



# SATERN Job Aid

## **SATERN Learner Job Aid for Catalog Search**

### **Version 3**

**Updated November 12, 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 browse and search the course catalog.

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

**Task A – Logging Into the Learning Page..... 2**

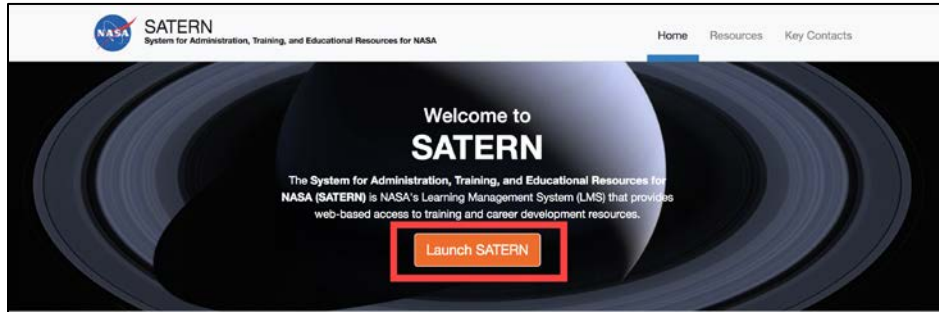
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## Task A – Logging Into the Learning Page

Go to [saturn.nasa.gov](https://saturn.nasa.gov), and click the **Launch SATERN** button.

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



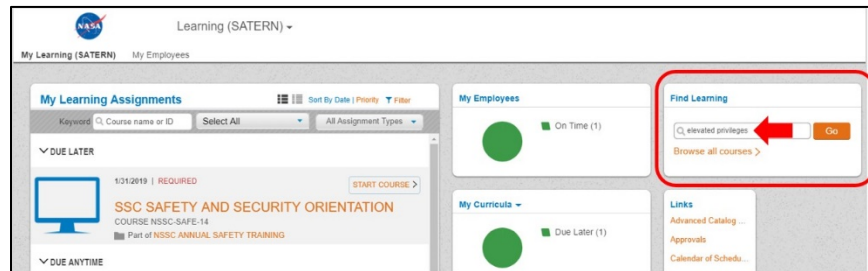
Your My Learning (SATERN) page is displayed.

**Note:** Depending on the tiles and options available in your My Learning (SATERN) page, yours may appear in slightly different locations than displayed in the figures in the SATERN job aids.

## Task B – Catalog: Key Word Search

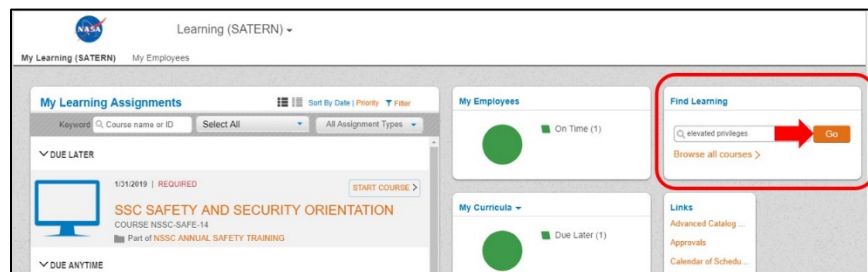
1. On your My Learning (SATERN) page, the **Find Learning** tile is used to search for courses. In the **Find Learning** tile **Search** field, type a keyword or phrase.

**Figure 2: My Learning (SATERN) Page Showing Find Learning Tile Search Field**



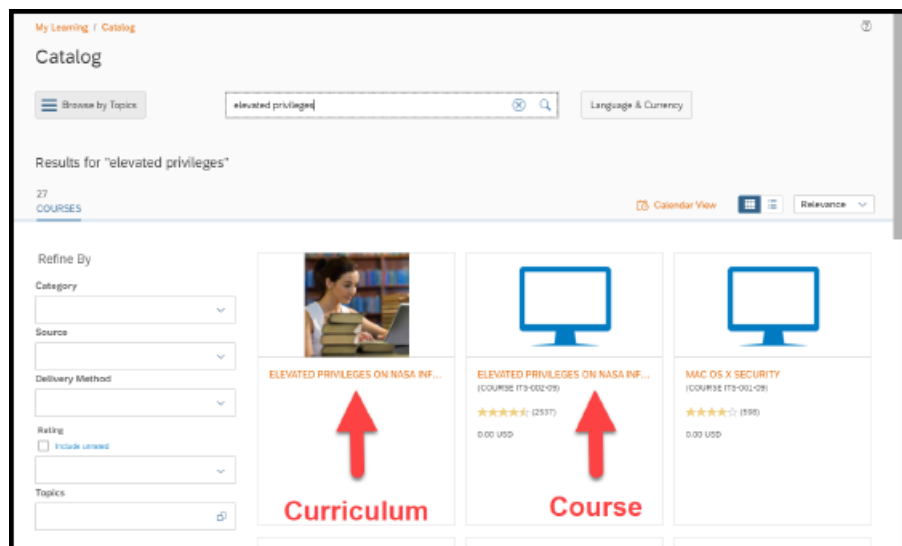
2. Click the **Go** button to execute a catalog search.

