



SATERN Job Aid

SATERN Learner Job Aid for Learning Page Familiarization Version 4

Updated December 1, 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 become familiar with the My Learning (SATERN) page.

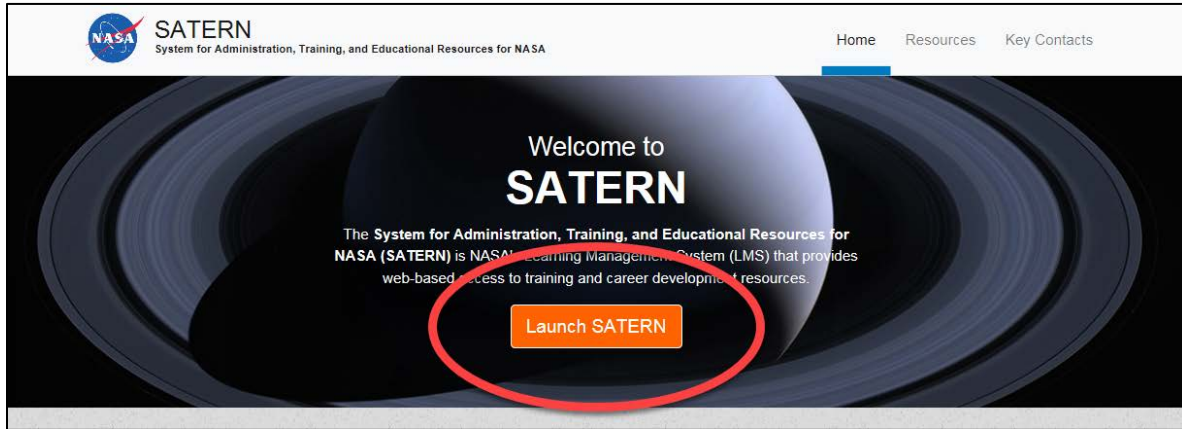
Tasks: Click the following links to access the needed instruction:

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Task A – Logging Into SATERN

Go to satern.nasa.gov, and click the **Launch SATERN** link.

Figure 1: SATERN Welcome Page Showing Launch SATERN Button



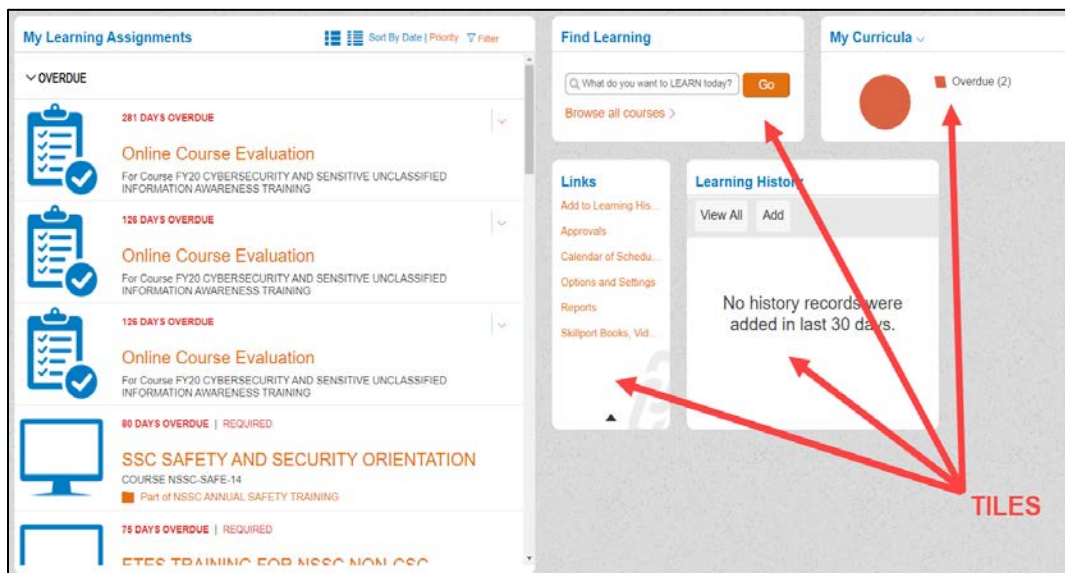
Your **My Learning (SATERN)** page is displayed.

Task B – My Learning (SATERN) Page Familiarization

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.

1. Your learning page will look very similar to the one shown here. Each of the individual rounded rectangles, called tiles, are learning menus.

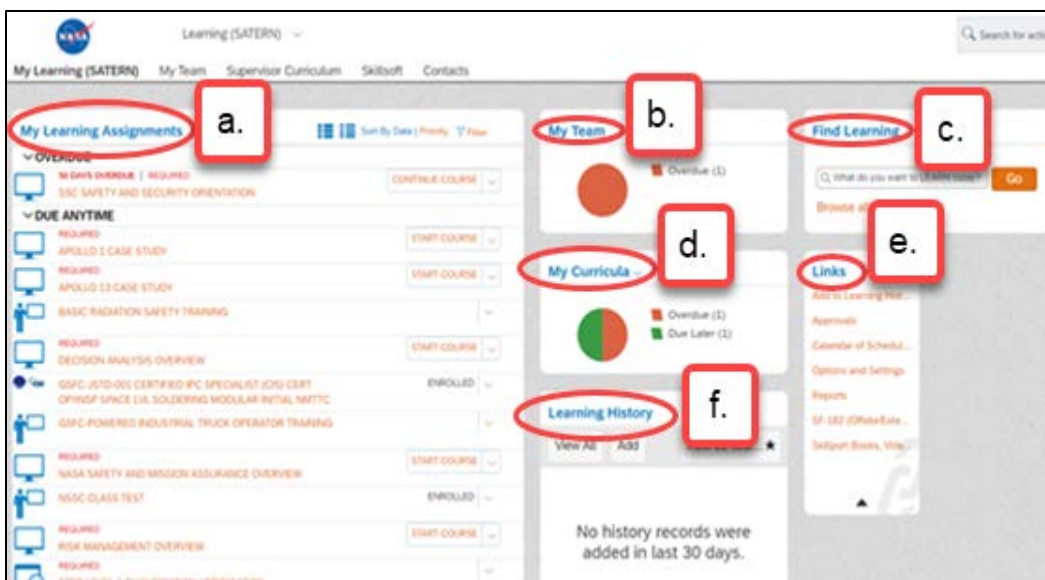
Figure 2: My Learning (SATERN) Page Showing General Shape and Location of Tiles



2. Your access permissions or role in SATERN (e.g., Civil Servant (CS), contractor, supervisor) determines what tiles are available for you to use. Available tiles include:
- a. **My Learning Assignments** – contains your learning plan with assigned SATERN training.
 - b. **My Team** – is for managers where you can access information about your team's learning.
 - c. **Find Learning** – is where you can search the catalog for training.
 - d. **My Curricula** – shows progress of any assigned curricula.
 - e. **Links** – contains links to other resources.
 - f. **Learning History** – contains a record of your completed training.

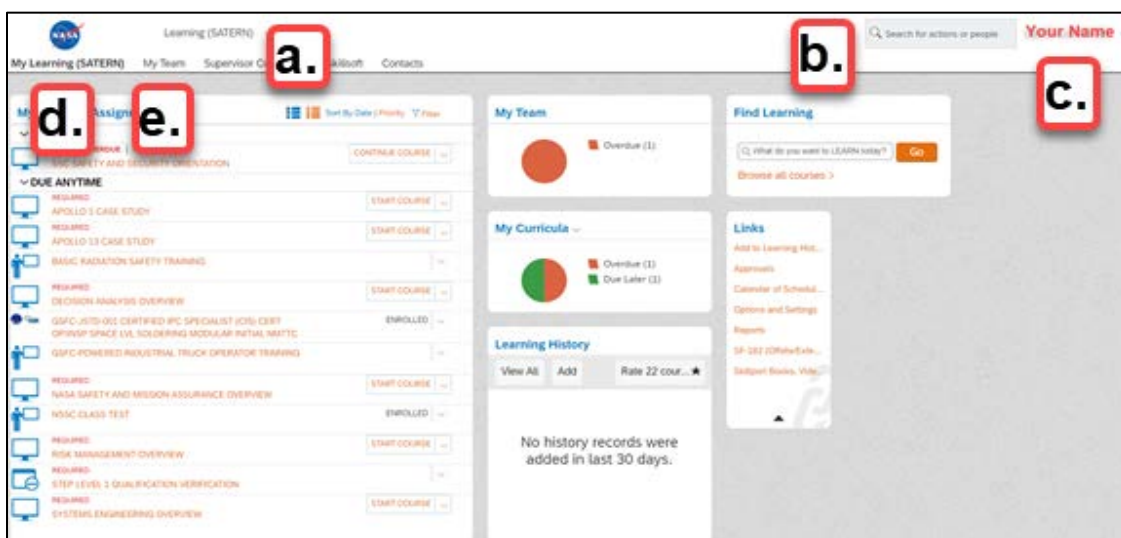
The following figure shows the My Learning (SATERN) page with these tiles:

Figure 3: My Learning (SATERN) Page Showing Specific Tiles



3. Other options that may be available on your learning page include:
- a. **Drop-down menu** – may contain additional selections depending on your role in SATERN (e.g., administrator).
 - b. **Search field** – at the top of the page is not used.
 - c. **Your name** – includes a drop-down a menu for additional options such as logging out of SATERN.
 - d. **My Learning (SATERN)** – tab that brings you to your learning page.
 - e. **My Team** - tab displays the **My Team** page for your employees.

