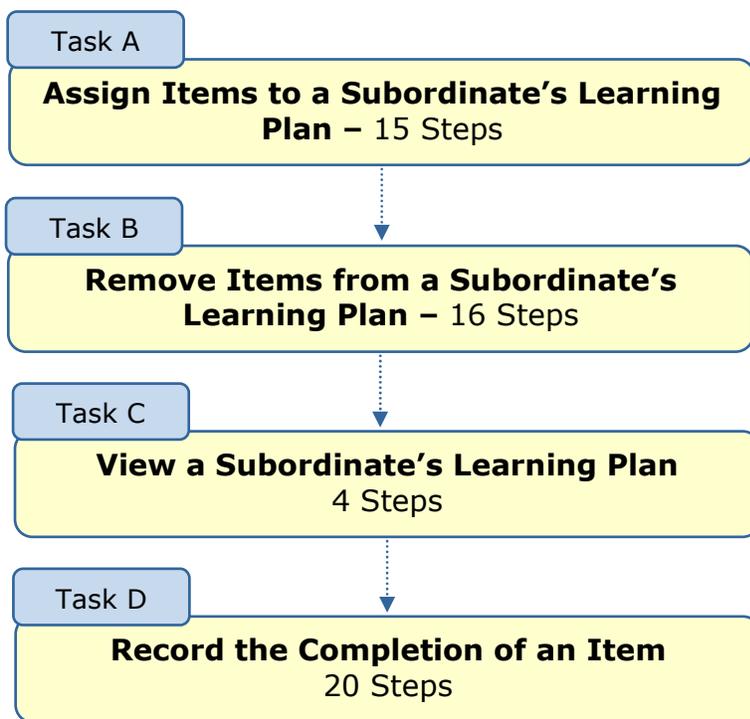


Job Aid: Managing Learning Plans – Supervisor

Purpose

The purpose of this job aid is to guide supervisor users through the step-by-step process of managing subordinates' learning plans within SATERN.



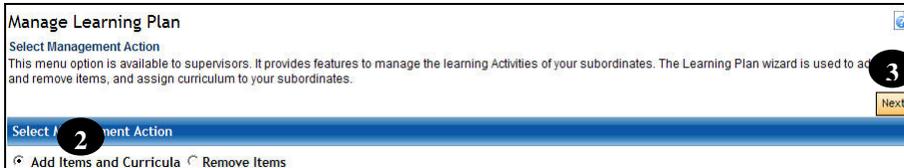
Task A: Assign Items to a Subordinate's Learning Plan

1 Navigate to **My Employees > Learning Plans**.



2 Click the **Add Items and Curricula** radio button.

3 Click **Next**.



4 Check the **Select** checkbox next to the corresponding subordinate to assign an item.

*Note: If a user has subordinates, you can click the **Include Subordinates** check box to assign the item to those users as well.*

5 Click **Add Checked**.

Manage Learning Plan
Select Management Action → Select Users

Previous Next
Add Checked
Select All / Deselect All

Select Users	Select User	Include Subordinates
Shilton, Anne C	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Siemering, John E	<input type="checkbox"/>	<input type="checkbox"/>

Select All / Deselect All
Select All / Deselect All

List of Selected Users

User Name	Remove
	<input type="checkbox"/>

Select All / Deselect All
Remove Checked

6 Review the list of selected users.

7 Click **Next**.

Manage Learning Plan
Select Management Action → Select Users

Previous Next
Add Checked
Select All / Deselect All

Select Users	Select User	Include Subordinates
Shilton, Anne C	<input type="checkbox"/>	<input type="checkbox"/>
Siemering, John E	<input type="checkbox"/>	<input type="checkbox"/>

Select All / Deselect All
Select All / Deselect All

List of Selected Users

User Name	Remove
Todd, Joseph A	<input checked="" type="checkbox"/>
Ingrassi, Elizabeth A	<input type="checkbox"/>
Daly, Diana M	<input type="checkbox"/>

Select All / Deselect All
Remove Checked

8 Search for the item(s) to add.

Enter keywords in the **Keywords** text field.

