **NEXT**.

Personal Learning Career Catalog Reports

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

Record Learning ?

Select Event Type → Search Item → **Select Item**

Keywords: *Evacuation Drill*

Exact Phrase: *Yes*

Previous Next

Select	Title	Revision Date	Select
	JSC EVACUATION DRILL	2/6/2007	

**STEP 5:** Fill the required fields:

- In the **Completion Status** field, select **(Completed) – For Credit**.
- Enter the **Completion Date** (Required).
- Enter the **Completion Time** (Required).
- You may also enter **Total Hours** (Optional).

Then, click **NEXT**.

Record Learning ?

Select Event Type → Search Item → Select Item → **Enter Learning Event Information**

JSC EVACUATION DRILL

OTHER JSC-NA-EVACUATION

Revision: 2/6/2007 03:00 PM CST

Item Description:

Previous Next

**Enter Learning Event Information**

\* = Required Fields

Instructor:  Select

Grade:

\* Completion Status: OTHER\_COMP (Completed) - For Credit

\* Completion Date: 2/6/2007

(MM/DD/YYYY)

\* Completion Time: 04:39 PM

(hh:mm AM/PM)

\* Time Zone: CST  Select

Total Hours:

(1000,001.01)

Credit Hours:

(1000,001.01)

Contact Hours:

(1000,001.01)

CPE:

(1000,001.01)

Login to SATERN at <https://satern.nasa.gov>

**STEP 6:** Enter **Comments** (Optional), and click **NEXT**.

Welcome JASON NELSON | Home | Search Catalog  Go | ? Help | Logout

Personal Learning Career Catalog Reports

Learning Plan Learning Calendar Current Registrations Curriculum Status Learning History Record Learning External Training Requi

Record Learning ?

Select Event Type → Search Item → Select Item → Enter Learning Event Information → **Edit Learner Event Information**

Previous Next

**Edit Learner Event Information**

Learner: NELSON, JASON R

Comments:

**STEP 7:** Review your Record Learning submission. Click **FINISH**.

Welcome JASON NELSON | Home | Search Catalog  Go | ? Help | Logout

Personal Learning Career Catalog Reports

Learning Plan Learning Calendar Current Registrations Curriculum Status Learning History Record Learning External Training Requi

Record Learning ?

Select Event Type → Search Item → Select Item → Enter Learning Event Information → Edit Learner Event Information → **Record Learning**

JSC EVACUATION DRILL  
OTHER JSC-NA-EVACUATION  
Revision: 2/6/2007 03:00 PM CST  
Item Description:

Previous Finish

**Record Learning**

Instructor:  
Completion Date: 2/6/2007 04:39 PM CST  
Total Hours:  
Credit Hours:  
Contact Hours:  
CPE:

Record Learning			
Learner	Grade	Status	Comments
NELSON, JASON R		OTHER_COMP	Evacuated from Building 12

**STEP 8:** View the confirmation. The Item is now recorded in your Learning History.

Welcome JASON NELSON | Home | Search Catalog  Go | ? Help | Logout

Personal Learning Career Catalog Reports

Learning Plan Learning Calendar Current Registrations Curriculum Status Learning History Record Learning External Training Requi

Record Learning ?

Select Event Type → Search Item → Select Item → Enter Learning Event Information → Edit Learner Event Information → Record Learning → **Success**

**Success**

**Status:**

- The learning event has been successfully recorded.
- You can go to the Learning Event History page to print out the Completion Certificate if this event provides credit for the item.