Figure 4: My Learning (SATERN) Page Showing Other Options



Task C – My Learning Assignments – Launch an Online Course

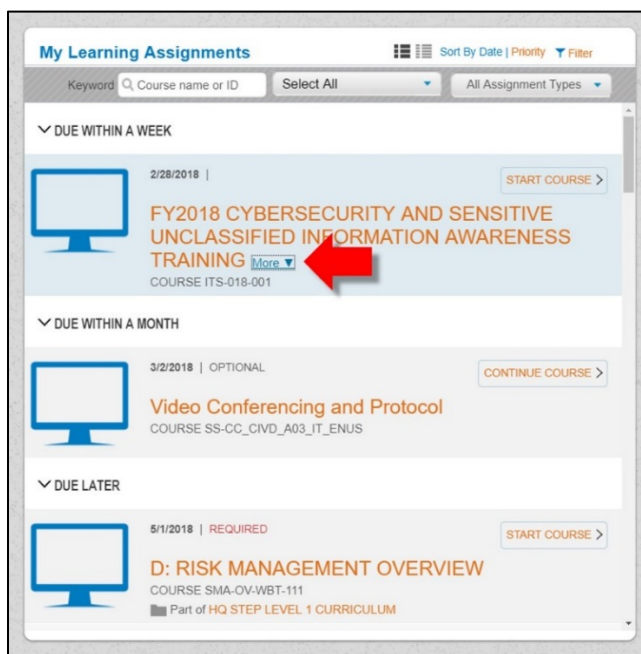
1. The **My Learning Assignments** tile is your learning plan and houses your current assigned training. Courses are listed by due date in a card view appearance.

Figure 5: My Learning Assignments Tile Showing Courses Arranged by Due Date



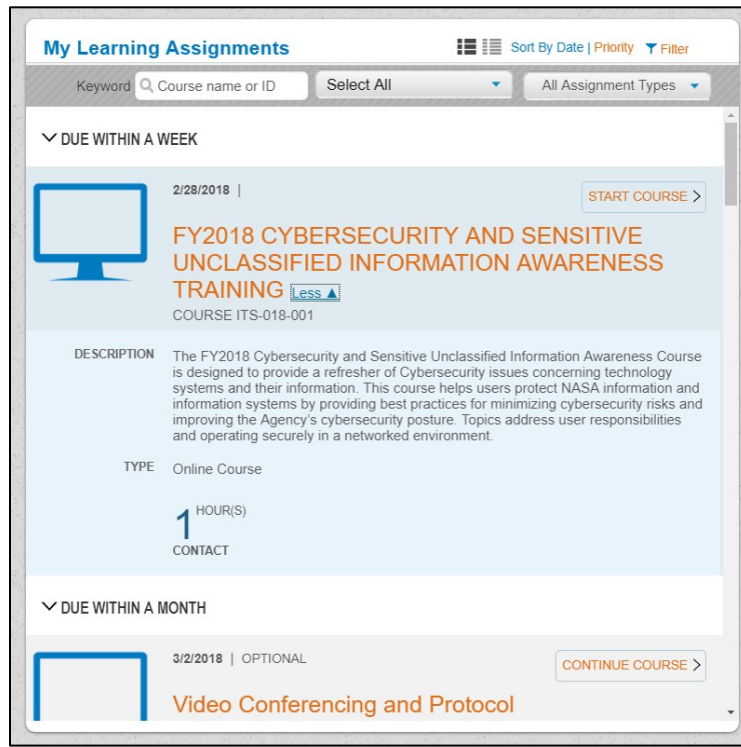
2. Hover over the course information and select the **More** link to view details about the course.

Figure 6: My Learning Assignments Tile Showing Location of Course Details



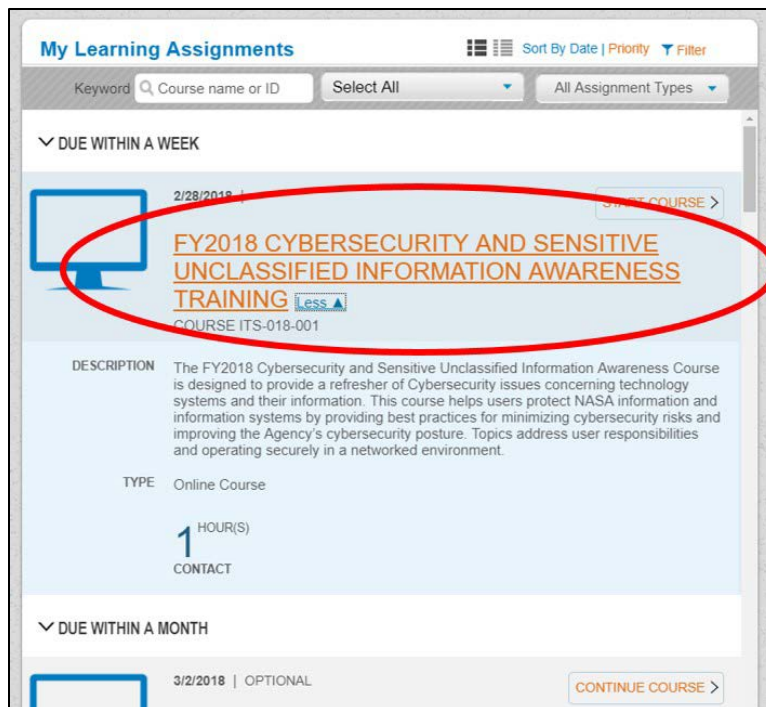
The course details are shown in the following figure:

Figure 7: My Learning Assignments Tile Showing Course Details



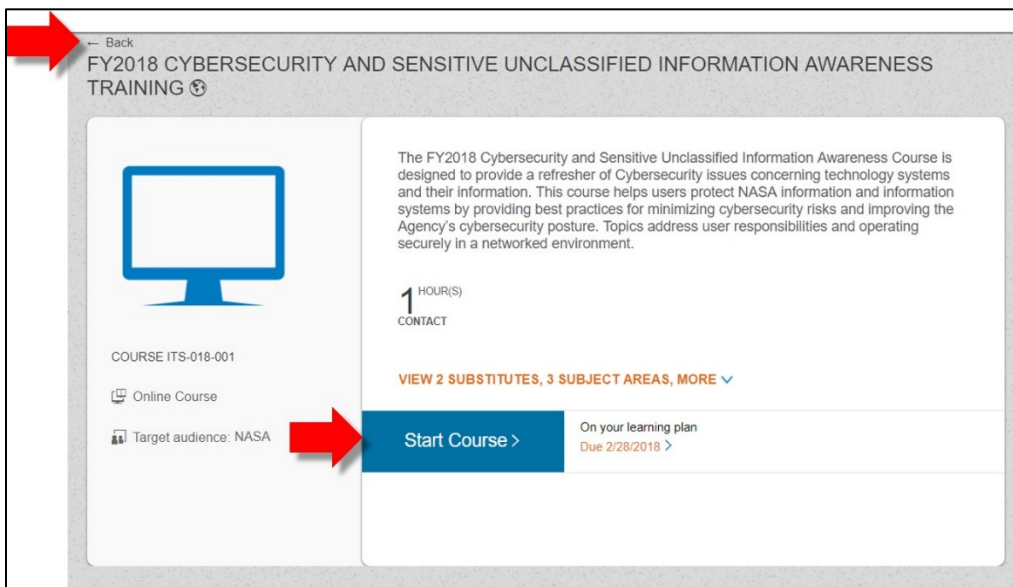
3. Click the course title link to open and view the Course Details page.

Figure 8: My Learning Assignments Tile Showing Course Title Link



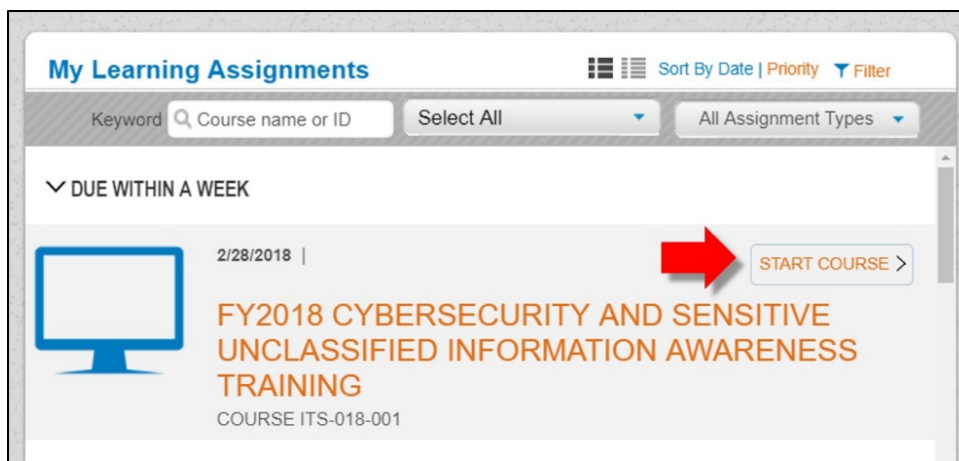
4. On the Course Details page, click the **Start Course** button to launch the course, or click the **Back** link to return to your learning page.

Figure 9: Course Details Page Showing Start Course Button and Back Link



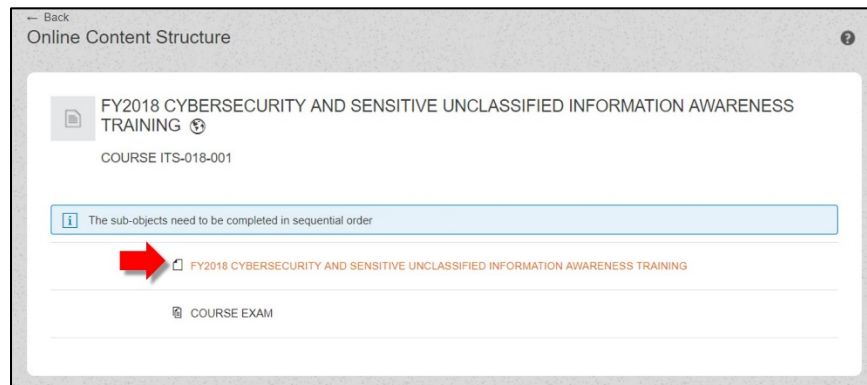
5. You can also launch the course from the **My Learning Assignments** tile card view by clicking the **START COURSE** button.

