



# SATERN

System for Administration, Training, and Educational Resources for NASA

## **SATERN Overview for Learners**

**December 2009**



# Session Objectives

- At the end of the session, participants will be able to:
  - Describe SATERN
  - Log in to SATERN and search the catalog
  - Register for an onsite scheduled offering
  - Launch online training
  - View their Learning Plan
  - View Learning History
  - Run reports

# Course Agenda

## *Introduction*

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

## *Summary*

# **SATERN Overview for Learners**

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## Module 1: *SATERN Overview*

# What is SATERN?

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

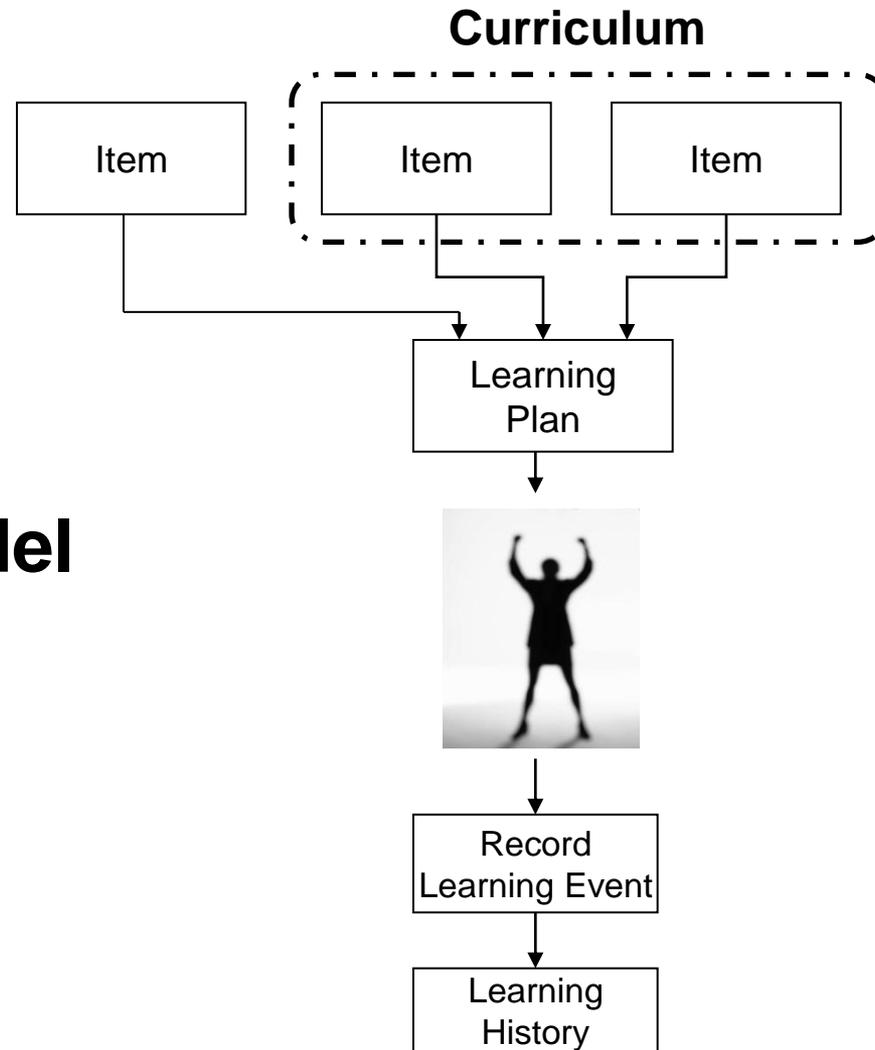
The screenshot displays the SATERN web application interface. At the top, there is a navigation bar with the NASA logo, a search bar, and links for Home, Search Catalog, Help, Check System, and Logout. Below this is a main header with the text "System for Administration, Training, and Educational Resources for NASA". A secondary navigation bar contains tabs for Personal, Learning, Career, Catalog, Organization, and Reports. The main content area is titled "Welcome SOPHIA SHUKLIN" and includes a date "9/28/2009". A welcome message states: "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." Below this, it says: "SATERN provides desktop access to training enrollment and continuous learning for the NASA workforce. Find out more information on the SATERN Informational Web site or contact your Center training office." For assistance, it provides the NSSC Contact Center at 1-877-NSSC-123 (877-677-2123) or NASA-satern.support@nasa.gov. On the right side, there is an "Alerts" section with a red banner that says "Your Talent Profile is Incomplete>". Below that is a "Catalog" section with links to "View all available instructor-led items>" and "View all available online items>". There is also an "IDPs" section with a link "IDPs" and a "Go to Learning Plan >>" button. At the bottom, there is a table with columns "Title", "Type", and "Required By". The first row shows "APPEL-PERFORMANCE-BASED STATEMENT WORK" with a user icon in the "Required By" column.

