Viewing Your Curriculum Status

How do I access my Curriculum Status?

- Click on the **Curricula** pod on the home page.
- **Curriculum Status** is shown.

How do I view what training has been assigned to me as part of a curriculum?

- Click on the **Curricula** pod on the home page.
- Curriculum Status is shown. *(Note: You can also view your Learning Plan directly on the home page.)*
- On the Curriculum Status screen, you will see the title for each learning activity that makes up the curriculum. By clicking on the name of the learning activity, you will be able to view summary information (e.g., Curriculum ID, current status, Assigned By).
- Where applicable, you may need to click the next to the learning activity to see the Effective Date, the Assignment Date, and the Retraining Assignments.
- The Due By column shows the deadline for the date by which the learning activity must be completed.
- If you have already completed a learning activity, the date it was completed will appear to the right of the learning activity title.
- Click on the **Go to Content** button to launch the content.

Viewing Your Learning History

How do I access my Learning History?

- Click on the **Learning History** pod on the home page.
- The list of learning activities and curricula will appear with associated completion information.

How do I view the detail for a completed event or activity?

- Click on the **Learning History** pod on the home page.
- Hover over the **Title** of the activity and click **View Details** to see details about the completion.

Running Reports

How do I run a report?

- Select **Reports** from the Easy Links section to browse available reports.
- Under Report Name, click on the name of the report you wish to run. Select the to expand report categories for additional reports.
- Use the fields and report filters to format your report. (It is recommended that your report format be HTML or PDF for printing. Excel format is recommended if you are going to export information into another software application.) *(Note: Some reports cannot be reformatted [e.g., Item Status CSV report].)*
- Click **Run Report.**

Supervisory Functions (For Supervisors Only)

How do I view employee records?

- Select the **My Employees** tab from the top frame on the home page. You will see a list of individuals who report to you in the left pane.
- Choose the employee whose records you wish to view by clicking his or her pod.
- You can also hover your mouse over the employee's name to view the summary card that shows a status of his or her Learning Plan and links to regularly used functions (e.g., Reports, Record Learning).

How do I approve or deny an employee's request for onsite training?

- Select **Approvals** from the Supervisor Links section at the top right side of the page.
- Remove the checkmark from the Enter Reasons for Approvals or Denials checkbox. *(Note: You may leave this box checked if you would like to enter a reason and have it e-mailed to the employee.)*
- Click the next to the employee's name to view details about the request. You may also click on the title of the learning activity for details about the specific Scheduled Offering.
- In the last column, select **Approve**, **Deny**, or **Skip**, and click **Next**.
- If you chose to enter comments, a Reason field will be displayed; enter comments and click **Next**.
- Click **Confirm** to complete the process.

How do I run reports for my employees?

- Select **Reports** from the Supervisor Links section.
- Under Report Name, click on the name of the report you wish to run. You may need to select the to expand report categories for additional reports.
- Next to Learner, select either **Self** (i.e., you), **Direct Subordinates** (i.e., direct reports), **All Subordinates** (i.e., everyone in your chain of command), or **All** (i.e., you and everyone in your chain of command). Complete other fields as appropriate and click **Run Report**.

NSSC Contact Center: 1-877-NSSC-123 (1-877-677-2123)
Hours of Operation: Monday–Friday, 8 a.m.–8 p.m. EST
E-mail: *nasa-satern.support@nasa.gov*
Login: *https://satern.nasa.gov*

NP-2012-05-866-HQ

www.nasa.gov

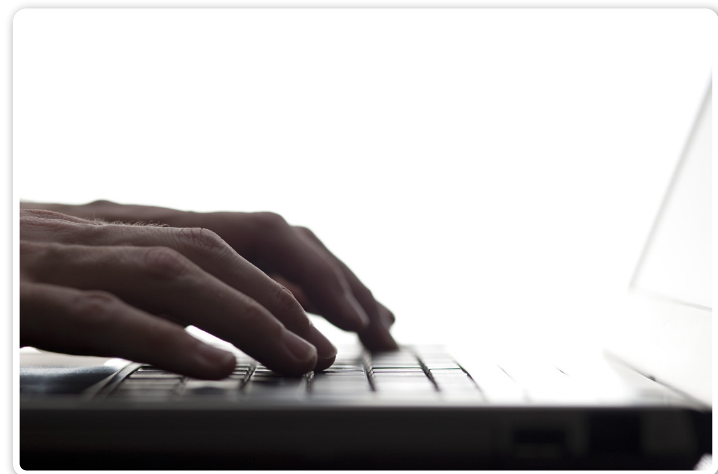
National Aeronautics and Space Administration