Figure 10: My Learning Assignments Tile Showing Start Course Button



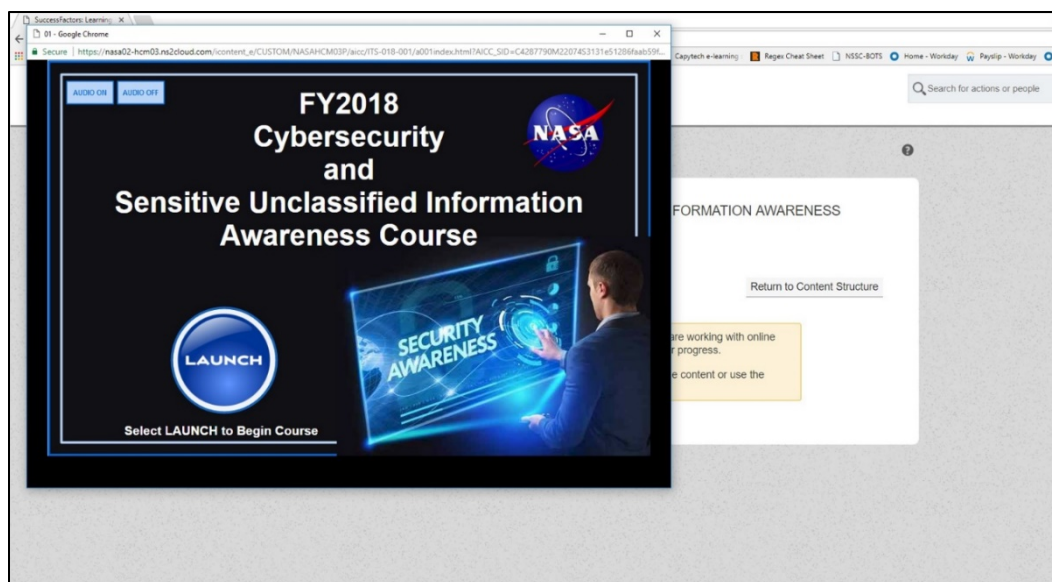
6. For courses with more than one course object (e.g., course and exam), when the **START COURSE** button is clicked, the **Online Content Structure** page opens. From here, click the hyperlink to launch and view the course.

Figure 11: Online Content Structure Page Showing Course Object Links



The course opens in its own window. Be sure to leave the **Online Content Structure** page open in the background. This helps ensure the course communicates with SATERN and completion is recorded.

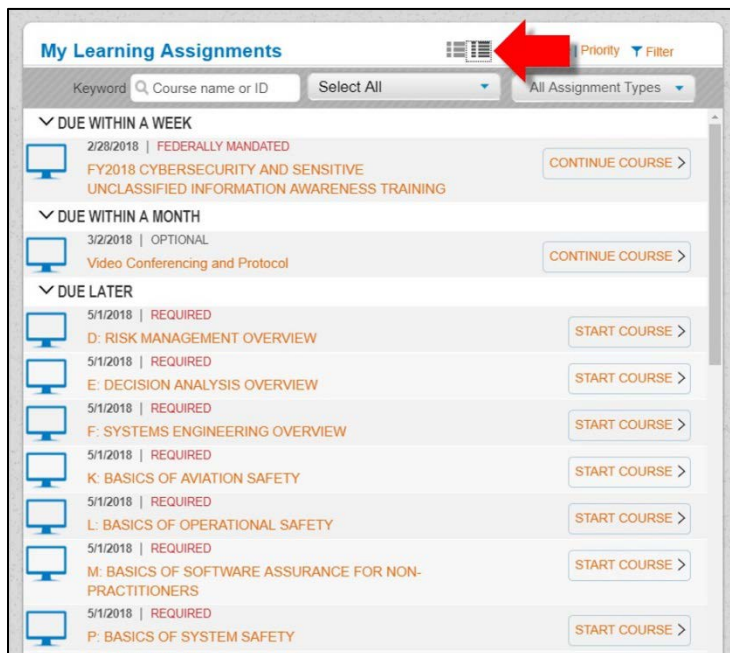
Figure 12: Course Window Open Showing Online Content Structure Page in Background



Task D – My Learning Assignments – Customize View

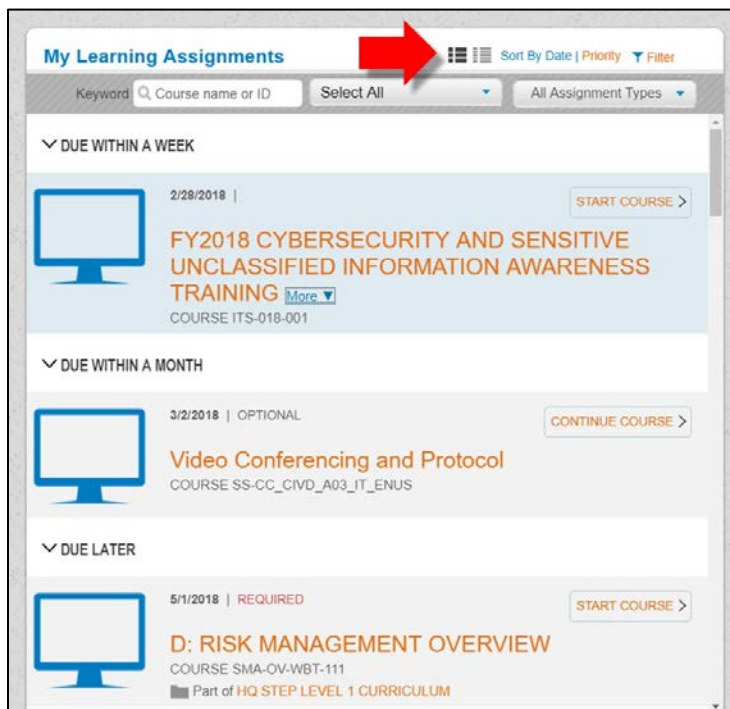
1. Click the **List View** icon to display your course in list view.

Figure 13: My Learning Assignments Tile Showing Location of List View Icon



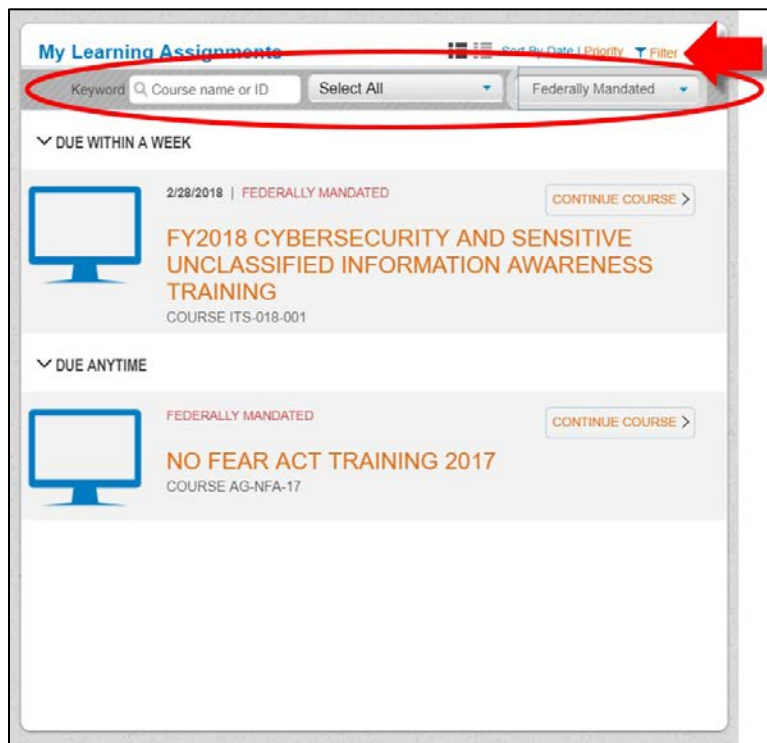
2. Click the **Card View** icon to display your course in card view (default).

Figure 14: My Learning Assignments Tile Showing Location of Card View Icon



- The **Filter** selection provides a menu where you can filter your training by keyword(s), type of training (e.g., Online), or assignment type (e.g., Federally Mandated).

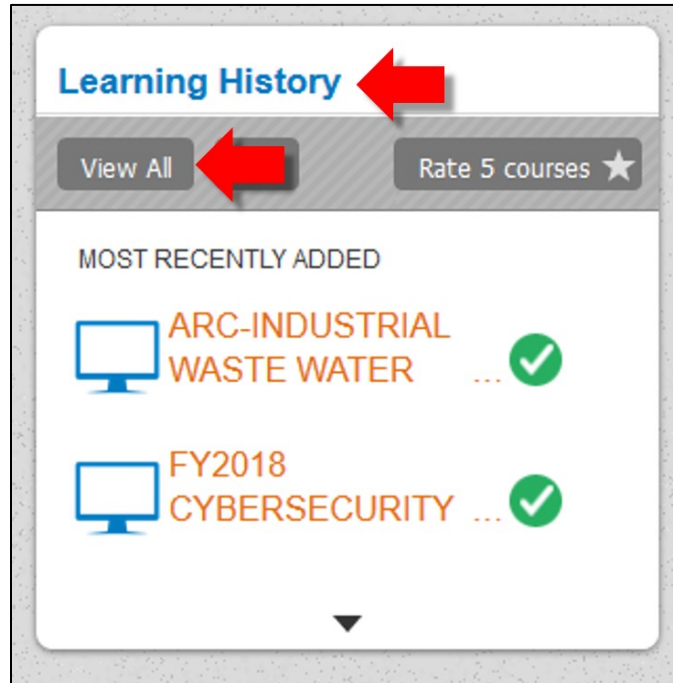
Figure 15: My Learning Assignments Tile Showing Filter Selection



Task E – Learning History Familiarization

1. Your **Learning History** tile houses all of your completed SATERN training. You can click the Learning History title or the **View All** button to go directly to your **Learning History** page.

