



# SATERN Job Aid

## SATERN Learner Job Aid for Skillsoft Online Learning Updated February 5, 2020

**Audience:** This job aid is for use by National Aeronautics and Space Administration (NASA) personnel with Learner access to the System for Administration, Training, and Educational Resources for NASA (SATERN).

**Purpose:** This job aid provides instructions for you to access various Skillsoft online learning resources.

**Tasks:** Click the following links to access the needed instruction:

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## Part 1 – Introduction to Skillsoft Online Learning at NASA



### *What do you want to learn today?*

Everyone is familiar with the training they are *required* to take in SATERN, but SATERN offers so much more. Like all NASA employees, you want to continuously develop your skills so you can perform your current job even better and also prepare for future job roles and responsibilities.

*Even just a few minutes a day invested into learning  
can have big payoffs!*

While traditional classroom training can be very effective, it is also somewhat limiting. Travel is often required, and it can be very inconvenient to carve out a day or more from a busy person's schedule to attend. In addition, the training you need may not be offered when you need it. When it is offered, seats often fill up fast, even if you are able to get the necessary approvals.

For this reason, NASA has invested in making available to employees a vast collection of online learning resources through SATERN. These resources are available 24 hours a day, 7 days a week. No travel or approvals are required to participate, and you can access it on your computer or mobile device in the comfort of your own office, home, or anywhere you want, whenever it is most convenient for you.

These resources include online courses, books, videos, and audiobooks.

- The online courses are accessible in SATERN on your computer or mobile device using your device's browser.
- The books, videos, and audiobooks are found on the NASA Skillport site ([nasa.skillport.com](https://nasa.skillport.com)) and on your mobile device with the Skillsoft Learning App ([iOS](#), [Android](#)).

**Learn something new every day!**

**Just 5 minutes a day will make a difference.**

**Find something you want to learn today!**

Click the following course title to see an example of one of the new Skillsoft courses: "[Developing and Embracing a Growth Mindset](#)." It's always about a growth mindset, personally and professionally!

## Part 2 – Skillsoft Online Courses in SATERN



**What are Skillsoft courses?** NASA has acquired a vast library of online courses from Skillsoft and made it available to employees in SATERN free of charge. Skillsoft online courses use current and relevant content covering a vast array of subjects, in an interactive interface with engaging videos and high-tech animations to illustrate the content, all within a structured learning experience.

**Are Skillsoft courses up to date?** The Skillsoft courses in SATERN have all been updated, so if it has been a while since you last saw a Skillsoft course, you are in for a pleasant surprise! All Skillsoft courses are continuously kept current. Every month, new courses are added to the library, and older content is replaced with new, up-to-date content. We make sure all updates are applied to SATERN every month.

**How can I fit learning into my busy schedule?** The majority of Skillsoft courses now require only 30 minutes to complete, and you do not have to do it all in one sitting. The Bookmarking feature allows you to come back to the course and pick up where you left off, getting the learning you need when most convenient for you.

**Do I have to complete all sections of a course? What if I'm only interested in some of the content?** When all sections of a course are completed, you get full credit recorded in your learning history. This is a great way to demonstrate your learning accomplishments! However, you do not have to take all sections of a course, nor do you have to do the sections in a specific order. With the table of contents, you can skip any content that is not of interest and focus just on the content you want.

The remainder of Part 2 of this job aid will give you step-by-step instructions for the following:

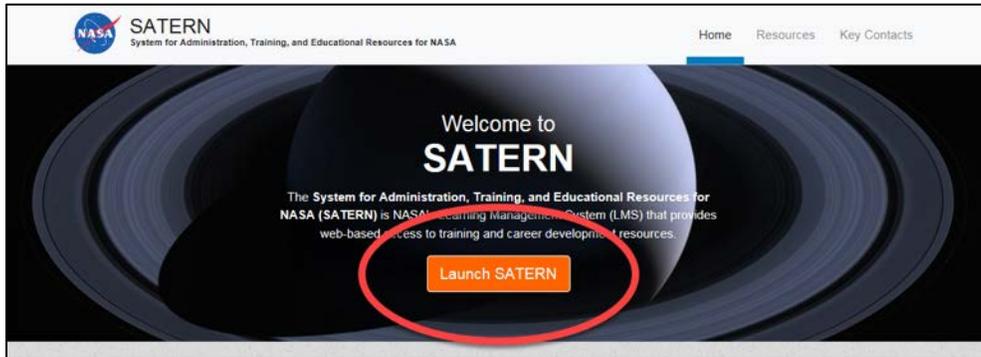
- How do I find Skillsoft courses in SATERN?
- How do I browse in SATERN for Skillsoft courses?
- How do I take a Skillsoft course on my mobile device?
- What are Skillsoft Live Events, and how do I get credit in SATERN?

## 2.1 – How do I find Skillssoft courses in SATERN?

**Note:** If you do not see all the buttons and features on your screen that are shown in this document, try using a different browser.

1. Log into SATERN at [satern.nasa.gov](http://satern.nasa.gov) and click the **Launch SATERN** button.

**Figure 1: SATERN Welcome Page Showing Launch SATERN Button**



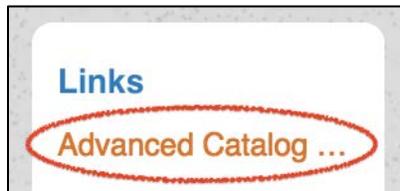
Your **My Learning (SATERN)** page is displayed.

2. To search for all available SATERN courses, including Skillssoft courses, in the **Find Learning** tile search field, type any keywords and click the **Go** button. Any matching courses are displayed in the search results, along with anything else in SATERN that matches your keywords.

OR

To search for only Skillssoft courses, in the **Links** tile, click the **Advanced Catalog Search** link.

**Figure 2: Links Tile Showing Advanced Catalog Search Link**



The **Advanced Catalog Search** page opens in a new browser tab.

3. Click the **Source** field **Select** link.

**Figure 3: Advanced Catalog Search Page Source Field Select Link**



- Click the **SkillSoft online course content** source option **Select** checkbox, then click the **Submit** button.

**Figure 4: SkillSoft Online Course Content Source Option Showing Select Checkbox and Submit Button**



The **Advanced Catalog Search** page is displayed.

- Type keywords in the **Title** or **Description** field. (Note that you can use the % symbol as a wildcard (e.g., emotion% intelligen%).)

**Figure 5: Advanced Catalog Search Page Showing Title Field Filled**

<b>Title:</b>	Contains	emotion% intelligen%	
<b>Description:</b>	Contains		
<b>ID:</b>	Contains		
<b>Subject Area:</b>	Contains		Select
<b>Delivery Method:</b>	Contains		Select
<b>Source:</b>	1 Source(s) Selected		Edit List Clear

In this example, because of the wildcards, the search results will list all Skillsoft courses with “Emotional Intelligence” or “Emotionally Intelligent” in the title.