**Figure 3: Find Learning Tile Go Button**



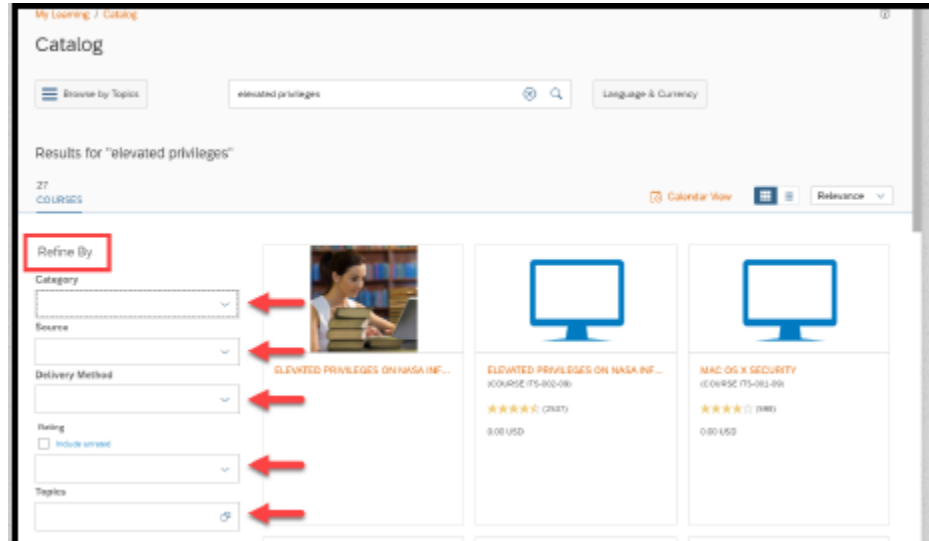
The **Catalog Search** screen is displayed with the search results shown. The following figure shows the catalog search results window with red arrows pointing to a course and a curriculum as the results of this search:

**Figure 4: Catalog Search Screen Showing Search Results**



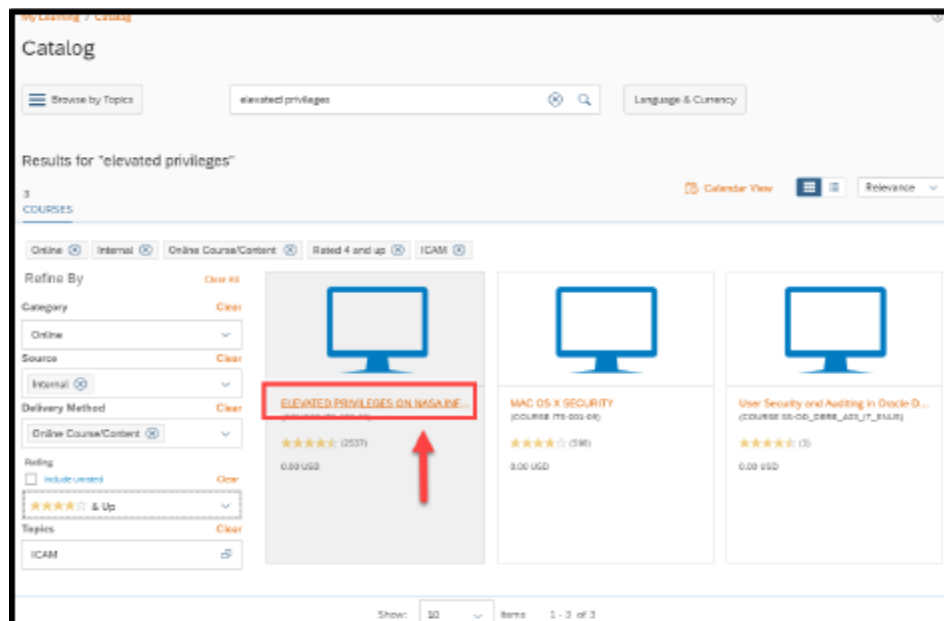
- Use the **Refine By** drop-down menus to further filter your results. You can filter by Category, Source, Delivery Method, Rating, and Topics (formally known as Subject Areas). Click on the desired filter criteria, and the search results are updated automatically.