SATERN

System for Administration, Training, and Educational Resources for NASA

QUICK REFERENCE GUIDE

UPDATED 06/2012



NSSC Contact Center: 1-877-NSSC-123 (1-877-677-2123)
E-mail: *nasa-satern.support@nasa.gov*
Login: *https://satern.nasa.gov*

Accessing SATERN

How do I log into the site?

- Launch your Internet browser and go to *https://satern.nasa.gov.*

What if I need help accessing SATERN?

- Visit the SATERN Informational Web site at *https://saterninfo.nasa.gov.*
- Navigate to **Resources** > **Guides & Aids**.
- Click **How do I log into SATERN?** job aid for step-by-step instructions.

Browsing or Searching the Catalog

How do I search the catalog for a learning activity?

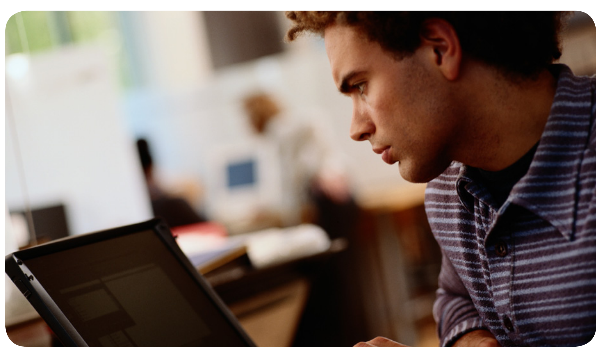
- To complete a Simple Catalog Search, navigate to the home screen and enter a keyword into the search field next to **Catalog** and click the search icon .
- For other types of catalog searches, click on the **Catalog** link next to the search bar on the home page. You may then select the **Browse Catalog** tab, the **Calendar of Offerings** tab, or click the **Advanced Catalog Search** link on the top right of the screen.

Browse Catalog Tab

- Select your subject area of interest by clicking on a topic link. The subject areas are listed in alphabetical order. You may need to select the to expand the category.

Calendar of Offerings Tab

- Use this option to see scheduled learning activities in a calendar view.
- To change the view of the calendar, click between the **Month**, **Week**, and **Day** links above the calendar.



How do I get details about a learning activity in the catalog?

- From the Search Results screen, click on the name of the learning activity under the Title heading.

How do I show interest in a learning activity?

- Search the Catalog to locate the desired learning activity.
- From the Search Results screen, click the **Request Schedule** button next to the title of the desired learning activity. *(Note: Request Schedule will only appear if it is an Instructor-Led course with no Scheduled Offering.)*
- Enter a date in the Need By Date field.
- Enter relevant comments in the Comments field and click **Request**.
- The requested learning activity will be added to your Learning Plan.

Working with Your Learning Plan

Your Learning Plan is a list of learning activities you have selected or have been assigned to complete. It is your learning "TO DO" list.

How do I access my Learning Plan?

- Your Learning Plan appears on the home screen of the Learner tab when you log into SATERN (below your name at the top of the page).

How do I add a learning activity to my Learning Plan?

- Search the Catalog to locate the desired learning activity (see section "Browsing or Searching the Catalog" of this guide).
- From the Search Results screen, click **Add to Learning Plan**. The learning activity will be added to your Learning Plan.

How do I navigate my Learning Plan?

- Click the title of a particular entry on your Learning Plan to view details on each learning activity.
- For a summary view of a particular item, hover your mouse over the title of the entry.

How do I register for a Scheduled Offering from my Learning Plan?