## What Does SATERN Do for Employees?

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

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

# Learning Needs Management Model





# **SATERN Overview for Learners**

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## Module 2: *Getting Started*

## Logging into SATERN

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

### Need help accessing SATERN?

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

## Menus for SATERN functions can be found across the top of the screen

When you roll your mouse over a top menu option, its submenu displays in the menu bar

The screenshot shows the SATERN interface with a top navigation bar containing: Personal, Learning, Career, Catalog, Organization, and Reports. The 'Personal' menu is expanded, showing a list of options: Home, Approvals, Order Status, Order Tickets, Profile, Regional Settings, My Communities, and Skills. A yellow callout box labeled 'Main Menu' points to the top bar, and another yellow callout box labeled 'Sub-menu' points to the expanded 'Personal' menu. The main content area includes a user profile for 'A SHUKLIN', a red alert box stating 'Your Talent Profile is Incomplete', and a 'Catalog' section with links to view instructor-led and online items. Contact information for the NSSC Contact Center is also visible at the bottom of the page.

**Hint: Use the menus to navigate and not the browser's "back" button**

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

General Help provides an index and search capability

The screenshot shows the SATERN user interface. At the top, a navigation bar includes a search bar, a 'Help' icon, and links for 'Check System' and 'Logout'. Below this is a header with the NASA logo and the text 'System for Administration, Training, and Educational Resources for NASA'. A main menu contains tabs for 'Personal', 'Learning', 'Career', 'Catalog', 'Organization', and 'Reports'. The main content area displays a welcome message for 'SOPHIA SHUKLIN' dated '9/28/2009', followed by a paragraph of introductory text and contact information for the NSSC Contact Center. A red 'Alerts' box is visible on the right side of the page. A yellow callout box with an arrow points to the 'Help' icon in the top navigation bar, and another yellow callout box with an arrow points to the 'Alerts' box.

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

# **SATERN Overview for Learners**

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## Module 3: *Registering for Training*

- SATERN allows you to register for training from your learning plan or through a catalog search.
- This module will review how to:
  - Register for Onsite Learning
  - Launch Online Learning
  - View your Current Registrations

## How do I find out what training is available?

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

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

## Registering for Onsite Training from the Catalog

- Employees can self-register for a scheduled offering of a learning activity. Some training is not open for self-registration.
- Choose [Catalog](#) then [Simple Catalog Search](#) from the menu.

**Personal** | **Learning** | **Career** | **Catalog** | **Organization** | **Reports**

**Simple Catalog Search**  
 The Simple Catalog Search page allows you to search the Learning Catalog by keyword. You can also filter your search by Item Type.

**Keyword Search**  
 Enter Keywords to search Item, Curriculum title and Description fields.

Keywords:   Exact Phrase

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

- The search window will be displayed and allow you to search for the item(s) you want.

# Registering for Onsite Training from the Catalog

- You can search by entering a keyword in the **Keywords** text field or
- Leave the Keyword box blank to search for all available offerings.

## Search Results

Enter Keywords to search Item, Curriculum title and Description fields.

Keywords: Retirement  Exact Phrase

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

Search

## Catalog Search Results

Title ▲	Type	Price	Status
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▼ GSFC-RETIREMENT PLANNING WORKSHOP: CSRS



Add to Learning Plan

See Offerings --

Description	Start Date/Time	Duration	Facility & Location	Available Seats	Price	Register
No Description	9/14/2009 09:00 AM EST	3 days	GSFC-Building 1 - GSFC-Building 1- Room E100E	15	0.00 (USD)	Register

- Items that have Scheduled Offerings available have a  next to the title. Click on [See Offerings](#) to display the Scheduled Offerings.
- To enroll in a learning activity select **Register** for the offering you wish to attend. If **Register** is not available there are no scheduled offerings for this activity.