Figure 16: Learning History Tile Showing Locations to Click for Learning History Page



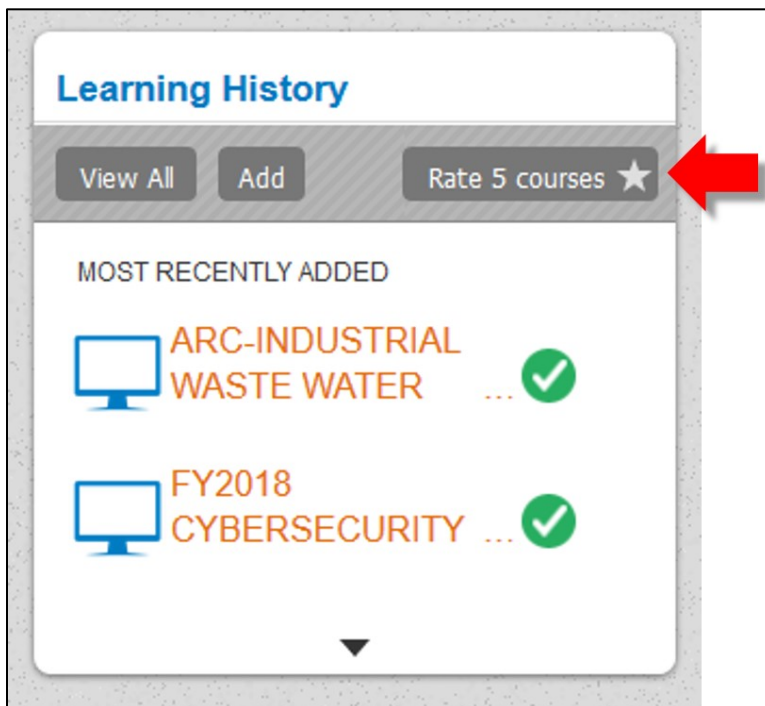
The **Learning History** page is shown in the following figure:

Figure 17: Learning History Page

Completion Date *	Title	Status	Action
2/21/2018 10:13 PM	ARC-INDUSTRIAL WASTE WATER SEWER DISCHARGE TRAINING	Completed	
2/5/2018 06:51 PM	FY2018 CYBERSECURITY AND SENSITIVE UNCLASSIFIED INFORMATION AWARENESS TRAINING	Completed	
2/5/2018 02:34 PM	GRC HEARING CONSERVATION REFRESHER TRAINING	Completed	
2/5/2018 02:27 PM	SSC SAFETY AND SECURITY ORIENTATION	Completed	
12/14/2017 11:14 AM	SSC SAFETY AND SECURITY ORIENTATION	Completed	
12/7/2017 06:15 PM	FY2018 CYBERSECURITY AND SENSITIVE UNCLASSIFIED INFORMATION AWARENESS	Completed	

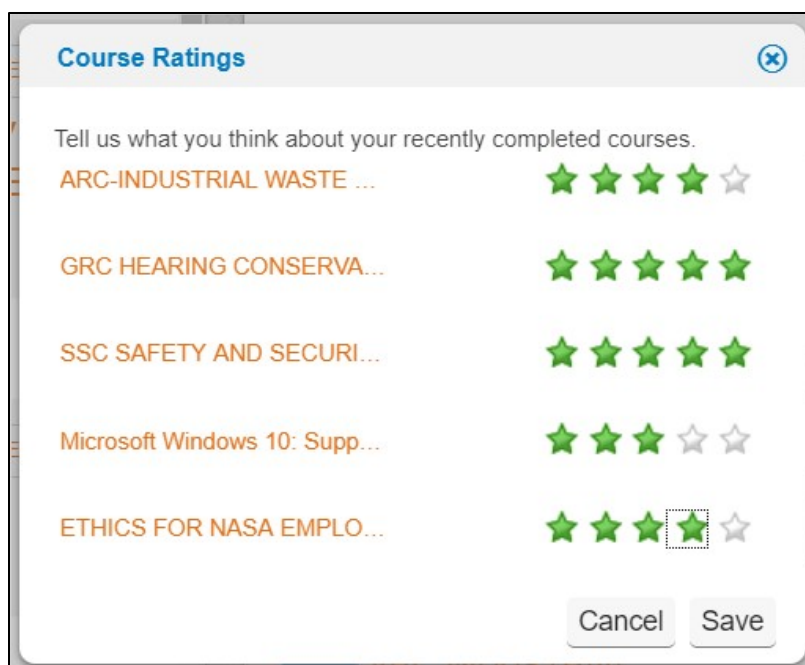
- Click the **Rate # courses** button to view a ratings menu pop-up window where you can rate recently completed trainings.

Figure 18: Learning History Tile Showing Rate Courses Button



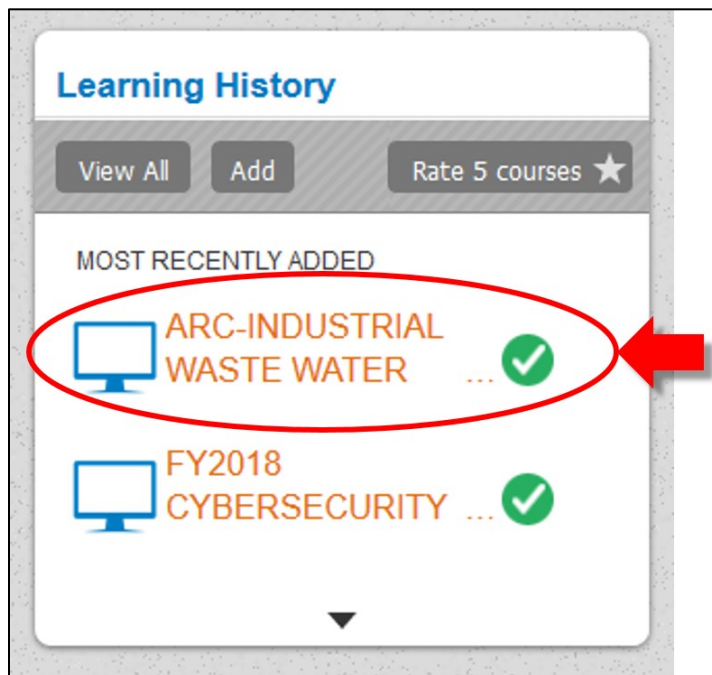
The Course Ratings pop-up window is shown in the following figure:

Figure 19: Course Ratings Window



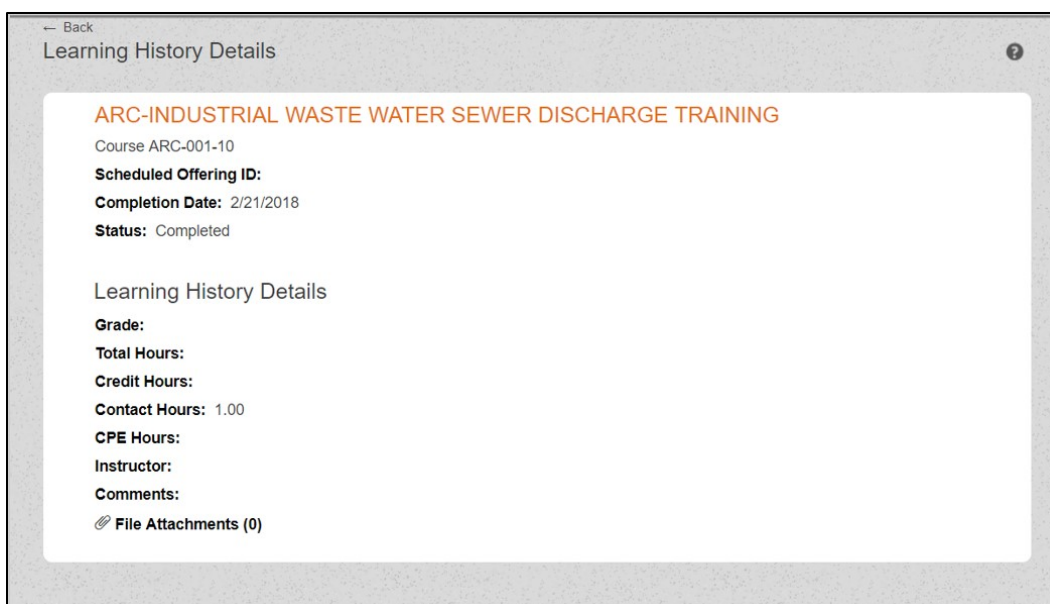
3. In the **MOST RECENTLY ADDED** menu, click one of the courses to see completion details for that course.

Figure 20: Most Recently Added Menu Showing Course List



The Learning History Details page showing course completion details is shown in the following figure:

Figure 21: Learning History Details Page Showing Course Completion Details



Task F – Learning History – Learning History Page

This task includes the following: View Learning History, Print Completion Certificate, and View Completion Details.

View Learning History

1. To view your learning history, either click the **Learning History** tile or click the **View All** button.

Figure 22: Learning History Tile Showing Locations to Click for Learning History



2. The **Learning History** page shows courses you've completed, completion dates, and other options to search and view your learning history. These options include filtering criteria based on the following:
 - a. Show Completions
 - b. Completion Date
 - c. Title
 - d. Status
 - e. Action

The following screen shows the Learning History page with these filter options:

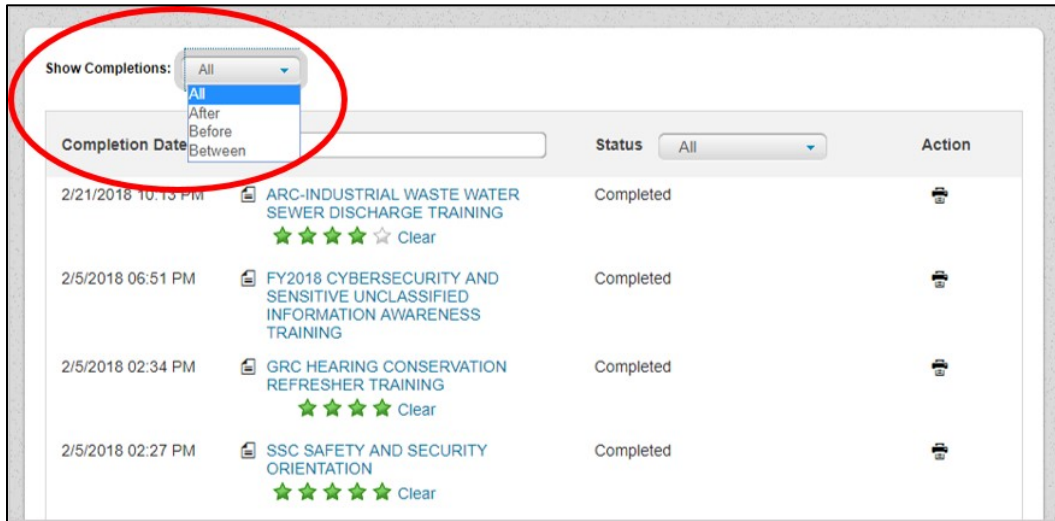
Figure 23: Learning History Page Showing Filter Options