**Figure 5: Catalog Search Screen Showing Refine By Filter Criteria Menus**



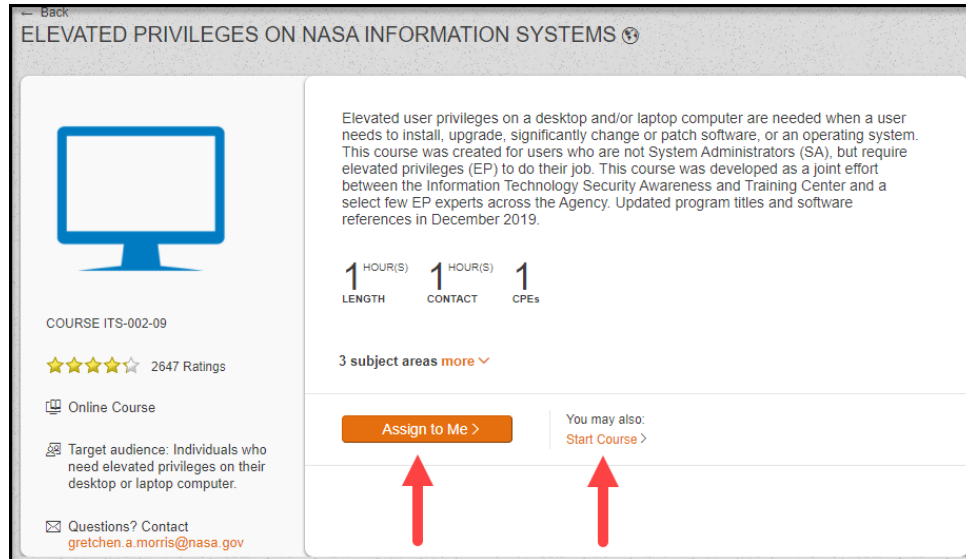
- To read more about a course or take an action (e.g., start course, assign), click on the title of the course as shown in the following figure:

**Figure 6: Search Results Showing Course Title Link**



5. From the Course Cover Page you can follow the prompts to assign the course to yourself or launch the course.

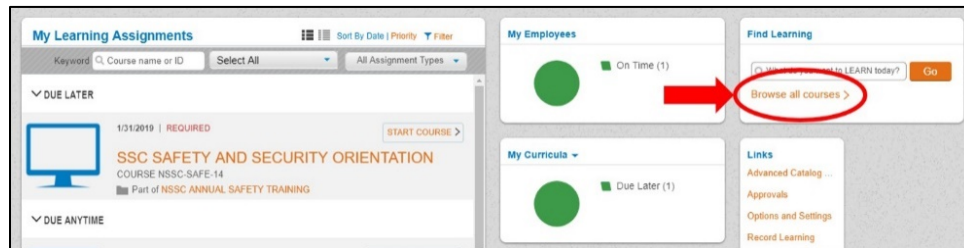
**Figure 7: Course Cover Page Showing Assign to Me Button and Start Course Link**