## Registering for Onsite Training from the Catalog

- If approval is required, a warning screen will appear. Click **YES** to proceed.
- Enter any comments into the Comments field and click **Confirm**.
- To view registration click **Learning** and then **Current Registrations**. Your enrollment is pending until approved.

Personal	Learning	Career	Catalog	Organization	Reports
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### Current Registrations

This page displays the list of Scheduled Offerings that you are registered for based on your learning needs. To view the details of a Scheduled Offering, click the Title link. If you are able to Withdraw from a Scheduled Offering without the assistance of an Administrator, you can select **Withdraw** from the drop down box and click **Go**.

Current Registrations					
Title	Description	Start Date/Time	Facility & Location	Status	
<a href="#">GSFC-RETIREMENT PLANNING WORKSHOP: CSRS</a>		9/14/2009 09:00 AM EST	GSFC-Building 1 - GSFC-Building 1-Room E100E	Pending	<input type="button" value="Withdraw"/>

## Launching Online Content from the Catalog

- Online content is any content you can launch using your computer. No registration is required for online training, simply launch the content by following these steps.
- From the Learning Plan OR the Catalog:
- Click on the **Launch Content** button.

Catalog Search Results				
Title ▲	Type	Price	Status	
CERTIFICATION & ACCREDITATION 101		0.00 (USD)	--	<a href="#">Add to Learning Plan</a> <a href="#">Launch content</a>
ENTRUST ENTELLIGENCE SECURITY PROVIDER (ESP) LEARNING CENTER		0.00 (USD)	--	<a href="#">Add to Learning Plan</a> <a href="#">Launch content</a>
Export Control Awareness		0.00 (USD)	--	<a href="#">Add to Learning Plan</a> <a href="#">Launch content</a>

- When you launch from the Catalog, the online training is automatically added to your learning plan.

## Launching Online Content from the Catalog

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

**Online Content Structure**

Content Structure	Status	Completion Date
<a href="#">Certification and Accreditation 101 Training</a> Certification and accreditation (C&A) is the process used to ensure that information technology (IT) systems, including major software applications, have effective security safeguards that have been implemented, or planned for, commensurate with the potential risks to the system's information. The successful completion of the C&A process provides formal authority for a system to operate and process information based on the approval of a senior management official. The requirements for C&A apply to all NASA IT systems or applications, as well as all non-NASA owned systems or applications that are attached to a NASA network or contain NASA information, regardless of the system's location.		
<a href="#">Course Test</a> Certification & Accreditation 101		
<a href="#">Course Evaluation</a> Online Course User Feedback Survey		

- After you have completed the online learning, take the option to **Return to the Content Structure** to be returned to this screen. You can then click **Course Test** to take the test.

**Note: Once an online course is completed it is removed from your Learning Plan and placed in your Learning History. If you wish to, you may re-launch the online content from your Learning History.**

## Viewing Current Registrations

- You can view all of the future schedule offerings you have requested registration in or been registered for in SATERN.
- Select **Learning** from the main menu and **Current Registrations** from the sub-menu.

**Current Registrations** 

This page displays the list of Scheduled Offerings that you are registered for based on your learning needs. To view the details of a Scheduled Offering, click the Title link. If you are able to Withdraw from a Scheduled Offering without the assistance of an Administrator, you can select **Withdraw** from the drop down box and click Go.

Title	Description	Start Date/Time	Facility & Location	Status
<a href="#">GSFC-RETIREMENT PLANNING WORKSHOP: CSRS</a>		9/14/2009 09:00 AM EST	GSFC-Building 1 - GSFC-Building 1-Room E100E	Pending <input type="button" value="Withdraw"/>

- You have the option to withdraw from those scheduled offerings for which you self-registered.

***Note: Online courses are not shown in current registrations because they can be taken at any time.***

## Viewing Current Registrations

- Click on the **Title** to view the Segment Details for the Scheduled Offering. The information includes the start and end date, start and end time, facility, location, and instructor for each segment.