The screenshot shows the 'Learning History' page. At the top left is a 'Back' button. The page title is 'Learning History'. A red circle labeled 'a.' highlights the 'Show Completions:' dropdown menu, which is currently set to 'All'. Below this is a filter bar with four sections: 'Completion Date *' (labeled 'b.'), 'Title' (labeled 'c.'), 'Status' (labeled 'd.'), and 'Action' (labeled 'e.'). The 'Status' dropdown is also set to 'All'. Below the filter bar is a table of learning history entries. Each entry includes a completion date and time, a document icon, a title, a status, and an action icon (a trash can). The first entry is partially cut off. The other entries are for 'FY2018 CYBERSECURITY AND SENSITIVE UNCLASSIFIED INFORMATION AWARENESS TRAINING' and 'SSC SAFETY AND SECURITY ORIENTATION', all marked as 'Completed'.

Completion Date *	Title	Status	Action
2/2/2018 1:13 PM	ARC-INDUST... STE WATER SEWER DISC... TRAINING	Completed	
2/5/2018 06:51 PM	FY2018 CYBERSECURITY AND SENSITIVE UNCLASSIFIED INFORMATION AWARENESS TRAINING	Completed	
2/5/2018 02:34 PM	GRC HEARING CONSERVATION REFRESHER TRAINING	Completed	
2/5/2018 02:27 PM	SSC SAFETY AND SECURITY ORIENTATION	Completed	
12/14/2017 11:14 AM	SSC SAFETY AND SECURITY ORIENTATION	Completed	
12/7/2017 06:15 PM	FY2018 CYBERSECURITY AND SENSITIVE UNCLASSIFIED INFORMATION AWARENESS TRAINING	Completed	
12/6/2017 04:22 PM	FY2018 CYBERSECURITY AND SENSITIVE UNCLASSIFIED INFORMATION AWARENESS TRAINING	Completed	
12/6/2017 11:43 AM	FY2018 CYBERSECURITY AND SENSITIVE UNCLASSIFIED INFORMATION AWARENESS TRAINING	Completed	
11/29/2017 11:16 AM	SOFTWARE LICENSE MANAGEMENT TRAINING	Completed	

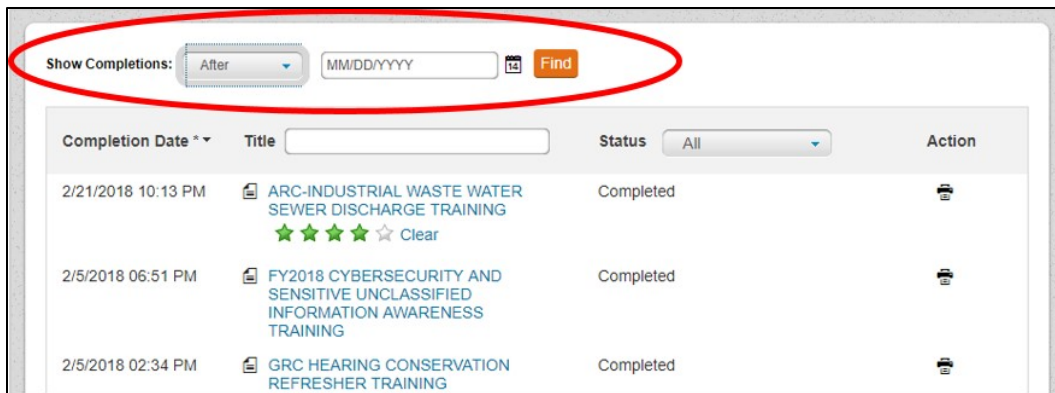
3. The **Show Completions** option can be filtered by date(s) using **All**, **After**, **Before** and **Between**.

Figure 24: Show Completions Option Menu



The **Show Completions After** filter is shown in the following figure:

Figure 25: Show Completions After Filter



The **Show Completions Before** filter is shown in the following figure:

Figure 26: Show Completions Before Filter

Completion Date	Title	Status	Action
2/21/2018 10:13 PM	ARC-INDUSTRIAL WASTE WATER SEWER DISCHARGE TRAINING ☆☆☆☆☆ Clear	Completed	
2/5/2018 06:51 PM	FY2018 CYBERSECURITY AND SENSITIVE UNCLASSIFIED INFORMATION AWARENESS TRAINING	Completed	

The **Show Completions Between** filter is shown in the following figure:

Figure 27: Show Completions Between Filter

Completion Date	Title	Status	Action
2/21/2018 10:13 PM	ARC-INDUSTRIAL WASTE WATER SEWER DISCHARGE TRAINING ☆☆☆☆☆ Clear	Completed	
2/5/2018 06:51 PM	FY2018 CYBERSECURITY AND SENSITIVE UNCLASSIFIED INFORMATION AWARENESS TRAINING	Completed	

4. Select your criteria, enter the date(s), and click the **Find** button to view the results.

Figure 28: Shows Completions Filter Filled and Find Button

Completion Date	Title	Status	Action
2/21/2018 10:13 PM	ARC-IN SEWER ☆☆☆	Completed	
2/5/2018 06:51 PM	FY2018 SENSITIVE UNCLASSIFIED INFORMATION AWARENESS TRAINING	Completed	

The **Show Completions After** filter results are shown in the following figure:

Figure 29: Results of Show Completion After Filter

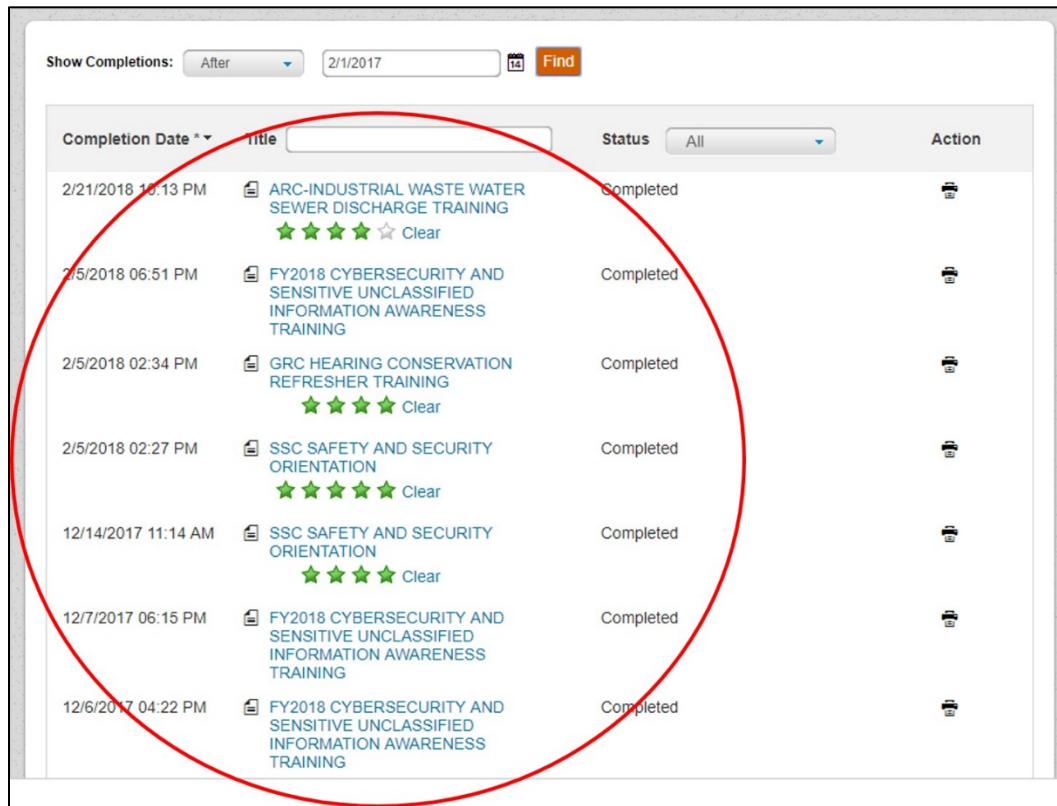


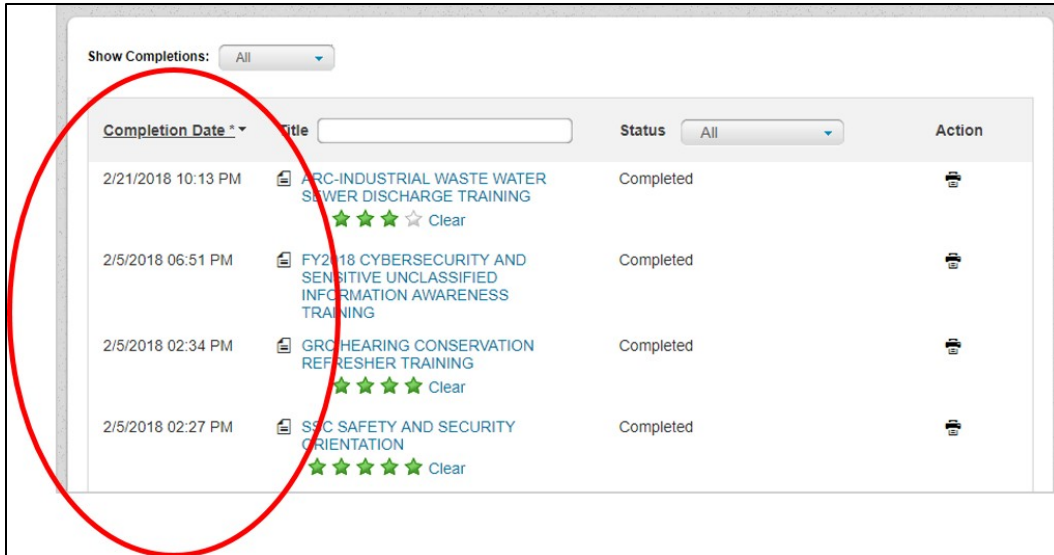
Figure 29 is a screenshot of the SATERN Learner interface showing the results of the 'Show Completions After' filter. The interface includes a search bar at the top with the date '2/1/2017' and a 'Find' button. Below the search bar is a table with columns for 'Completion Date', 'Title', 'Status', and 'Action'. The table lists seven training modules, all of which are marked as 'Completed'. A red circle highlights the first six rows of the table.