## Task C – Catalog: Browse All Courses

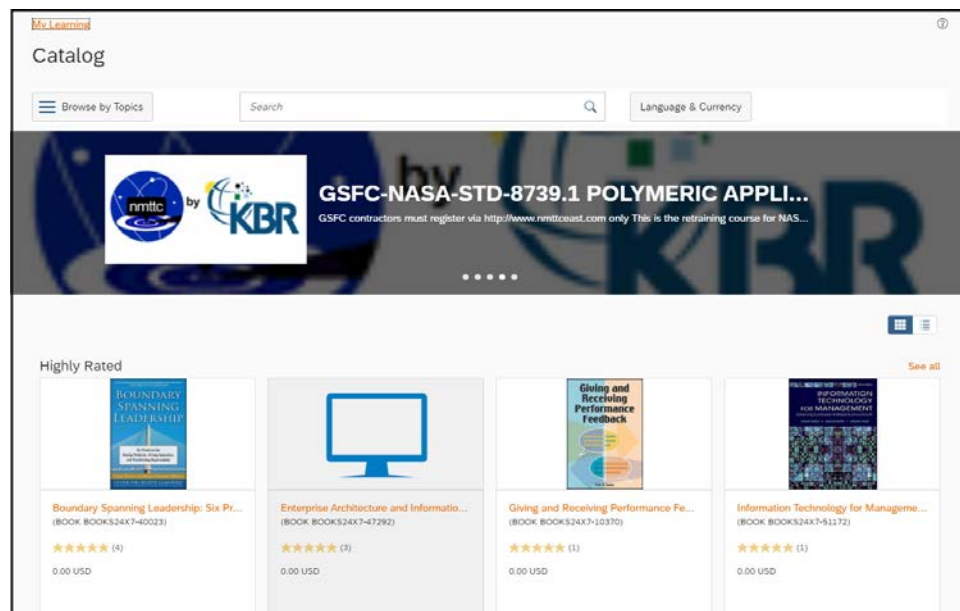
1. From your **My Learning (SATERN)** page, in the **Find Learning** tile, click the **Browse all courses** link.

Figure 8: Find Learning Tile Showing Browse All Courses Link



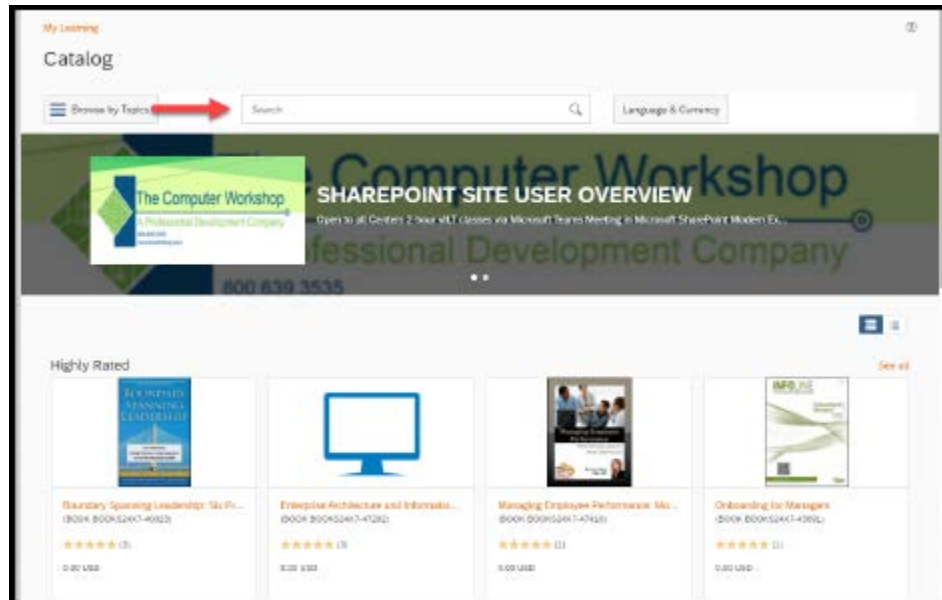
The **Catalog Home** page (including the **Search** field at the top and course titles across the page) is displayed as shown in the following figure:

Figure 9: Catalog Home Page



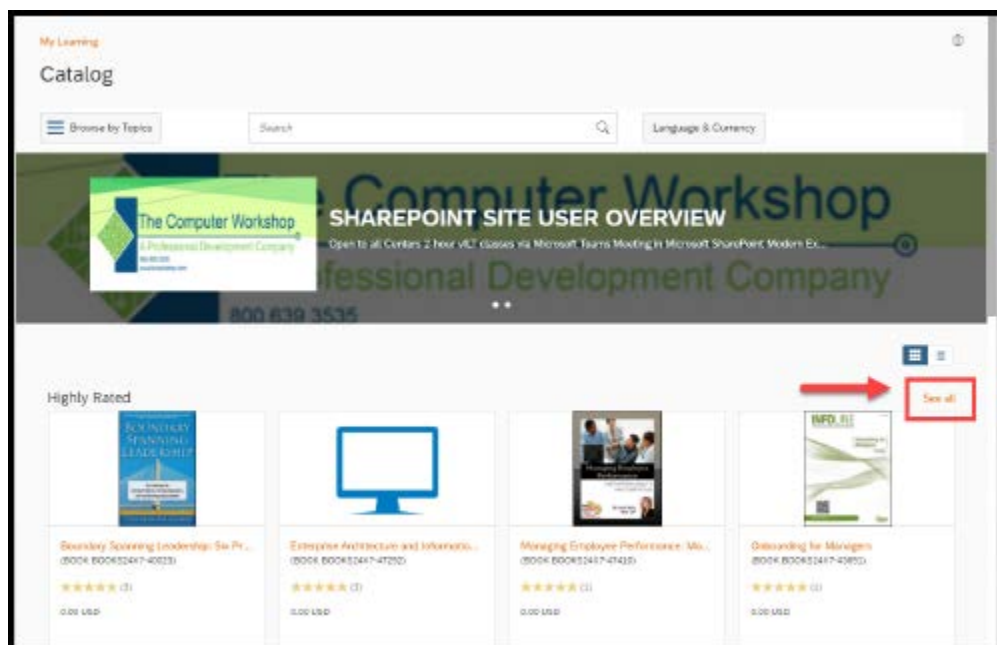
2. From the **Catalog Home** page, you have several options for locating courses. You may do any of the following:
  - a. Use the **Search** Field: At the top of the Catalog Home page, in the **Search** field, you can type keywords to search for applicable content, then press the **Enter** key.

**Figure 10: Catalog Home Page Showing Search Field**



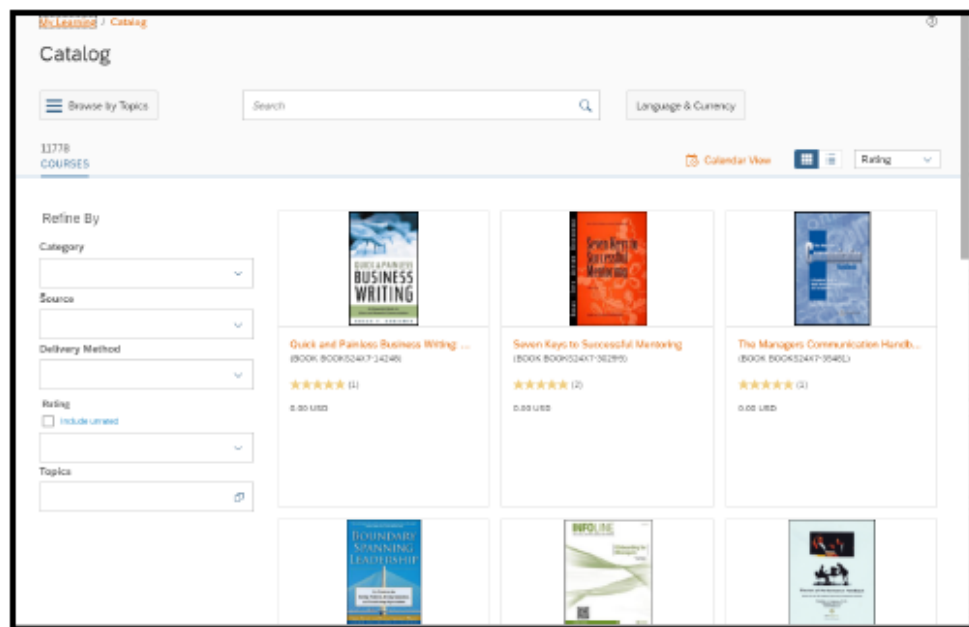
- b. Use the **See all** Link: To view all content, click the **See all** link.