- Click the **Search** button. The **Search Results** screen is displayed showing the list of Skillsoft courses matching your search criteria.
- To add the course to your learning plan so you can take the course later, click the **Assign to Me** button. To launch the course immediately, click the **Start Course** button (it will be automatically added to your learning plan).

**Figure 6: Search Results Screen Showing Assign to Me and Start Course Buttons**

<b>Navigating the Workplace with Emotional Intelligence</b>		0.00 (USD)	--	Assign to Me	Start Course
<b>The Emotionally Intelligent Leader</b>		0.00 (USD)	--	Assign to Me	Start Course

## 2.2 – How do I browse in SATERN for Skillssoft courses?

To browse Skillssoft courses, refer to paragraph 2.2.1, Browsing Using the Skillssoft Tab, or paragraph 2.2.2, Browsing Using the Browse by Topics Button.

### 2.2.1 – Browsing Using the Skillssoft Tab

The easiest way to browse for Skillssoft courses in SATERN is by using the **Skillssoft** tab to browse through all the course topics on a single page.

1. From the SATERN main page, click the **Skillssoft** tab.
2. Locate the desired topic heading to see a list of all the Skillssoft courses in SATERN for that topic.
3. Click the desired link for courses. You can select and launch a course immediately or save it in your learning plan for later viewing.

The Skillssoft tab also provides links under the **Skillssoft Live Events** heading and the **Skillport Books, Videos, and Audio Books** heading.

Figure 7: Skillssoft Tab Screen Showing Links to Topics, Events, Books, and Videos

The screenshot displays the Skillssoft tab interface. At the top, the 'Skillssoft' tab is highlighted. The main content area is divided into three columns:

- Skillssoft Live Events:** Features 'Upcoming Live Events' and 'Earlier Events'. Upcoming events include 'The Culture Code: The Secrets of Highly Successful Groups' by Daniel Coyle (Nov 12, 2019), 'Digital Minimalism: Choosing a Focused Life in a Noisy World' by Cal Newport (Sep 26, 2019), 'Total Leadership: Be a Better Leader, Have a Richer Life' by Stewart D. Friedman (May 14, 2019), 'The Scientific Secrets of Perfect Timing' by Daniel Pink (Apr 16, 2019), 'Get Big Things Done: The Power of Connectional Intelligence' by Erica Shawhan (Mar 6, 2019), 'Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions' by Mike Roberto (Feb 6, 2019), and 'The Experiential Organization: Designing Employee Experiences So People Want to Show Up to Work' by Jacob Morgan (Nov 15, 2018).
- Skillssoft Courses:** Promotes learning with the text 'What do you want to learn today?' and 'Even just a few minutes a day invested into learning can have big payoffs!'. It states that NASA offers 24-hour access to a vast library of online courses, books, videos, and audiobooks. A red box highlights the payoff statement. Below, it lists 'Skillsoft course topics' with arrows pointing to 'Project Management' and 'Communication Skills'.
  - Project Management:** Agile Project Management, PRINCE2®, Project Communications Management, Project Cost Management, Project Human Resource Management, Project Integration Management.
  - Communication Skills:** Advanced and Specialized Communications, Communication Essentials, Difficult Communications, Email Communication, Feedback and Criticism, Influence and Persuasion.
- Skillport Books, Videos, and Audio Books:** Lists various categories such as Business Skills, Certification, Compliance, Digital Transformation, Engineering, Government, IT Skills, Productivity & Collaboration Tools, Skillssoft Leadership Development Program, and Well-being. It also promotes 'NEW! Book Summaries' and provides a tip on using keyword search and filters.

## 2.2.2 – Browsing Using the Browse by Topics Button

Another way to browse SATERN for Skillsoft courses is by using the **Browse by Topics** button, which will navigate you through the Skillsoft subject area tree to find topics of interest.

**Note:** If you do not see all the buttons and features on your screen that are shown in this document, try using a different browser.

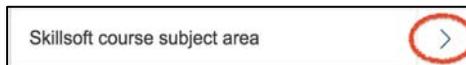
1. From the SATERN main page, in the **Find Learning** tile, click the **Browse all courses** link.
2. Click the **Browse by Topics** button at the top.

**Figure 8: Catalog Screen Browse by Topics Button**



3. Scroll down the list to the **Skillsoft course subject area** option and click the arrow to the right.

**Figure 9: Skillsoft Course Subject Area Option**



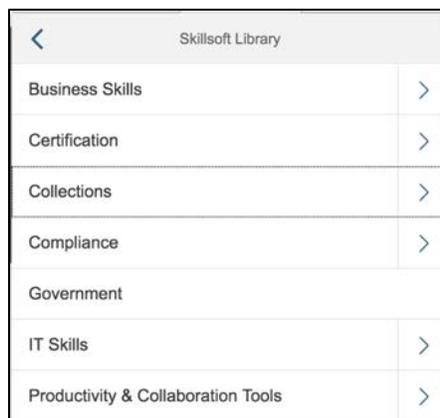
4. Click the arrow to the right of the **Skillsoft Library** option.

**Figure 10: Skillsoft Library Option**



5. Click the arrow to the right of one of the subject areas you would like to browse.

**Figure 11: Skillsoft Library Options**



- Continue to drill down, clicking the arrow to the right of each subtopic you select, until you reach a specific topic of interest. Click the topic name, and all the Skillssoft courses related to that topic are displayed.

**Figure 12: Screen Showing Skillssoft Courses Available in Selected Topic Area**



- Select the desired course. To see a short description of the course, click the **More** link. To see a full description of the course, click the course title. To immediately launch the course, click the **Start Course** link (it will be added automatically to your SATERN learning plan).

## 2.3 – How do I take a Skillsoft course on my mobile device?

You can access SATERN right from your mobile device – even your own personal smartphone or tablet. You do not need to be connected to the NASA network, but you do need a WiFi connection to the Internet. You can view your learning plan, search for courses, add items to your learning plan, register for training, and even launch and complete online courses. Not all online courses in SATERN support mobile, but all of the Skillsoft online courses do!

You can access SATERN through your device’s browser and launch any mobile-enabled course as described in the following steps:

1. Open a browser on your mobile device and go to <https://satern.nasa.gov>.

**Figure 13: SATERN Welcome Page on Mobile Device**



2. At the SATERN Welcome page, tap the **Launch SATERN** button, and then the **Proceed to SATERN** button.
3. You may get a blue cloud screen stating “You are accessing a U.S. Government (USG) Information System...” If you do, just tap the **I Agree** button.

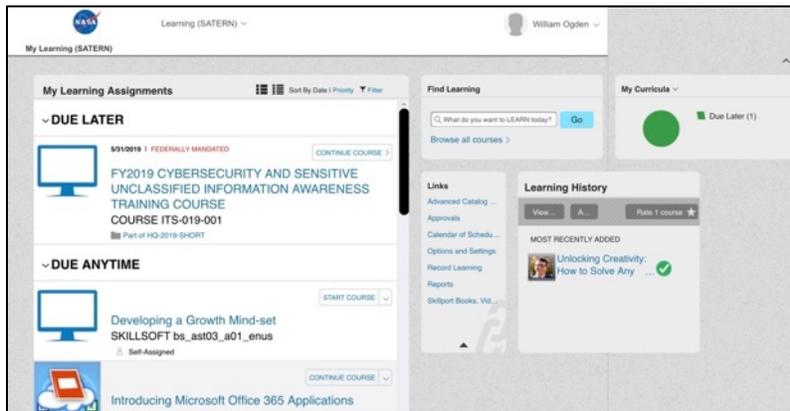
4. At the Access Launchpad screen, tap the **Agency ID** tab and type your **Agency User ID** and **Password**, then tap the **Log In** button.