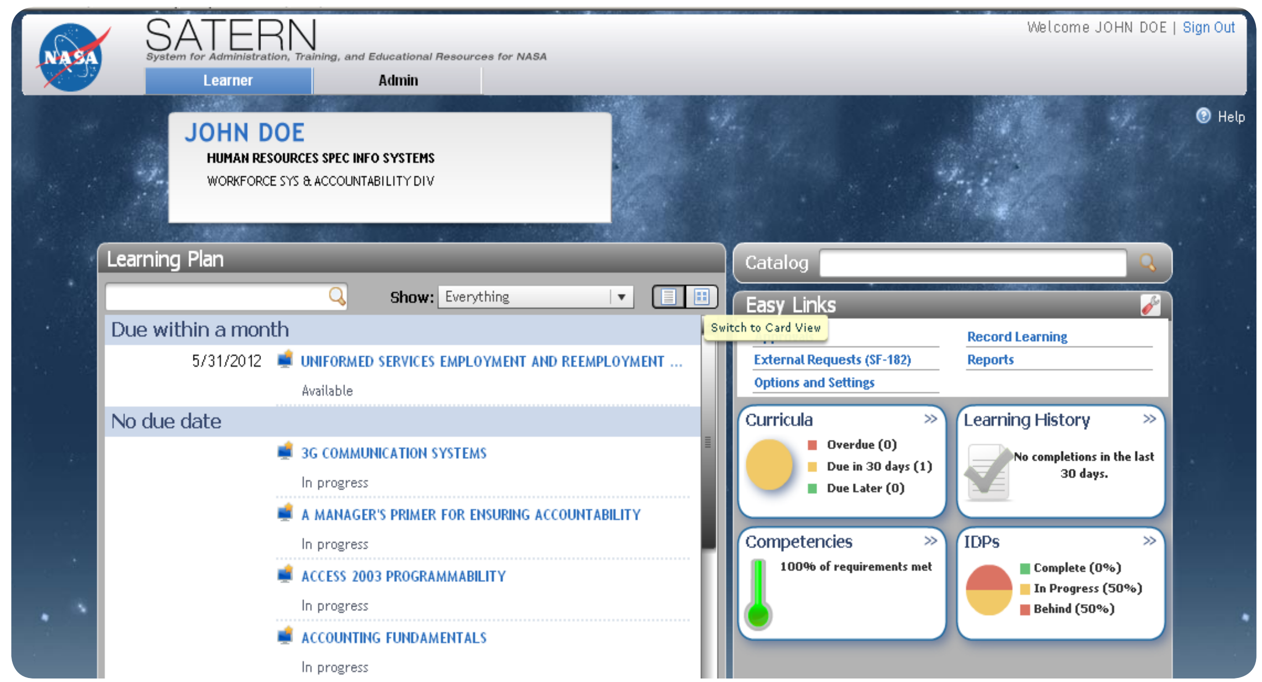
- Hover your mouse over the title of the item you wish to register for and click **Register**. *(Note: Register will only display if the item has a Scheduled Offering.)*
- If approval is required, a warning screen will appear; click **Yes** to proceed.
- Enter any comments in the Comments field and click **Confirm**.
- The registration should now be displayed.
- To view details about your registration, from your Learning Plan on the home screen, hover your mouse over the title of the registered item and click **View Registration**.

How do I remove a learning activity from my Learning Plan?

- From your Learning Plan on the home screen, hover your mouse over the item and click **Remove**.
- Click **Yes** at the prompt to confirm removal. *(Note: You can only remove learning activities you have added to your Learning Plan. You cannot remove a learning activity that has been assigned to you or one for which you have an active registration request.)* *(Note: If you would like to withdraw from a Scheduled Offering you have self-registered for, when hovering over the title, you will be given an option to* **Withdraw**. *This option only appears for self-registered offerings.)*

How do I launch online content from my Learning Plan?

- From your Learning Plan on the home page, hover your mouse over the title of the item whose content you wish to launch.
- Click **Go to Content**. *(Note: You may be prompted to confirm further steps to proceed.)*
- The Online Content Structure screen will appear, and the content will launch in a new browser.
- You may need to maximize the window to view the material.
- After completion, click **Return to Content Structure**.
- Click **Learning History** to see your status and print a completion certificate.



Viewing Your Current Registration

How do I access my Current Registration?

- From your Learning Plan on the home page, select **Registrations** from the **Show** drop-down menu.
- Only those items you are registered for will appear.

How do I view details for Scheduled Offerings I have requested or been approved to attend?

- From your Learning Plan on the home page, select **Registrations** from the **Show** drop-down menu.
- Click on the title to view details about the Scheduled Offering.