Completion Date	Title	Status	Action
2/21/2018 10:13 PM	ARC-INDUSTRIAL WASTE WATER SEWER DISCHARGE TRAINING ★★★★☆ Clear	Completed	
2/5/2018 06:51 PM	FY2018 CYBERSECURITY AND SENSITIVE UNCLASSIFIED INFORMATION AWARENESS TRAINING	Completed	
2/5/2018 02:34 PM	GRC HEARING CONSERVATION REFRESHER TRAINING ★★★★☆ Clear	Completed	
2/5/2018 02:27 PM	SSC SAFETY AND SECURITY ORIENTATION ★★★★☆ Clear	Completed	
12/14/2017 11:14 AM	SSC SAFETY AND SECURITY ORIENTATION ★★★★☆ Clear	Completed	
12/7/2017 06:15 PM	FY2018 CYBERSECURITY AND SENSITIVE UNCLASSIFIED INFORMATION AWARENESS TRAINING	Completed	
12/6/2017 04:22 PM	FY2018 CYBERSECURITY AND SENSITIVE UNCLASSIFIED INFORMATION AWARENESS TRAINING	Completed	

5. By clicking the **Completion Date** heading link, you can sort your list in ascending or descending order.

The list sorted by descending order is shown in the following figure:

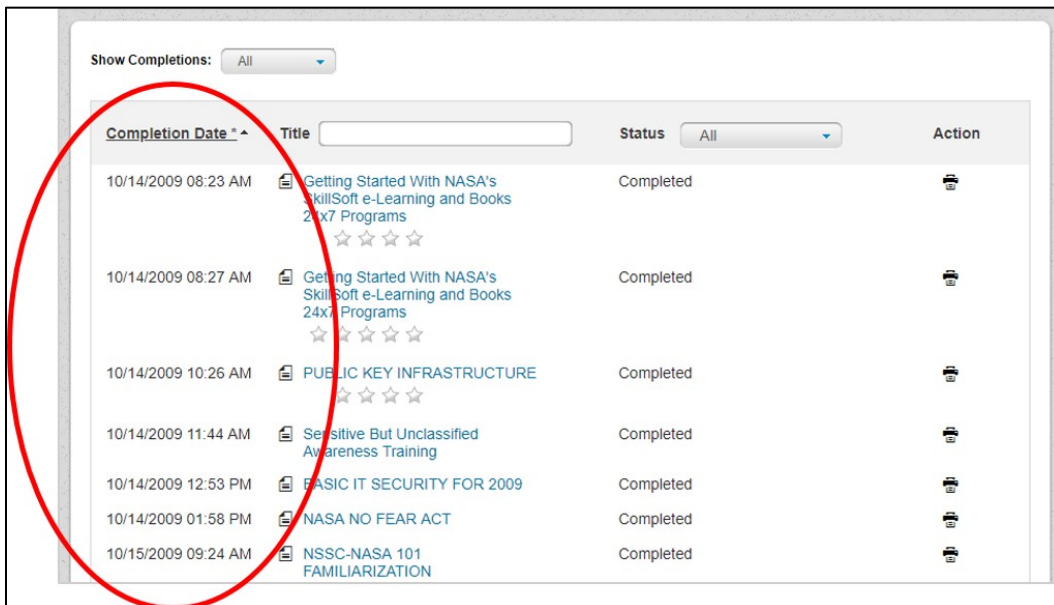
Figure 30: Course List Sorted by Completion Date Descending Order



Completion Date	Title	Status	Action
2/21/2018 10:13 PM	ARC-INDUSTRIAL WASTE WATER SEWER DISCHARGE TRAINING ★★★★☆ Clear	Completed	
2/5/2018 06:51 PM	FY2018 CYBERSECURITY AND SENSITIVE UNCLASSIFIED INFORMATION AWARENESS TRAINING	Completed	
2/5/2018 02:34 PM	GRC HEARING CONSERVATION REFRESHER TRAINING ★★★★★ Clear	Completed	
2/5/2018 02:27 PM	SSC SAFETY AND SECURITY ORIENTATION ★★★★★ Clear	Completed	

The list sorted by ascending order is shown in the following figure:

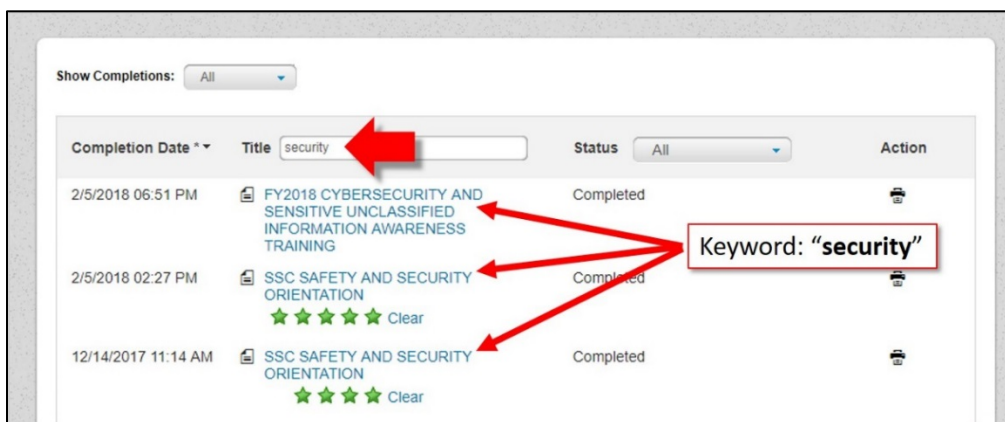
Figure 31: Course List Sorted by Completion Date Ascending Order



Completion Date	Title	Status	Action
10/14/2009 08:23 AM	Getting Started With NASA's SkillSoft e-Learning and Books 24x7 Programs ☆☆☆☆	Completed	
10/14/2009 08:27 AM	Getting Started With NASA's SkillSoft e-Learning and Books 24x7 Programs ☆☆☆☆	Completed	
10/14/2009 10:26 AM	PUBLIC KEY INFRASTRUCTURE ☆☆☆☆	Completed	
10/14/2009 11:44 AM	Sensitive But Unclassified Awareness Training	Completed	
10/14/2009 12:53 PM	BASIC IT SECURITY FOR 2009	Completed	
10/14/2009 01:58 PM	NASA NO FEAR ACT	Completed	
10/15/2009 09:24 AM	NSSC-NASA 101 FAMILIARIZATION	Completed	

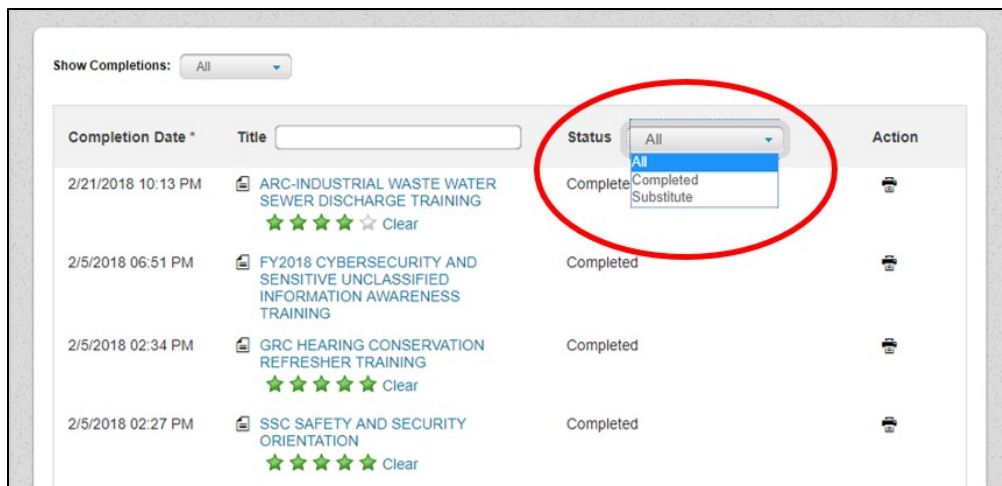
6. In the **Title** field, type a keyword or words to locate that word in the course titles.

Figure 32: Course Search Using Keywords in Title Field and Showing Results



7. You can also sort by completion status by selecting the appropriate status (e.g., Completed, Substitute) from the **Status** drop-down menu.