**Figure 14: Log In Screen on Mobile Device**



5. Your **My Learning (SATERN)** page is displayed, and it will appear very similarly to how it is displayed when accessing SATERN on your computer. You may have to pinch-expand your screen to see it better.

**Figure 15: My Learning (SATERN) Page**



- a. You can search for online training and add courses to your learning plan.

- b. You can also view your learning plan and launch any mobile-enabled course by tapping the **Start Course** link if you are starting it for the first time or the **Continue Course** link if you previously started it.

**Note:** While all Skillsoft courses in SATERN have been optimized for viewing on a mobile device, not all of the other online courses in SATERN have been optimized for mobile devices. Some older courses may not be launchable on a mobile device at all. Many newer courses can run successfully on a mobile device, but have not been optimized for a smaller screen, so you may have to scroll to see the entire screen. More and more, we are seeing new online courses being added to SATERN that have been optimized for mobile devices.

**For mobile device access to Skillsoft books, videos, and audiobooks, refer to [paragraph 3.6, How do I get books, videos, and audiobooks on my mobile device?](#)**

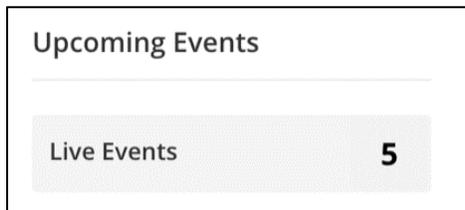
## 2.4 – What are Skillsoft Live Events, and how do I get credit in SATERN?

Skillsoft Live Events provide cutting-edge thinking in business and leadership through live and interactive presentations featuring the most recognized and sought-after thought leaders including Mike Roberto, Erica Dhawan, Dan Pink, Stew Friedman, and more. Multiple live events are produced annually. You can participate live and submit questions to the presenter in real time, or you can view the recording later on-demand. Each of these events are available as items in SATERN, and you can receive credit on your learning history for participating live or on-demand. The instructions that follow provide steps to locate upcoming events and get credit in SATERN.

To locate upcoming, currently scheduled live events, use the following steps:

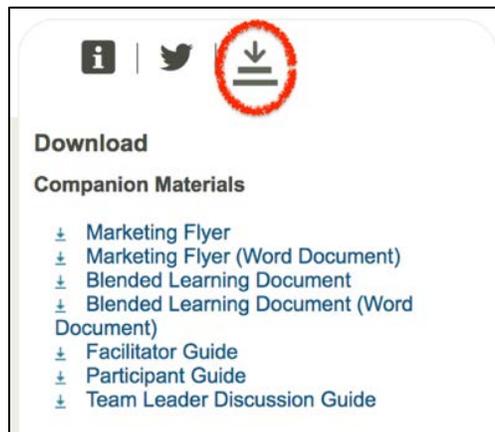
1. Go to the Skillport home page at <https://nasa.skillport.com>. You may be prompted to enter your Launchpad credentials.
2. Once in Skillport, under the **Upcoming Events** heading, click the **Live Events** button.

**Figure 16: Skillport Live Events Button**



3. View the list of upcoming events, and click a title to get further details about the guest speaker and the topic.
4. Click the **Launch** link if you are viewing the list of events screen, or click the **Launch** button if you are viewing the details screen of an event.
5. You may also click the **Download** icon to see a list of companion materials available for each event, including a Participant Guide and a Facilitator Guide for those who want to facilitate a group at their Center. Not all events have companion materials.

**Figure 17: Companion Materials Download Icon**



To complete a course and receive credit on your SATERN learning history for participating in a Skillsoft Live Event, use the following steps:

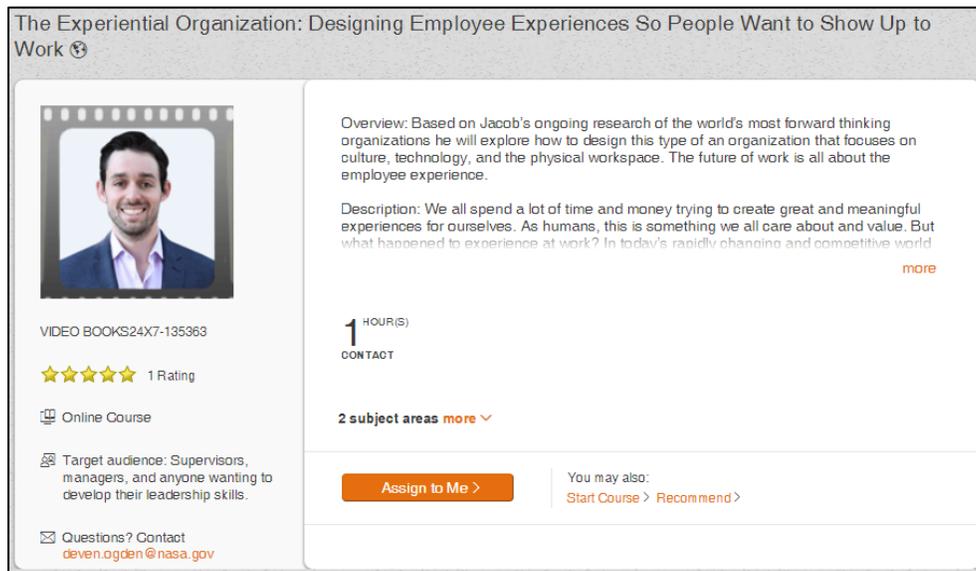
1. From the SATERN main page, click the **Skillsoft** tab. All scheduled and upcoming Skillsoft Live Events are listed under the **Upcoming Live Events** heading with direct links to the item in SATERN. Archived recordings of earlier events are listed under the **Earlier Events** heading and can be viewed on demand.