Offering of GSFC-RETIREMENT PLANNING WORKSHOP: CSRS

▼ Summary Information

**GSFC-RETIREMENT PLANNING WORKSHOP: CSRS**  
**Description:** No Description  
**Scheduled Offering ID:** 37441  
**Item Description:** Planning a smooth transition into retirement prompts many questions. This seminar discusses considerations necessary for planning for retirement, including Federal benefits options, best date to retire, TSP, Social Security eligibility, military service, financial and tax planning, health and fitness concerns, estate planning, and the psychological aspects of retirement. Adequate time is allotted for questions and answers.  
**Who Should Attend:** Federal employees with 5-10 years or fewer until retirement eligibility.

▼ Segment Details

Segment	Start	End	Facility & Location	Instructor
1	9/14/2009 09:00 AM EST	9/14/2009 04:00 PM EST	GSFC-Building 1-Room E100E (location)	,
2	9/15/2009 09:00 AM EST	9/15/2009 04:00 PM EST	GSFC-Building 1-Room E100E (location)	,
3	9/16/2009 09:00 AM EST	9/16/2009 04:00 PM EST	GSFC-Building 1-Room E100E (location)	,

▶ Registration Information

▶ Contact Information

▶ Comments

▶ Approval Status

- Click on **▶ Registration Information** to view information on Registration, Contacts, Comments, or Approval Status.



# **SATERN Overview for Learners**

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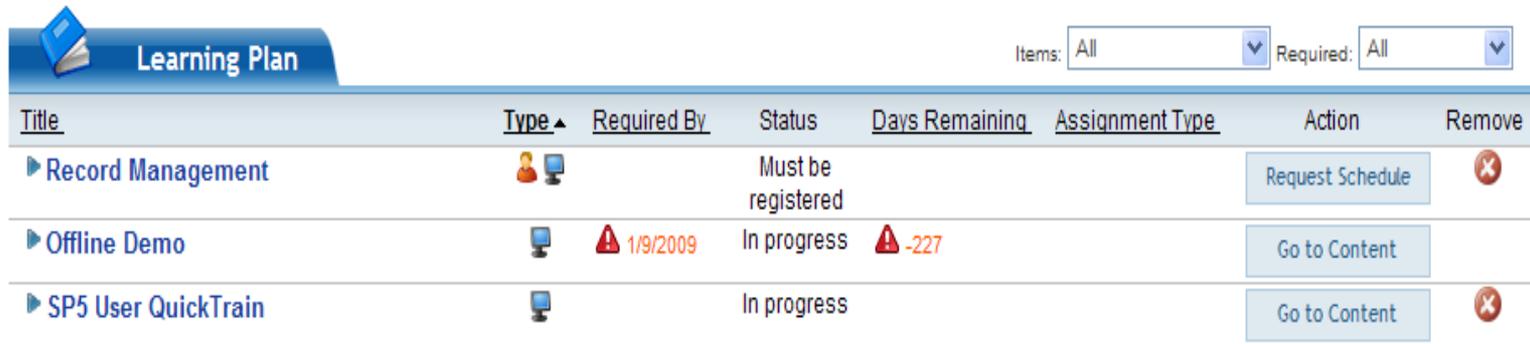
## Module 4: *Learning Plans*

## What is a Learning Plan?

- **The Learning Plan is a list of learning activities (items) you have expressed interest in or have been assigned to you. It is a learning “To Do” list.**
- **Activities on the Learning Plan can be added by you, SATERN Administrators, or your Supervisor.**
- **Once completed, learning activities move from your Learning Plan to your Learning History, However, if a retraining requirement is associated with a learning activity, it will stay on the Learning Plan with a new “Required By” date.**
- **From the Learning Plan you can:**
  - View the details of a learning activity you have selected or been assigned
  - View the “Required By” date for completion of a learning activity
  - Register for a scheduled offering
  - View details about your registration in a scheduled offering
  - Remove a learning activity you have added to your Learning Plan
  - Launch online content

## Accessing the Learning Plan

- To get to the Learning Plan select **Learning** from the Main Menu and **Learning Plan** from the sub-menu.