Figure 33: Course Search Using Status Options

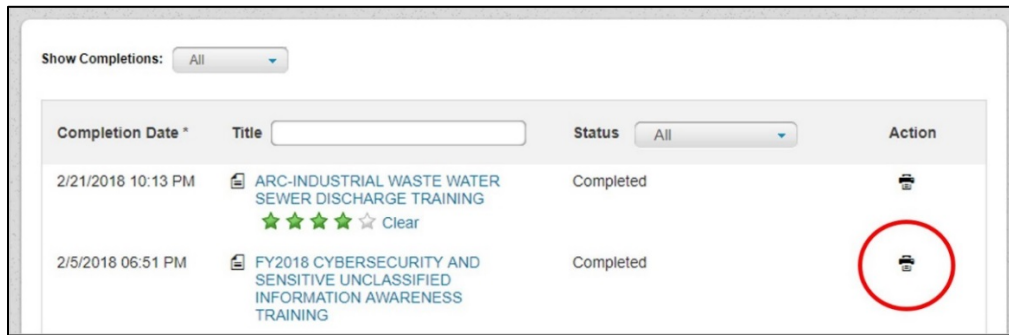


8. You may proceed to the **Print Completion Certificate** section or the **View Completion Details** section.

Print Completion Certificate

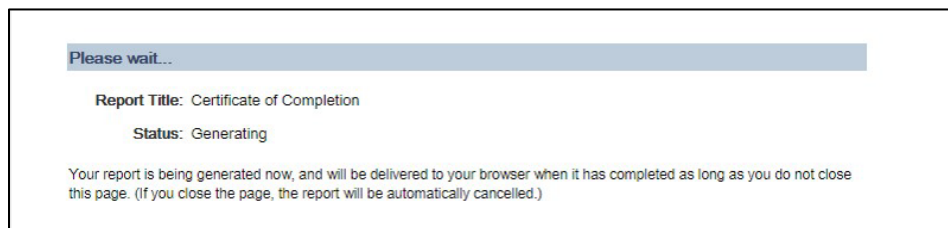
1. To print a completion certificate, locate the applicable course, and in the **Action** column on the right side of the page, click the **Print** icon.

Figure 34: Completion Certificate Print Icon



2. The print certificate report will generate in a new tab in the browser window.

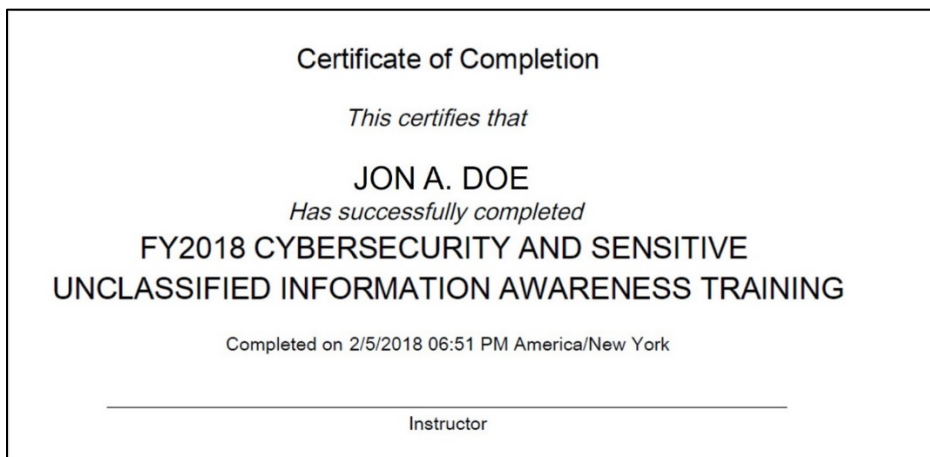
Figure 35: Print Certificate Window



3. Once the report completes, the certificate will open or download, depending on your browser. It can then be saved or printed.

Note: The following figure may not be an actual representation of the completion certificate.

Figure 36: Sample Completion Certificate



View Completion Details

1. To view completion details for a course, hover over or click on the title of that course from within the list. A pop-up window will open giving you these available options:
 - a. **View Details** – click on the **View Details** link to view the course information page.
 - b. **Print Certificate** – click the **Print Certificate** link to print your completion certificate for the training.
 - c. **Review Content** – click the **Review Content** link to launch the course from your learning plan.

Note: This option is only available for online courses.

Figure 37: Course Completion Options Window



2. Ratings for applicable courses are available for viewing, updating, and changing via the **Learning History** page. The ratings shown are a combined rating of all who have taken and rated a course. To change your rating for a particular course in your history, click the **Clear** link, and then click one or more stars to adjust your rating.

Figure 38: Course Rating Stars

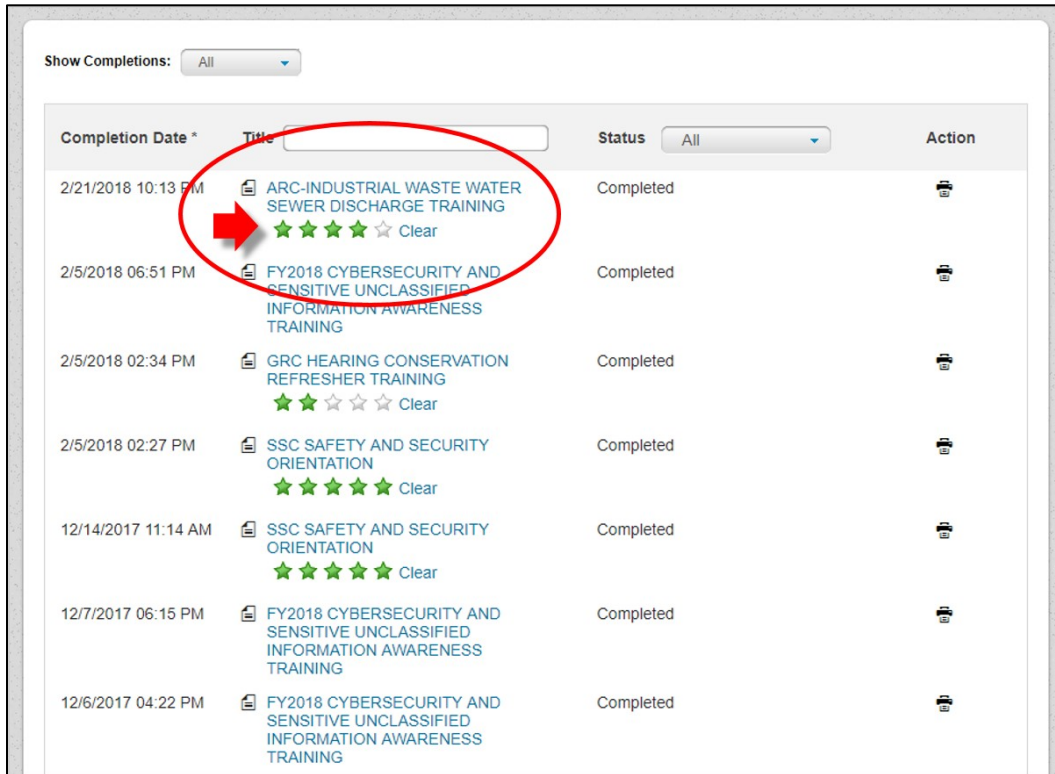


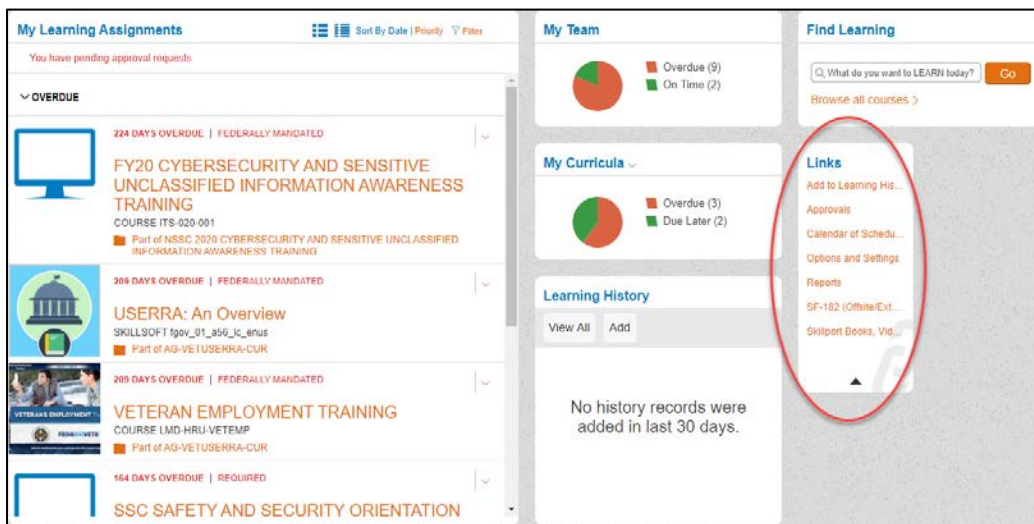
Figure 38 is a screenshot of the 'Learning History' page. At the top, there is a 'Show Completions:' dropdown menu set to 'All'. Below this is a table with columns: 'Completion Date *', 'Title', 'Status', and 'Action'. The table lists several completed courses. The first row is circled in red, and a red arrow points to the 'Clear' link next to its 4-star rating. The other rows show courses with 3, 4, and 5 star ratings, each with a 'Clear' link. The 'Action' column contains a printer icon for each row.

Completion Date *	Title	Status	Action
2/21/2018 10:13 PM	ARC-INDUSTRIAL WASTE WATER SEWER DISCHARGE TRAINING ★★★★☆ Clear	Completed	Printer icon
2/5/2018 06:51 PM	FY2018 CYBERSECURITY AND SENSITIVE UNCLASSIFIED INFORMATION AWARENESS TRAINING	Completed	Printer icon
2/5/2018 02:34 PM	GRC HEARING CONSERVATION REFRESHER TRAINING ★★★☆☆ Clear	Completed	Printer icon
2/5/2018 02:27 PM	SSC SAFETY AND SECURITY ORIENTATION ★★★★★ Clear	Completed	Printer icon
12/14/2017 11:14 AM	SSC SAFETY AND SECURITY ORIENTATION ★★★★★ Clear	Completed	Printer icon
12/7/2017 06:15 PM	FY2018 CYBERSECURITY AND SENSITIVE UNCLASSIFIED INFORMATION AWARENESS TRAINING	Completed	Printer icon
12/6/2017 04:22 PM	FY2018 CYBERSECURITY AND SENSITIVE UNCLASSIFIED INFORMATION AWARENESS TRAINING	Completed	Printer icon

Task G – My Learning (SATERN) – Links Tile

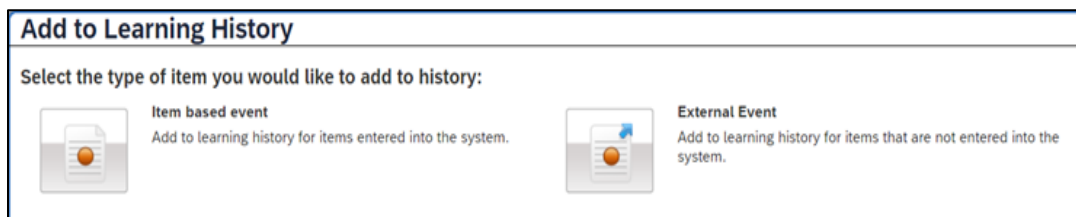
1. Your access permissions or role in SATERN (i.e., CS, contractor, supervisor), determines what links are available for you to use in the **Links** tile. Available links are listed in alphabetical order. Links may include the following:
 - a. Add to Learning History
 - b. Approvals
 - c. Calendar of Scheduled Offerings
 - d. Options and Settings
 - e. Reports
 - f. SF-182 (Offsite/External Requests)
 - g. Skillport Books, Videos, and Audiobooks

Figure 39: My Learning (SATERN) Page Showing Links Tile



2. The **Add to Learning History** link opens the **Add to Learning History** page where learners and supervisors can search for and grant completion credit for themselves or their subordinates. The course has to be set up in SATERN to allow learners and supervisors to take such action.