Figure 18: Skillsoft Live Events Listing on the Skillsoft Landing Page



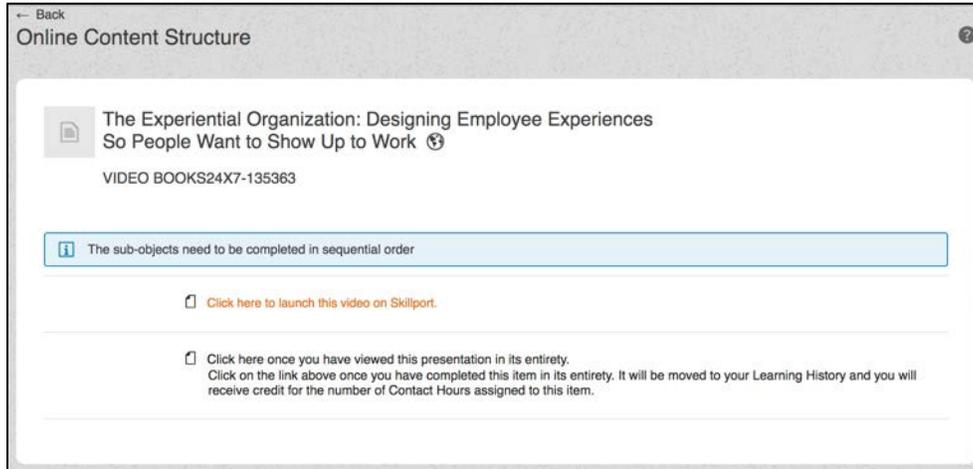
2. Click the title for the desired Skillsoft Live Event to see the **Overview** and **Item Details** window for the event. From the **Item Details** window, click the **Assign to Me** button to add it to your learning plan or the **Start Course** link to go to the event in Skillport (it will also add it to your learning plan).

Figure 19: Sample Skillsoft Live Event Showing Assign to Me Link and Start Course Link



- When you click the **Start Course** button, the Online Content Structure in SATERN window is displayed. At the **Online Content Structure in SATERN** for this event, you are presented with two potential links. Click the first link to open the event in Skillport.

**Figure 20: Online Content Structure Screen Showing the Click Here to Launch This Video on Skillport Link**



- A window is displayed, and you may be prompted to enter your Launchpad credentials again. Click the **Launch** button to go to the presentation.

**Figure 21: Event Video Window Showing Launch Button**



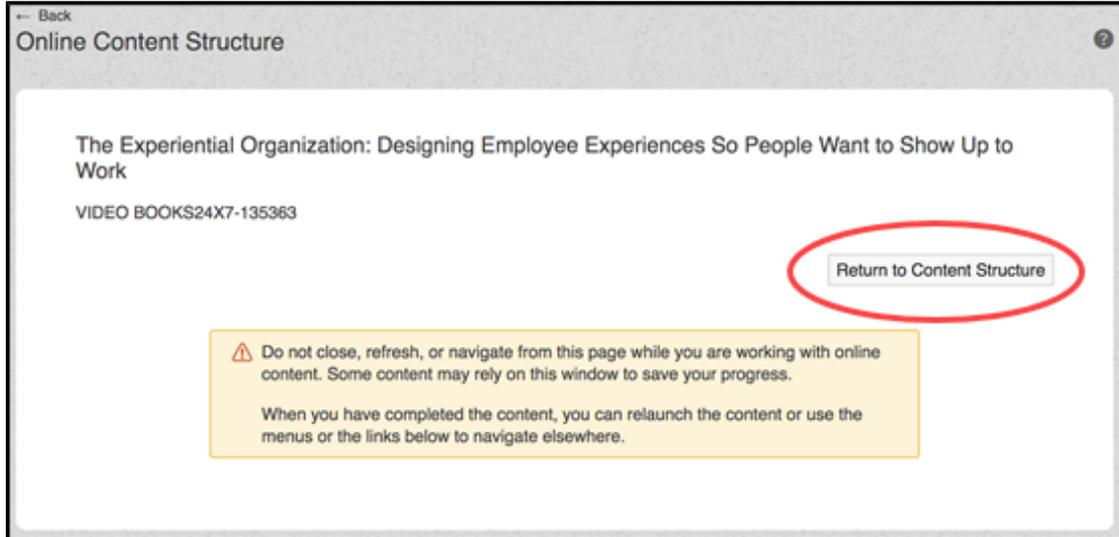
- Click the video **Play** button to begin the presentation. If there is no video Play button, wait until the start time of the event.

**Figure 22: Video Control Menu with Play Button**



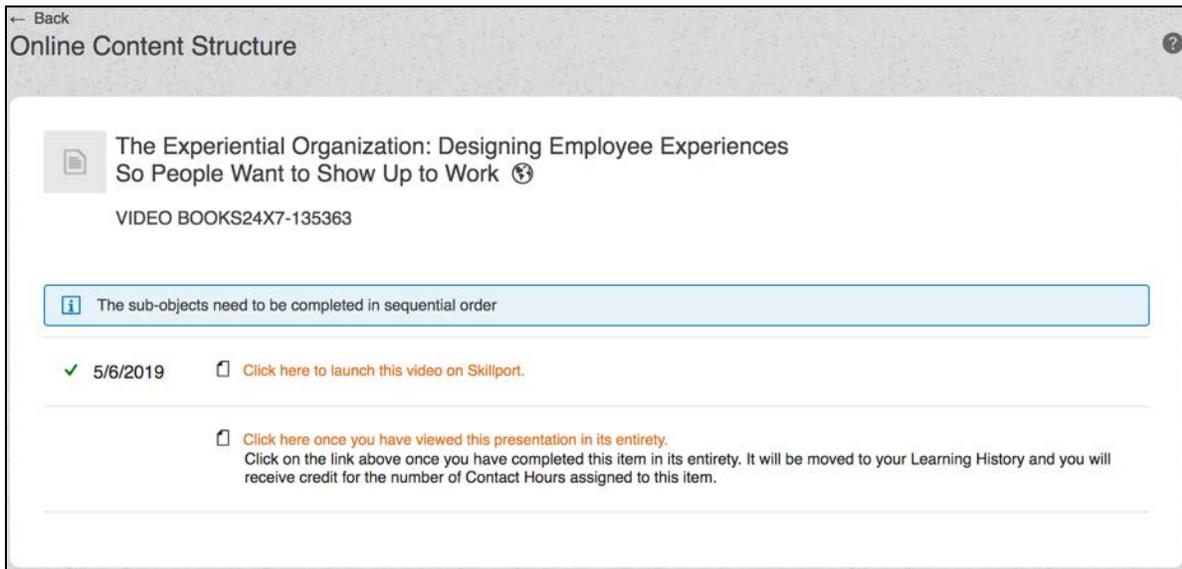
6. After you have viewed the presentation in its entirety, you can close the video window and the Skillport window. Return to SATERN, and click the **Return to Content Structure** button.

**Figure 23: Online Content Structure Window Showing Return to Content Structure Button**



7. Check to make sure that the completion date is displayed next to the **Click here to launch this video on Skillport** link. Then, to record completion of this event in your learning history, click the **Click here once you have viewed this presentation in its entirety** link.

**Figure 24: Online Content Structure Window Showing Completion Date and Links**



8. A window showing your learning history is displayed, so you can verify that the item has been recorded.

## Part 3 – Online Books, Book Summaries, Audiobooks, and Videos in Skillport

Many people prefer to learn in a less formal way rather than a structured training course. Many also want easy access to relevant resources such as books, summaries, audiobooks, and short videos.