9 Click **Search**.

Manage Learning Plan
Select Management Action → Select Users → Search for Items and Curriculum

Previous

Search for Items and Curriculum

Enter keywords to select items.

Keywords: Exact Phrase

Curricula Instructor-Led Online Blended Other (Select one or more)

Search

10 Add items by checking the corresponding **Add** checkboxes.

11 Click **Add Checked**.

Search Results

Refine Search
Keywords: Communication
Exact Phrase: Yes

Add Checked
Select All / Deselect All

Search Results	Type	Add
Achieving Success with the Help of a Mentor		<input type="checkbox"/>
active Listening		<input type="checkbox"/>
Advanced Sales Communication Techniques: Part One		<input checked="" type="checkbox"/>
Advanced Sales Communication Techniques: Part Two		<input type="checkbox"/>
American Sign Language		<input type="checkbox"/>
Approaches to e-Business		<input type="checkbox"/>
Assertive Communication Simulation		<input type="checkbox"/>
Building Better Work Relationships Simulation		<input type="checkbox"/>
Building Effective Intercultural Relationships		<input type="checkbox"/>
Building Effective Interfunctional Relationships		<input type="checkbox"/>

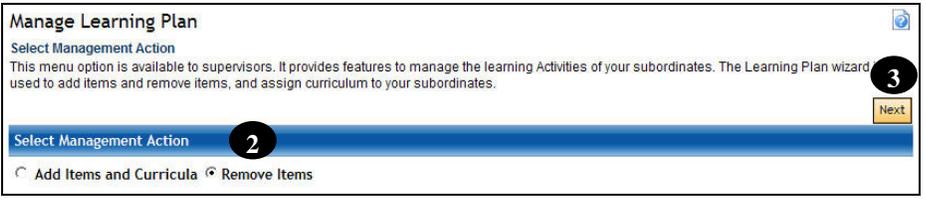
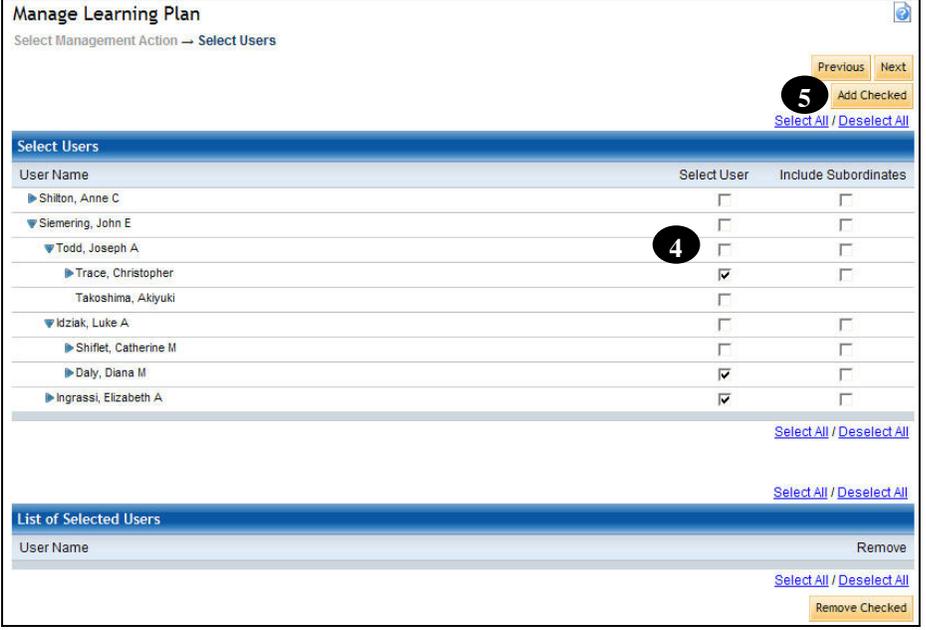
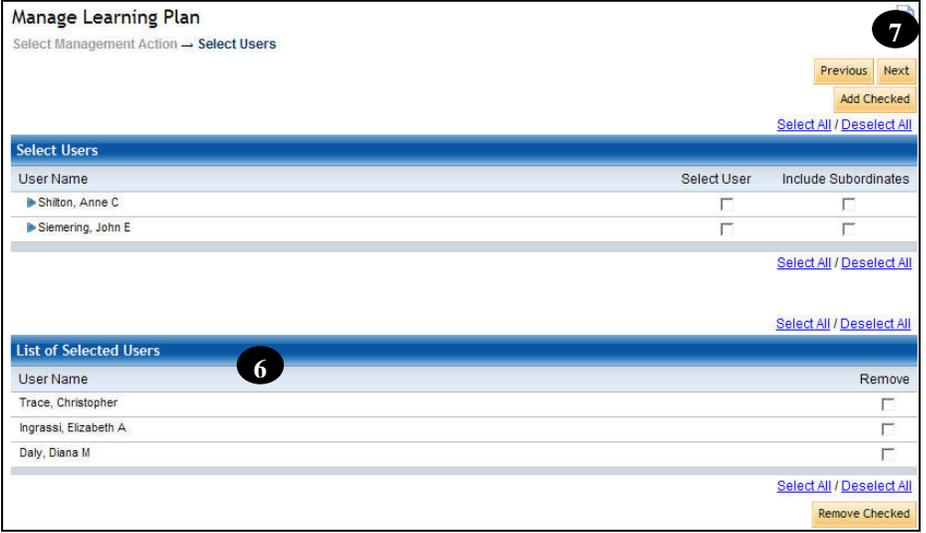
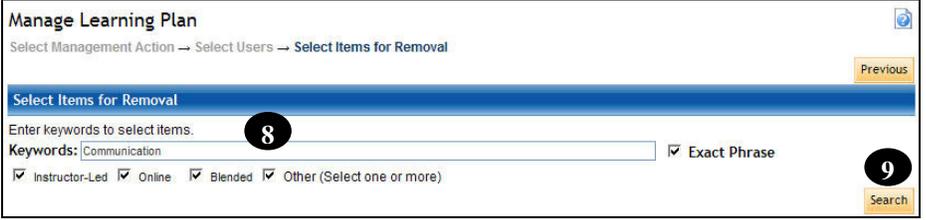
Records per Page: 10 Page: 1 2 3 4 5 « Previous | Next » (77 total records)