Title	Type	Required By	Status	Days Remaining	Assignment Type	Action	Remove
▶ Record Management			Must be registered			Request Schedule	
▶ Offline Demo		1/9/2009	In progress	-227		Go to Content	
▶ SP5 User QuickTrain			In progress			Go to Content	

- Information on the Learning Plan includes the **Title** of the learning activity, **Type** of the learning activity, the **Required By** date learning is due to be completed, the current **Status**, **Days Remaining** shows number of days remaining/passed from the Required By date, **Assignment Type** shows Optional/Required training, and **Actions** you can take.
- The **Title** of an Item on the Learning Plan is a clickable link. Click on this link to open the Item Details.
- To remove an item, simple click the in the **Remove Column** for the item you wish to remove and click **OK** to confirm the removal.

# Adding an Item to Your Learning Plan

- Choose [Catalog](#) then [Browse Catalog](#), [Simple Catalog Search](#), or [Advanced Catalog Search](#) from the sub-menu.
- Find the learning activity you wish to add to your Learning Plan.
- In the **Action** column, select [Add to Learning Plan](#).

Personal	Learning	Career	Catalog	Organization	Reports
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**Search Results** 

Enter Keywords to search Item, Curriculum title and Description fields.

Keywords:   Exact Phrase

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

Catalog Search Results				
Title ▲	Type	Price	Status	Action
CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) REFRESHER TRAINING		0.00 (USD)	--	<div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;"> <a href="#">Add to Learning Plan</a> </div> <a href="#">Launch content</a>

# **SATERN Overview for Learners**

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## *Module 5: Learning History and Reports*

## Learning History

- The Learning History is a list of learning activities that you have successfully completed or attempted to complete.
- It includes a record of the date and time of your attempt to complete the learning activity, the completion status, the Item ID and Title, and the instructor and grade, if applicable.
- In SATERN, you will be able to view your learning history for all the courses that you register for or take online through SATERN.

# Learning History

- Select **Learning** from the Main Menu and **Learning History** from the sub-menu.

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

**Completion Date and Time**

**Completion Status**  
The status assigned to your learning event.

Learning History				
Title	Type	Completion Date	Status	Action
CS KTB PASSWORD RULES	COURSE	1/14/2009 11:00 AM America/New York	Failed Course	
Partnering with Your Boss	COURSE	1/12/2009 04:20 PM America/New York	Passed Course	<a href="#">Print Completion Certificate</a>
How to Be a Good OLAD Employee	COURSE	1/9/2009 04:20 PM America/New York	Passed Course	<a href="#">Print Completion Certificate</a>
Test Item	COURSE	1/7/2009 04:09 PM America/New York	Attended Event or Activity	<a href="#">Review Content</a>

**Print Completion Certificate**  
You can print your own certificate of completion for any Item you successfully completed.

## Running Reports

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

## Running Reports

- Select **Reports** from the Main Menu.
- Click on the **Report Name** to open the report.
- Select report options.
- Click **Run Report**.

Report Name
Close-Fit Jobs
Close-Fit Jobs Legacy
+ Curriculum Status
Curriculum Status Legacy
+ Item Requests
Item Requests Legacy
+ Item Status
Item Status Legacy
Learner Information
Learning History
Learning History Legacy
+ Learning Hours
Learning Hours Legacy
+ Learning Needs
Learning Needs Legacy
Learning Plan
Learning Plan Legacy
+ Tuition
Tuition Legacy
User Information Legacy

***Tip: If you are not sure what the reports do, open Help for the reports section. The Help will display details about each report.***

# Formatting Reports

- You can designate formatting and printing preferences for the report.

The screenshot shows a web-based configuration window titled "Run Learner Information". It contains several input fields and checkboxes. The "Report Title" field is filled with "Learner Information". The "Report Header" and "Report Footer" fields are empty. The "Report Destination" dropdown is set to "Browser". The "Report Format" dropdown is set to "HTML". Below these are three checked checkboxes: "Mask Learner IDs", "Page Break Between Records", and "Include Custom Fields". The "Report Type" section has two radio buttons, "Summary" (which is selected) and "Detail". At the bottom right, there are two buttons: "Run Report" and "Reset".

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



# **SATERN Overview for Learners**

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## Summary

## Summary

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