NASA employees have free access to a vast collection of non-course learning resources, including the following:

- **Online Books** in Skillport cover a broad variety of professional subjects, including a specialty collection of engineering and technology books. These online books can be read on your computer or taken with you on your mobile device.
- **Book Summaries** provide quick-read summaries of the best professional books. They can be read or listened to in a matter of minutes and give a full overview of the entire book without having to invest all the time into reading the book cover to cover.
- **Audiobooks** are a very popular way to learn, especially when commuting to work or traveling. Our vast and growing library of professional audiobooks can be played on your computer or on your mobile device.
- **Videos** on Skillport cover a multitude of subjects and can be a quick way to get the learning you need or give you the ability to solve an immediate problem. There are thousands of brief learning videos on Skillport for you to access.

All of these resources are accessible on your computer through the NASA Skillport site or on your mobile device with the Skillsoft Learning App. Refer to [paragraph 3.6, How do I get books, videos, and audiobooks on my mobile device?](#)

### 3.1 – How do I get to Skillport, and what will I find?

1. You can access Skillport through a direct link or within SATERN:
  - a. To use the direct link, go to <https://nasa.skillport.com>.
  - b. To access through SATERN, go to <https://satern.nasa.gov> and click the **Launch SATERN** button.
    - i. In the **Links** tile, click the **Skillport Books, Videos, and Audiobooks** link.

**Figure 25: Links Tile Showing Skillport Books, Videos, and Audiobooks Link**



- ii. Skillport opens in a new window. If prompted, enter your Launchpad credentials (i.e., Agency User ID and Password) or Smartcard authentication).
2. Skillport has three menu options in the top header of the screen:

**Figure 26: Skillport Menu Options**



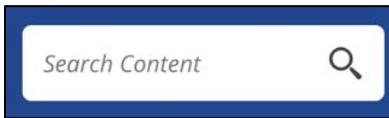
- a. **My Favorites.** Here you will find all the titles you have previously saved as favorites, organized into the “sets” (i.e., folders) you have created. For instructions, refer to [paragraph 3.4, How do I save a book or video in Skillport as a favorite?](#)
- b. **The Library.** This menu option provides a drop-down list of links to help you find content of interest to you.
- c. **Community.** When you use Skillport, you join a whole community of other NASA Skillport users.
  - i. **Want To Recommend What You Viewed?** Lists some books or videos that you have viewed that you may want to mark as “Recommended” for others.
  - ii. **Top Recommended Books and Top Recommended Videos.** Displays all the top titles being recommended by other NASA users. (Use the **Books** and **Videos** tabs to toggle between these two headings.)
  - iii. **My Profile.** You can update your profile that is seen by other NASA users.
  - iv. **Find Members.** Search for other NASA Skillport users, view their profiles, and follow their activity and recommendations.
  - v. **Community Stream.** See the activity of other NASA Skillport users.

### 3.2 – How do I find books, videos, audiobooks, and book summaries?

There are several different ways to find content of interest to you. From the Skillport home page, the following steps will help you find the desired content:

1. Log into Skillport at <https://nasa.skillport.com> or by using the SATERN Links tile.
  - To search by keyword, proceed to Step 2.
  - To search by featured topics, skip to Step 3.
  - To search using The Library menu option, skip to Step 4.
  - To search using other areas of the Skillport home page, skip to Step 5.
2. **To search by keyword**, from the Skillport home page, in the **Search Content** field, enter keywords for the desired subject, then click the magnifying glass to search. You may also enter an author's name or part of a specific title.

**Figure 27: Skillport Search Content Field**



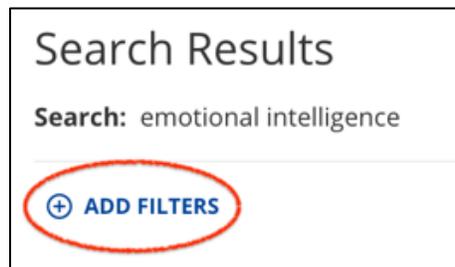
The search results group all the books and videos under their respective tabs.

**Figure 28: Books and Videos Tabs**



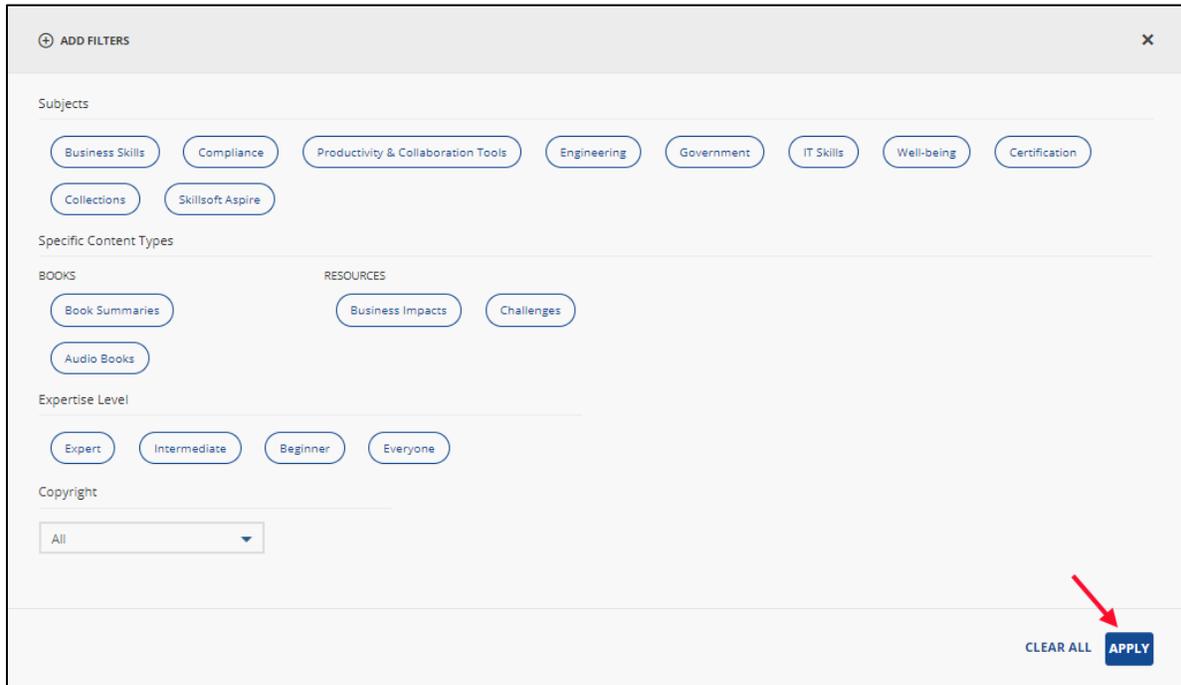
After completing a keyword search, you have the option to filter your search even further. Click the **Add Filters** option to expand the filters page.

**Figure 29: Search Results Add Filters Option**



The filters are arranged according to type (i.e., subject, content type, expertise level, and copyright) and only include the filters applicable for that keyword search. Select the desired filters, and click the **Apply** button.

Figure 30: Add Filters Window Showing Filter Options and Apply Button



3. **To search by featured topics**, from the Skillport home page, in the **Featured Topics** left navigation, click to select a topic link. These are collections of books and videos that have been curated by NASA users.