Select All / Deselect All
Add Checked

<p>12 Edit the <i>Assignment Type</i> and <i>Assign Date</i> as needed.</p> <p>13 Click Next.</p>	
<p>14 Click Finish.</p>	
<p>A status message displays indicating successful assignment.</p> <p>15 Click Start Over to add additional items or curricula to the selected subordinates.</p>	

Task B: Remove Items from a Subordinate's Learning Plan

<p>1 Navigate to My Employees > Learning Plans from the top menu.</p>	
----------------------------------------------------------------------------------------	--

<p>2 Click the Remove Items radio button.</p> <p>3 Click Next.</p>	
<p>4 Check the Select User checkbox next to the corresponding subordinate to remove an item from his or her learning plan.</p> <p>5 Click Add Checked.</p>	
<p>6 Review the list of selected users.</p> <p>7 Click Next.</p>	
<p>8 Search for the item(s) to remove. Enter keywords in the Keywords text field.</p> <p>9 Click Search.</p>	

<p>10 Select the items to remove by checking the corresponding Add checkboxes.</p> <p>11 Click Add Checked.</p>	<p>Search Results Refine Search Keywords: <i>Communication</i> Exact Phrase: <i>Yes</i></p> <p>11 Add Checked</p> <p>Select All / Deselect All</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Add</th> </tr> </thead> <tbody> <tr> <td>Achieving Success with the Help of a Mentor</td> <td>10</td> <td><input type="checkbox"/></td> </tr> <tr> <td>active Listening</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Advanced Sales Communication Techniques: Part One</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Advanced Sales Communication Techniques: Part Two</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>American Sign Language</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Records per Page: 5 Page: 1 2 3 4 5 «Previous Next» (77 total records)</p> <p>Select All / Deselect All Add Checked</p>	Title	Type	Add	Achieving Success with the Help of a Mentor	10	<input type="checkbox"/>	active Listening		<input type="checkbox"/>	Advanced Sales Communication Techniques: Part One		<input type="checkbox"/>	Advanced Sales Communication Techniques: Part Two		<input type="checkbox"/>	American Sign Language		<input type="checkbox"/>
Title	Type	Add																	
Achieving Success with the Help of a Mentor	10	<input type="checkbox"/>																	
active Listening		<input type="checkbox"/>																	
Advanced Sales Communication Techniques: Part One		<input type="checkbox"/>																	
Advanced Sales Communication Techniques: Part Two		<input type="checkbox"/>																	
American Sign Language		<input type="checkbox"/>																	
<p>12 Review the item selected to be removed.</p> <p>13 Click Next.</p>	<p>Manage Learning Plan Select Management Action → Select Users → Select Items for Removal</p> <p>13 Previous Next</p> <p>Select Items for Removal</p> <p>Enter keywords to select items. Keywords: <input type="text" value="Communication"/> <input checked="" type="checkbox"/> Exact Phrase</p> <p><input checked="" type="checkbox"/> Instructor-Led <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Blended <input checked="" type="checkbox"/> Other (Select one or more)</p> <p>Search</p> <p>Select All / Deselect All</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Assignment Type</th> <th>Assign Date</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>Achieving Success with the Help of a Mentor</td> <td>12</td> <td>REQ</td> <td>11/11/2008</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Select All / Deselect All Remove Checked</p>	Item	Type	Assignment Type	Assign Date	Remove	Achieving Success with the Help of a Mentor	12	REQ	11/11/2008	<input type="checkbox"/>								
Item	Type	Assignment Type	Assign Date	Remove															
Achieving Success with the Help of a Mentor	12	REQ	11/11/2008	<input type="checkbox"/>															
<p>14 Review user and item selections.</p> <p>15 Click Finish.</p>	<p>Manage Learning Plan Select Management Action → Select Users → Select Items for Removal → Remove Item Confirmation</p> <p>15 Previous Finish</p> <p>Remove Item Confirmation</p> <p>User</p> <p>Trace, Christopher Ingrassi, Elizabeth A Daly, Diana M</p> <p>Items</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Achieving Success with the Help of a Mentor</td> <td></td> </tr> </tbody> </table>	Item	Type	Achieving Success with the Help of a Mentor															
Item	Type																		
Achieving Success with the Help of a Mentor																			
<p>A status message appears indicating successful removal of the item(s).</p> <p>16 Click Start Over... to remove additional items from the selected subordinates' learning plans.</p>	<p>Manage Learning Plan Select Management Action → Select Users → Select Items for Removal → Confirmation → Success</p> <p>16 Start Over...</p> <p>Success</p> <p>Status:</p> <ul style="list-style-type: none"> Successfully removed the items from the specified Users if the items are free floating items and have not been completed. 																		

Task C: View a Subordinate's Learning Plan

1 Navigate to **My Employees > Subordinates** from the top menu.

Welcome Jennifer Myers | Home | Search Catalog | Help | Logout

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

Personal Learning Career Catalog Reports **My Employees**

Dashboard **1**
Subordinates
Learning Plans
Registrations

Welcome Jennifer Myers
10/27/2009

Welcome to SATERN, NASA's official learning management system. The System for Administration, Training, and Educational Resources for NASA (SATERN) provides simplified one-stop access to high-quality training products and processes to support learning and development.

SATERN provides desktop access to training enrollment and continuous learning for the NASA workforce. Find out more information on the SATERN Informational Web site at [satern.nasa.gov](#).

Alerts

- You have subordinate IDPs that require review and approval»
- You have learner training approvals»
- You have curriculum requirements to address»

2 Click the subordinate's **Learning** link to view his/her Learning Plan.

John E. Siemering
Executive Vice President North America
KSO North America
703.292.0299

Learning: **Overdue (1)** **2**
Curricula: Current
Reviews: **Overdue (1)**
Assessments: **Overdue (1)**
Goals: None
Approvals: None

Direct Reports: 3

3 View the subordinate's learning plan.
You may customize the view by filtering, sorting, adding, or removing learning plans by item type, assignment type, requirement interval, or status.