**Figure 11: Catalog Screen Showing See All Link**



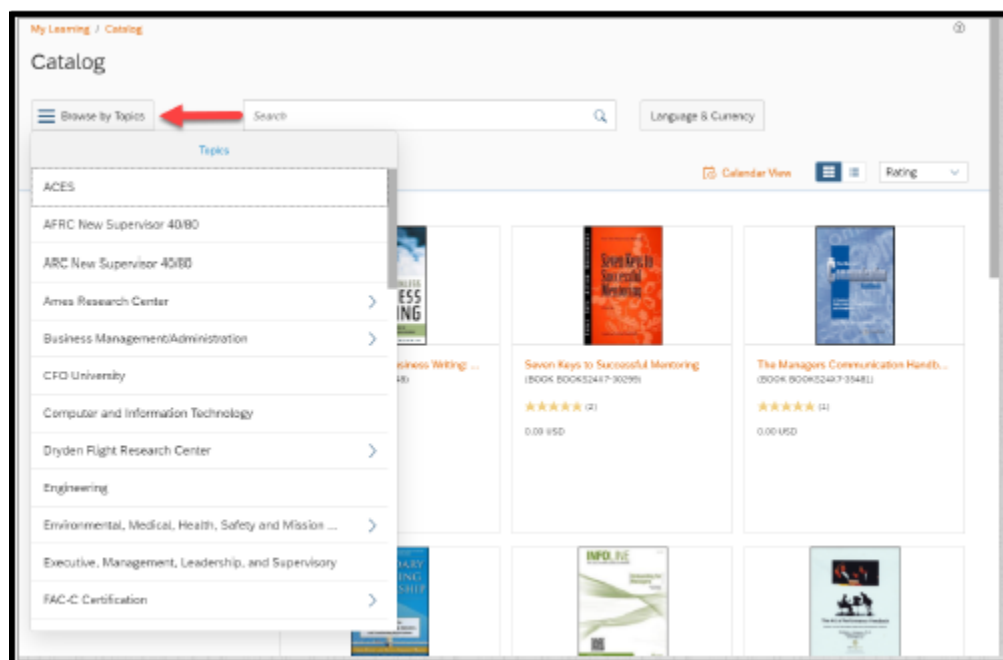
The following figure shows the results of clicking the **See all** link:

**Figure 12: Catalog Home Page Showing Results of See All Link**



- c. Use the **Browse by Topics** Link: To view content based on topic, click the **Browse by Topics** link, and select a category.

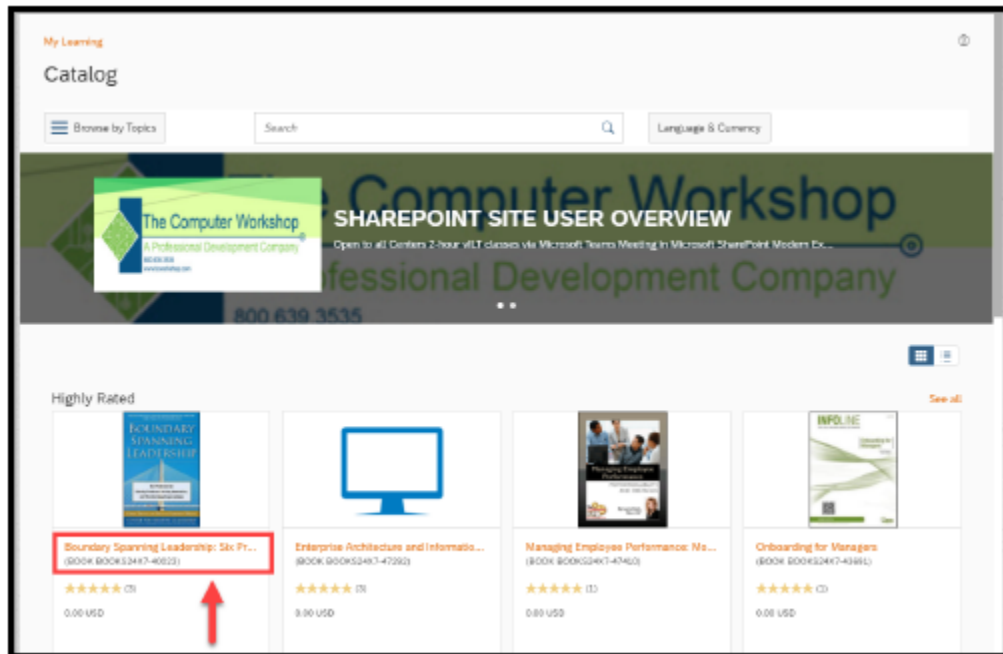
**Figure 13: Catalog Home Screen Showing Browse by Topics Link and Categories**





- d. Use the **Course Title**: To view the details of the training shown on the cover page, click a course title.

Figure 14: Catalog Home Page Showing Course Title



The Course Cover page is displayed.

Figure 15: Course Cover Page