Figure 31: Skillport Featured Topics Links



4. To search using **The Library** menu option, from the Skillport home page, click on **The Library** menu option in the header:

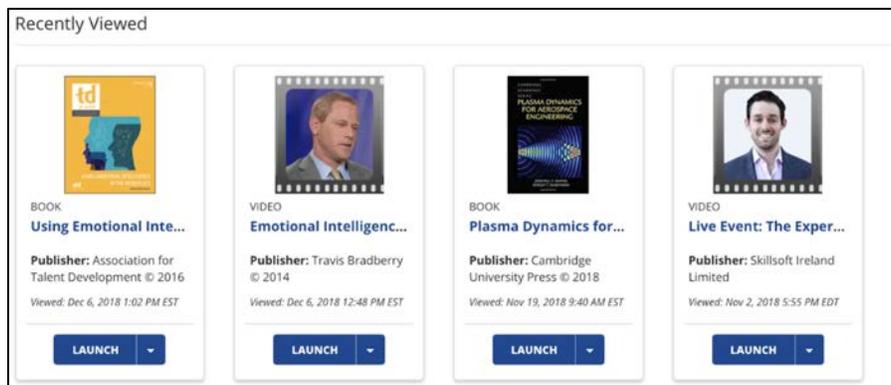
Figure 32: The Library Menu Option



Then, select a topic from the following headings:

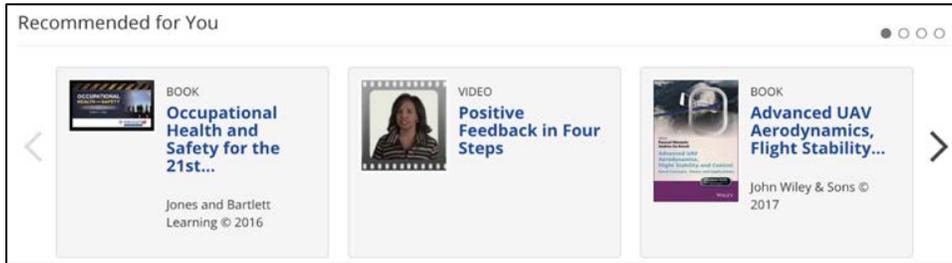
- a. **Skillsoft Library.** Content curated and updated frequently by Skillssoft.
  - b. **Engineering (under Skillsoft Library).** Both civil servants and NASA contractors will automatically see and have access to the full EngineeringPro collection of specialized engineering books.
  - c. **NASA Featured Topics.** Collections of content curated by NASA users for specific topics.
  - d. **NASA Programs.** Collections of content curated by NASA users for various programs and initiatives.
5. To search using other areas of the Skillport home page, you can find other titles that are of interest to you through the following:
    - a. **Recently Viewed.** Displays the last few titles you viewed, so you can quickly get back to content you have previously viewed.

Figure 33: Recently Viewed Heading Showing Sample Titles



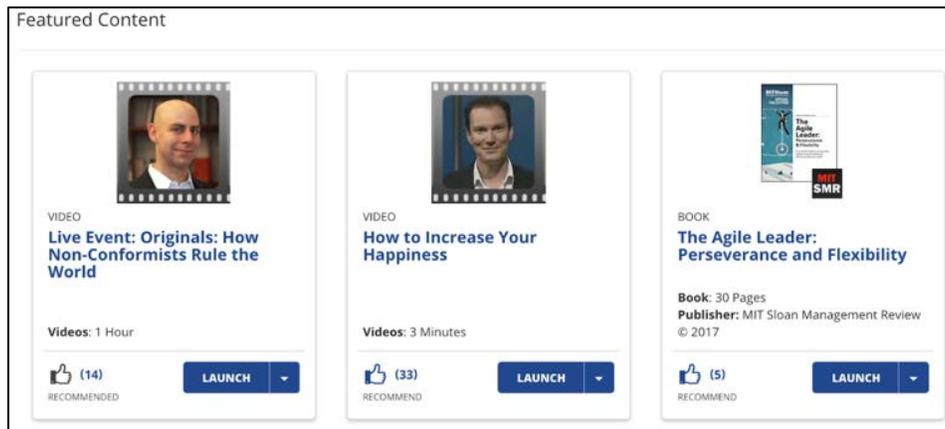
- b. **Recommended for You.** Titles that may be of interest based on your recent searches.

**Figure 34: Recommended for You Heading Showing Sample Titles**



- c. **Featured Content.** Presents three titles that are of general Agency-wide interest. These titles will be changed from time to time.

**Figure 35: Featured Content Heading Showing Sample Titles**



### **3.3 – How do I get credit for books and videos in SATERN?**

You can get credit on your SATERN learning history for completing online books, book summaries, audiobooks, or videos in Skillport. Several hundred are already included as items in SATERN, including all the Skillsoft Live Events, and you can get credit on your learning history automatically just by launching and completing it from within SATERN. However, if the book or video you want is not in SATERN, follow these steps:

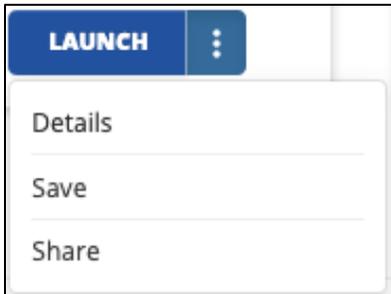
1. Go to [Skillport](#) and launch the book, book summary, audiobook, or video you select. You can also access it using the Skillsoft Learning App.
2. Finish reading the book, listening to the audiobook, or viewing the video, in its entirety.
3. Contact the NASA Shared Services Center (NSSC) Customer Contact Center at [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov), and request they record completion of the book or video for you in SATERN. Provide the title and the number of pages of the book or the minutes or hours for the video or audiobook.
4. After the NSSC Customer Contact Center has recorded your book or video completion in SATERN, you will be able to go to your learning history in SATERN and see that you have received credit for the contact hours.

### 3.4 – How do I save a book or video in Skillport as a favorite?

When you find a book or video of interest that you would like to view at a future time for easy reference, you can save it in Skillport as a favorite.

1. Log into Skillport at <https://nasa.skillport.com> or by using the SATERN **Links** tile.
2. For the book or video you want to save, click the **Launch** button more options menu, and click the **Save** option.

**Figure 36: Launch Button More Options Menu Showing Save Option**



Or, instead of saving just a single title, you may want to save a whole category of books and videos. Select any category or subcategory from **The Library** menu. In the top right of the screen, click the **Bookmark** link.

**Figure 37: Bookmark Link**



The **Save to My Learning Plan** window is displayed.

**Note:** Your learning plan in Skillport is different from your Learning Plan in SATERN. The Skillport learning plan will contain only the Skillsoft books and videos that are your favorites.