Welcome Jennifer Myers | Home | Help | Logout

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

Personal Learning **4** Career Reports

Viewing: **Amber Fullerton**
No Job Position Title [Return to Org Chart](#)

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: Field Chooser >>

[Expand All] [Collapse All]

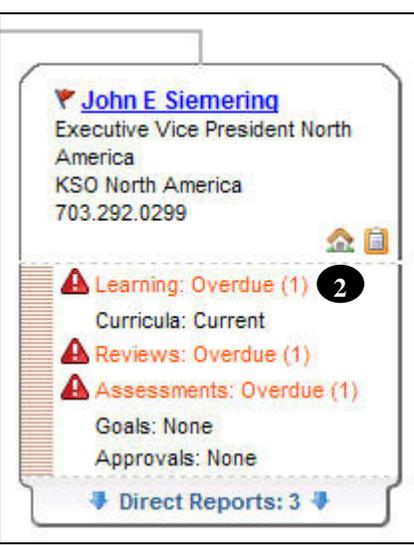
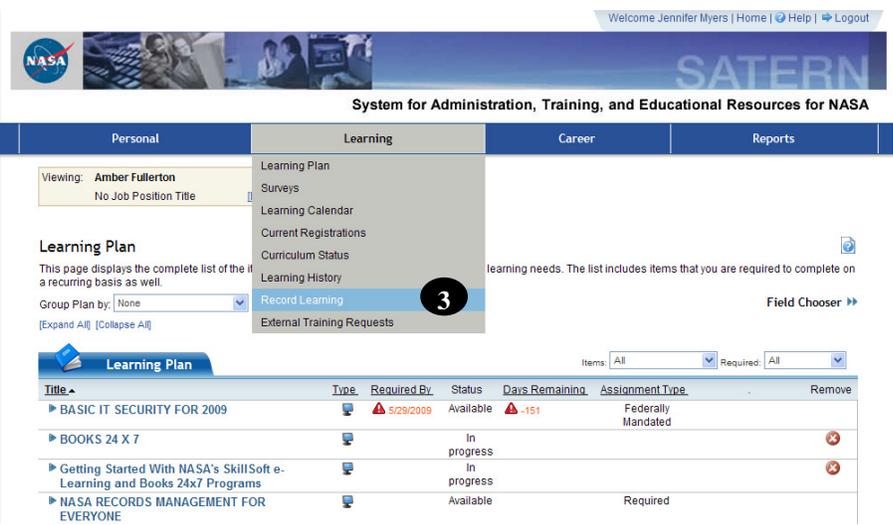
Learning Plan **3**

Items: All Required: All

Title	Type	Required By	Status	Days Remaining	Assignment Type	Remove
▶ BASIC IT SECURITY FOR 2009	Computer	5/29/2009	Available	-151	Federally Mandated	
▶ BOOKS 24 X 7	Computer		In progress			✖
▶ Getting Started With NASA's SkillSoft e-Learning and Books 24x7 Programs	Computer		In progress			✖
▶ NASA RECORDS MANAGEMENT FOR EVERYONE	Computer		Available		Required	

4 When you are finished viewing the subordinate's Learning Plan, return to your own session by clicking the **Return to Org Chart** link.