Figure 38: Save to My Learning Plan Window

The screenshot shows a window titled "Save to My Learning Plan" with a close button (X) in the top right corner. Below the title bar, the text "The Culture Code: The Secrets of Highly Successful Groups" is displayed. The main content area is divided into several sections. The "Save to" section has three radio buttons: "General Set" (selected), "Existing Set", and "New Set". Below this is a "Due on" field with a calendar icon, and two checkboxes: "I am required to take this" and "Send me weekly overdue notices". There is a large text area for "Notes". Below the main content is a "Reassign every" section with a "Number" input field, "Units" label, and a "Days" dropdown menu. Below that is a "Reminders to Start Before Due Date" section with a "Number" input field, "Units" label, a "Days" dropdown menu, and a "How many" dropdown menu set to "Once". At the bottom right are "CANCEL" and "SAVE" buttons.

3. In Skillport, you save your books and videos into “sets,” which are like folders. Everyone is given a **General Set** option to save items into by default. The following save options are available:
  - a. (Optional) To save the item to a new set, click the **New Set** option. The **Set Name** field is displayed. Enter the name for the new set in this field.
  - b. (Optional) To save the item to a set that you previously created, select the **Existing Set** option. If you have any existing sets, the **Select Set** drop-down box is displayed. Select the desired set.
  - c. (Optional) If you want to give yourself a due date to complete this item, enter it in the **Due on** field. You can also make the item required and have Skillport send you overdue notices every week after your due date.
  - d. (Optional) If you would like this item to be reassigned to you on a repeating basis, you can enter the number of days, weeks, or years in which you would like it reassigned.
  - e. (Optional) If you want Skillport to remind you to complete this item, you can specify how often and how many times it is to send you a reminder.
4. Click the **Save** button to save the item to the set you designated.

5. To view your sets and the items you saved in each set, go to the Skillport home page, and click the **My Favorites** menu option. It will list all the sets you have created. Click each set to see the items you have saved to that set.

**Figure 39: Skillport Home Page Menu Options**

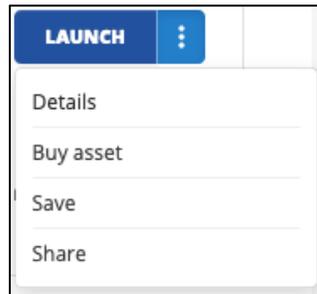


### 3.5 – How do I share books and videos from Skillport with others?

One of the best ways to help your team or other colleagues with an issue or question is to share with them a book or video from Skillport that you have found helpful. Here is how to do it.

1. Log into Skillport at <https://nasa.skillport.com> or by using the SATERN **Links** tile.
2. For the book or video you want to share, click the **Launch** button more options menu, and click the **Share** option. (Note that you will need to share from the Search Results screen. The Share option is not available from your My Favorites tab.)

**Figure 40: Launch Button More Options Menu Showing Share Option**



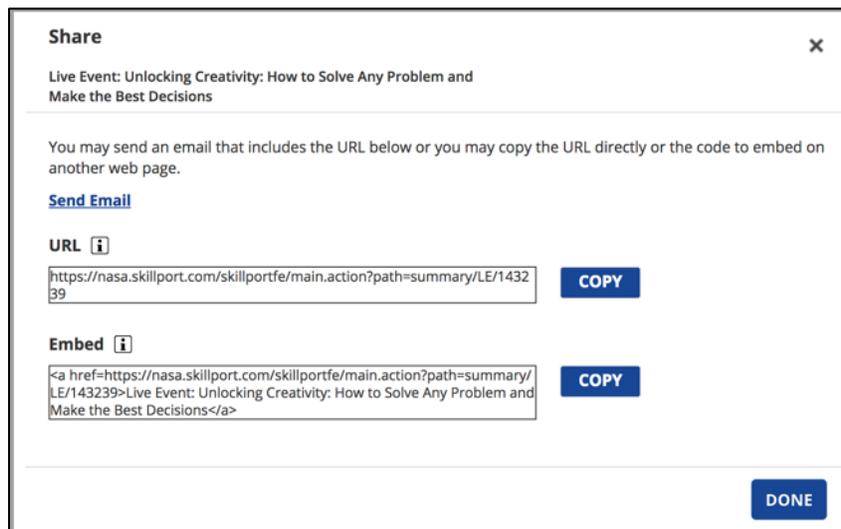
Or, you may want to share a whole category of books and videos. Select any category or subcategory from **The Library** menu. In the top right of the screen, click the **Share** link.

**Figure 41: Share Link**



A **Share** window is displayed.

**Figure 42: Share Window**



3. Skillport provides three different ways to share your selected item:
  - a. **E-mail.** Probably the simplest way to share your item is to e-mail it. Click the **Send Email** link, and a new e-mail message will open. The message is populated with the URL the recipient can click to access the item in Skillport.

**Figure 43: Sample E-mail Message Showing the Shared Item Information**

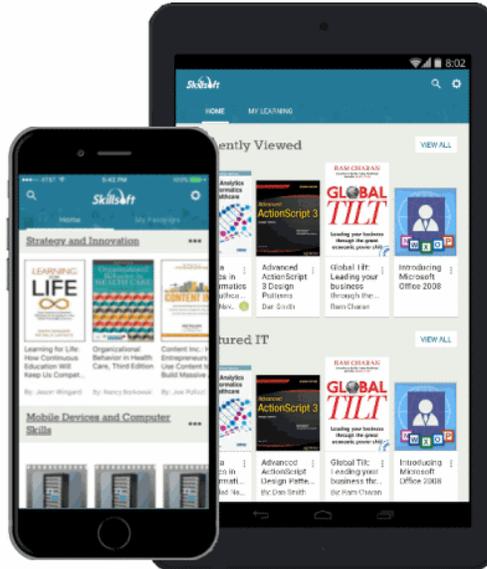
To:	<input type="text"/>
Cc:	<input type="text"/>
Bcc:	<input type="text"/>
Subject:	<input type="text"/>
Asset Title: Live Event: Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions	
Asset ID: 143239	
URL: <a href="https://nasa.skillport.com/skillportfe/main.action?path=summary/LE/143239">https://nasa.skillport.com/skillportfe/main.action?path=summary/LE/143239</a>	

- b. **Copy URL.** If you already have an e-mail or text message where you just want to insert the link for the item, click the **COPY** button next to the **URL** link. It will copy the link to your clipboard. Go to your e-mail or text message, and paste in the link where desired.
    - c. **Embed the link.** If you have some familiarity with HTML code and you want to embed the item link in a Web page or other Web code that you manage, click the **COPY** button next to the **Embed** code. The code will be copied to your clipboard, and you can insert the code where desired.

### 3.6 – How do I get books, videos, and audiobooks on my mobile device?

The Skillssoft Learning App is a very well-designed mobile app for iOS and Android where you can access all of the same books, videos, book summaries, and audiobooks that you can get on Skillport right on your smartphone or tablet.

Figure 44: Smartphone and Tablet



With the Skillssoft Learning App, you can take a video or the entire text of a book with you wherever you go – and you're not limited to a number of chapters. You can take an audiobook with you and listen to it in your car or while on a plane – anywhere and anytime that is convenient for you.