Task D: Record the Completion of an Item

<p>1 <i>Note: Not every item has the option of allowing a supervisor to record the completion.</i></p> <p>Navigate to My Employees > Subordinates from the top menu.</p>	 <p>Welcome Jennifer Myers Home Search Catalog Help Logout</p> <p>SATERN System for Administration, Training, and Educational Resources for NASA</p> <p>Personal Learning Career Catalog Reports My Employees</p> <ul style="list-style-type: none"> Subordinates Subordinates Learning Plans Registrations <p>Alerts</p> <ul style="list-style-type: none"> You have subordinate IDPs that require review and approval» You have learner training approvals» You have curriculum requirements to address» 																																			
<p>2 Click the subordinate's Learning link to view his/her Learning Plan.</p>	 <p>John E Siemering Executive Vice President North America KSO North America 703.292.0299</p> <p>Learning: Overdue (1) 2</p> <p>Curricula: Current</p> <p>Reviews: Overdue (1)</p> <p>Assessments: Overdue (1)</p> <p>Goals: None</p> <p>Approvals: None</p> <p>Direct Reports: 3</p>																																			
<p>3 Navigate to Learning > Record Learning.</p>	 <p>Welcome Jennifer Myers Home Help Logout</p> <p>SATERN System for Administration, Training, and Educational Resources for NASA</p> <p>Personal Learning Career Reports</p> <p>Viewing: Amber Fullerton No Job Position Title</p> <p>Learning Plan</p> <p>This page displays the complete list of the learning needs. The list includes items that you are required to complete on a recurring basis as well.</p> <p>Group Plan by: <input type="text" value="None"/> Record Learning 3</p> <p>Field Chooser >></p> <p>Learning Plan</p> <p>Items: <input type="text" value="All"/> Required: <input type="text" value="All"/></p> <table border="1"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Required By</th> <th>Status</th> <th>Days Remaining</th> <th>Assignment Type</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>BASIC IT SECURITY FOR 2009</td> <td>Computer</td> <td>5/29/2009</td> <td>Available</td> <td>-151</td> <td>Federally Mandated</td> <td></td> </tr> <tr> <td>BOOKS 24 X 7</td> <td>Computer</td> <td></td> <td>In progress</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Getting Started With NASA's SkillSoft e-Learning and Books 24x7 Programs</td> <td>Computer</td> <td></td> <td>In progress</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NASA RECORDS MANAGEMENT FOR EVERYONE</td> <td>Computer</td> <td></td> <td>Available</td> <td></td> <td>Required</td> <td></td> </tr> </tbody> </table>	Title	Type	Required By	Status	Days Remaining	Assignment Type	Remove	BASIC IT SECURITY FOR 2009	Computer	5/29/2009	Available	-151	Federally Mandated		BOOKS 24 X 7	Computer		In progress				Getting Started With NASA's SkillSoft e-Learning and Books 24x7 Programs	Computer		In progress				NASA RECORDS MANAGEMENT FOR EVERYONE	Computer		Available		Required	
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NASA RECORDS MANAGEMENT FOR EVERYONE	Computer		Available		Required																															

4 Click the **Item** radio button record completion of an item.

5 Click **Next**

6 Search for the item. Enter keywords in the **Keywords** text field.

7 Click **Next**.

8 Click the **Select** radio button to select the item.

9 Click **Next**.

Title	Revision Date	Select
NSSC-FEDTRAVEL TUTORIAL	6/10/2008	<input type="radio"/>

<p>Enter learning event information.</p> <p>10 Select an instructor.</p> <p>11 Select a completion status.</p> <p>12 Enter/change the learning completion date.</p> <p>13 Enter/change the learning completion time.</p> <p>14 Select the time zone from the drop-down menu.</p> <p>15 Click Next.</p>													
<p>16 Enter comments in the text box, if applicable.</p> <p>17 Click Next.</p>													
<p>18 Verify the information.</p> <p>19 Click Finish.</p> <p>Note: If an E-Signature is required to record the event, the E-Signature page displays. Enter your user name and E-Signature PIN in the corresponding text boxes. Click Confirm.</p>	<table border="1"> <thead> <tr> <th>User</th> <th>Grade</th> <th>Status</th> <th>Comments</th> <th>Cost Name</th> <th>Amount (1000)</th> </tr> </thead> <tbody> <tr> <td>Siemering, John E</td> <td></td> <td></td> <td></td> <td>CRS-ATND</td> <td></td> </tr> </tbody> </table>	User	Grade	Status	Comments	Cost Name	Amount (1000)	Siemering, John E				CRS-ATND	
User	Grade	Status	Comments	Cost Name	Amount (1000)								
Siemering, John E				CRS-ATND									



A status message displays indicating the learning event has been successfully recorded.

20

Click **Return to Org Chart** to return to the Organization Chart screen.

20

Viewing: **John Siemering**
Executive Vice President
North America [Return to Org Chart](#)

Record Learning

Select Event Type → Search Item → Select Item → Enter Learning Event Information → Edit User 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.