1. Download the Skillssoft Learning App to your device using either of the following:
  - a. [App Store](#)
  - b. [Google Play](#)

Figure 45: Skillssoft Learning App



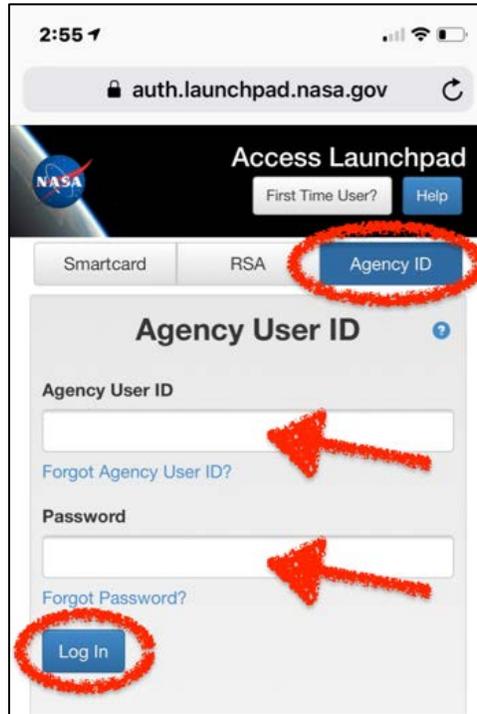
2. Open the app and tap the **Sign In** link. Enter the Skillport sitename “nasa” and tap the **Next** link.

Figure 46: Skillport Name Sitename Field

Skillport Name	
sitename	.skillport.com ▾

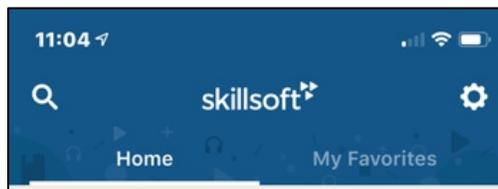
3. At the **Access Launchpad** screen, tap the **Agency ID** tab. Enter your **Agency User ID** and **Password**, then tap the **Log In** button.

**Figure 47: Access Launchpad Screen Showing Agency ID Tab Elements**



4. You are prompted to personalize the app for the topics of interest to you, and then you are ready to start using the app.
5. The app has two tabs at the top: the **Home** tab and the **My Favorites** tab.

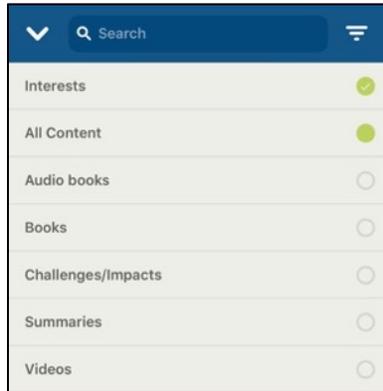
**Figure 48: Skillsoft Learning App Home and My Favorites Tabs**



- a. The **Home** tab displays the items you have recently viewed as well as the suggested titles under each of your interests.
- b. The **My Favorites** tab shows all the titles you have saved as a favorite. If you want these favorites to be downloaded for offline use, tap the gear **Settings** icon  in the upper right and tap the **Preferences** option. Tap the switch on for the second option **Save for Offline in My Favorites**. The next time you go to the My Favorites tab, all your saved titles will be downloaded.

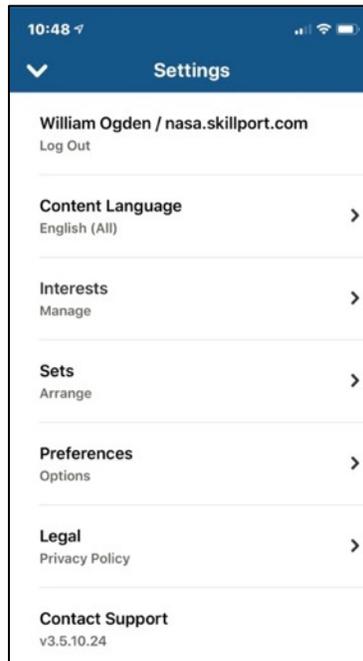
6. To search for a title, tap the magnifying glass **Search** icon  at the top left. Enter your search words and tap the **Search** option. You can also filter the results you want to see by tapping the **Filter** icon in the top right. You can filter to only see audiobooks, books, book summaries, or videos.

**Figure 49: Search Icon Options**



7. You can adjust your settings by tapping the **Settings** icon  in the upper right.

**Figure 50: Settings Icon Options**



- a. You can manage your interests for the app to suggest by tapping the **Interests** option and selecting the desired topics.
- b. Under the **Preferences** option, you have four suboptions:
  - i. **Notifications.** Turn notifications on or off.

- ii. **Save for Offline in My Favorites.** If you select this option, all the titles you have saved to your favorites will be downloaded for offline access.
  - iii. **Show Only Content I Can Access on this Device.** Tap this on to filter out any content that cannot be viewed on your device.
  - iv. **Stream and Download over Cellular.** Tap this on if you have an unlimited data plan for your device. If you would rather prevent the app from using cellular data, tap it off, and you will only be able to stream or download with a WiFi connection.
- c. If you need technical support for using the app, you can tap the **Contact Support** option. You will be prompted to send an e-mail to Skillsoft Support, and they will call or e-mail you back.

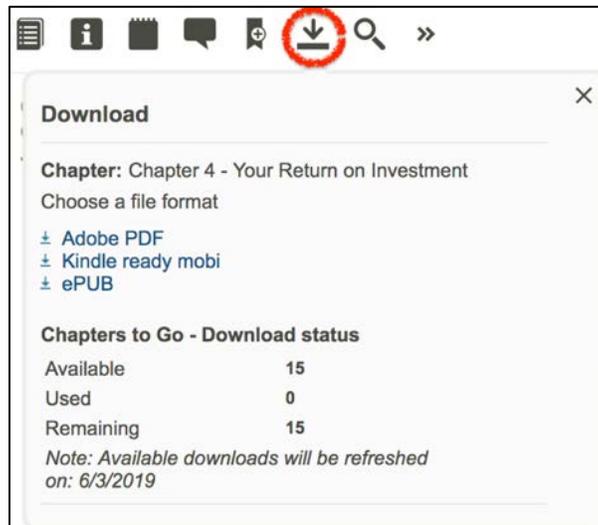
**For mobile access of Skillsoft courses, refer to [paragraph 2.3, How do I take a Skillsoft course on my mobile device?](#)**

### 3.7 – How do I download chapters of books?

Most of the books in Skillport also allow downloading of whole chapters in different formats, such as PDF, which is ideal for printing. Each learner is limited to 15 **Chapters To Go** downloads every 90 days. You can access the same book on the Skillsoft Learning App without any chapter limitations.

1. Go to [Skillport](#), locate your desired book, then launch it by clicking the **Launch** button.
2. Click the chapter that you would like to download.
3. In the toolbar at the top of the chapter, click the download icon. The window will list the formats available, and let you know how many chapter downloads are currently available.

**Figure 51: Chapter Download Icon**



4. Click the file format that you prefer, and it will begin downloading.