Figure 40: Add to Learning History Page



3. The **Approvals** link opens the **Pending Approvals** page. Approvals allows supervisors to review and approve actions for external training through the interface.

Figure 41: Pending Approvals Page

[← Back](#)

Pending Approvals

Help

This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management Activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type.

Learning

Internal Training (1)

☒ Enter Reasons for Approvals or Denials

☒ All ☐ Direct Reports Only

Next

Learner Name ▲	Title	Price	Type	Action [Approve All/Deny All]
▶ JON A. DOE	PROC-CON 090 FOR FY18, Federal Acquisition Regulation (FAR) Fundamentals		Registration	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

SF-182 (External Training) (2)

☒ Enter Reasons for Approvals or Denials

☒ All ☐ Direct Reports Only

Next

Learner Name ▲	Title	Price	Type	Action [Approve All/Deny All]
▶ JANE A. DOE	TEST	0.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip
▶ JON A. DOE	Test for Roy	100.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

Account Requests (0)

No items were found using this search criteria.

4. The **Calendar of Scheduled Offerings** link opens the **Calendar of Scheduled Offerings** page. Here, you can view available scheduled offerings for the month and also search for offerings through the menu.

Figure 42: Calendar of Scheduled Offerings Page

Library Search

Search Library

»

Course Calendar

Below are the results of your search of the Calendar of Classes. You can view the Calendar in a Monthly or Weekly view.

Month

Week

Day

[◀](#) [▶](#)

Month of: November 2020

[▶](#) [▶▶](#)

[Calendar Search](#) [Calendar Options](#)

Calendar of Classes

Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	29	30
2	3	4	5	6
9	10	11	12	13
16	17 WFF HIGH PRESSURE SYSTEMS OPERATOR BA...	18 GSFC-CRYOGENICS AND OXYGEN DEFICIENCY... CFOU-BUDGET FORMULATION/BUDGET EXECUTION	19 CFOU-BUDGET FORMULATION/BUDGET EXECUTION	20
23	24	25	26	27
30	1 NSSC CLASS TEST	2 NSSC-TEST-CLASS2	3	4

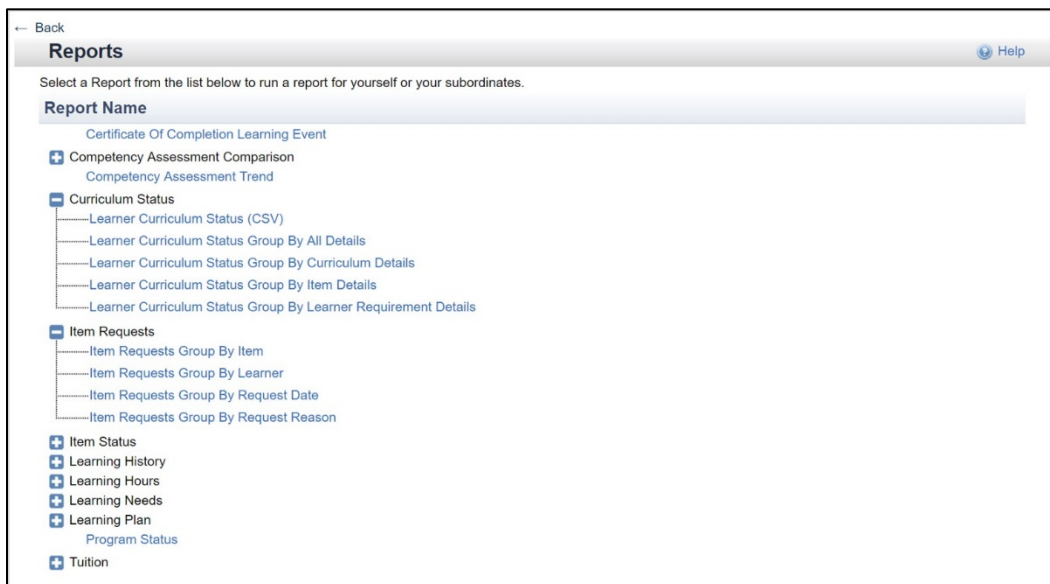
5. The **Options and Settings** link opens the **Options and Settings** page that includes the **Delegates** section. Delegates allow supervisors to delegate authority to another individual who can approve/disapprove training requests on the supervisor's behalf.

Figure 43: Options and Settings Page Showing Delegates Section

The screenshot displays the 'Options and Settings' page. At the top, there is a 'Back' link and a help icon. Below the title, a message states: 'Your settings determine the formats and standards used to display information to you in the application.' The 'Delegates' section features a large empty list box with 'Add...', 'Edit', and 'Remove' buttons to its right. Below this, the 'Learning Notifications' section contains three checkboxes: 'Notify me when an item is added to my Learning Plan' (checked), 'Notify me when an item is modified in my Learning Plan' (checked), and 'Notify me when an item is removed from my Learning Plan' (unchecked). The 'Select a Locale and Time Zone' section includes a red asterisk indicating required fields. It contains dropdown menus for 'Active Locale ID' (English (English)), 'Currency ID' (USD (US Dollar)), and 'Time Zone ID' (Central Standard Time (America/Chicago)). A 'Region ID' field with the value 'NSSC-SSC' and a 'Select' button is also present. A checkbox 'Always display Scheduled Offerings in this Time Zone' is checked. 'Apply Changes' and 'Reset' buttons are at the bottom right. The 'Update the Locale Format Options' section also has a red asterisk and includes dropdown menus for 'Date Pattern ID' (M/d/yyyy(MM/DD/YYYY)), 'Time Pattern ID' (hh:mm:ssa(hh:mm AM/PM)), 'Integer Pattern ID' (Long_01(1000)), 'Decimal Pattern ID' (Double_01(1000)), 'Currency Pattern ID' (Currency_01(1000)), and 'Percentage Pattern ID' (Percentage_01(1000)). 'Apply Changes' and 'Reset' buttons are at the bottom right.

6. The **Reports** link opens the learner **Reports** page where you can select and execute several different reports related to your training.

Figure 44: Reports Page



7. The **SF-182 (Offsite/External Requests)** link opens the **Request, Authorization, Agreement & Certification of Training** page. Here, you can copy, view, withdraw, or create a new Standard Form (SF) 182, Authorization, Agreement and Certification of Training.

Figure 45: Request, Authorization, Agreement & Certification of Training Page



← Back

Request, Authorization, Agreement & Certification of Training

Below is a list of all of your External Requests. Click the Request ID for more information about the request. Click **Copy Request** or **Withdraw Request** button and click **Go** to Copy or Withdraw from an External Request. Click the **New SF-182 Request** button at the bottom left of this screen to initiate a new SF-182 request.

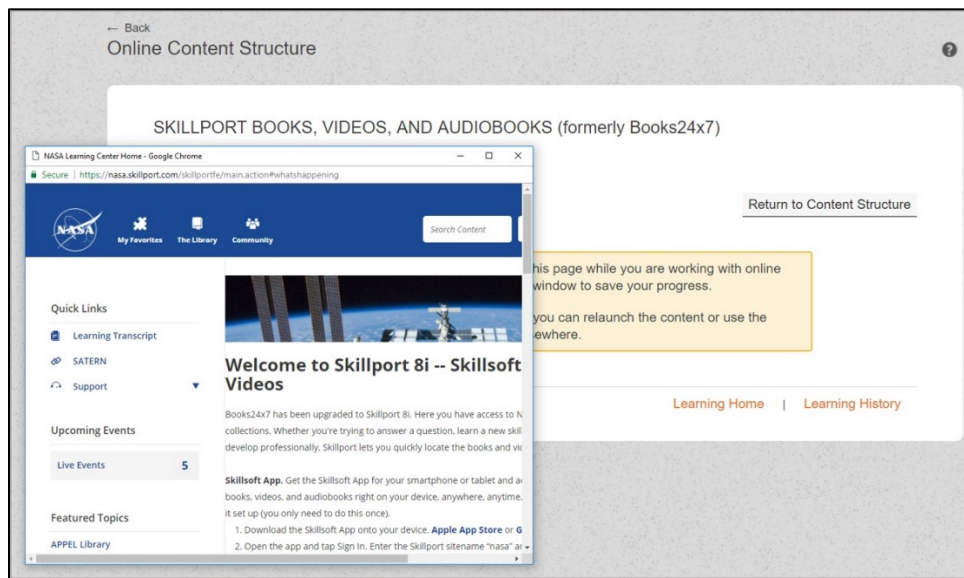
SF-182 (External Requests) Viewing Options: All requests Sort By: Request ID

Request ID	Title	Start Date	End Date	Status	Pending Approval Actions	Action
132622	Federal Supervisory Skills Training	6/12/2017	6/16/2017	Completed and Verified	None	Copy Request
127238	CONF NCTS # 27062-17: 21st Annual North American Shared Services & Outsourcing Week	3/7/2017	3/9/2017	Completed and Verified	None	Copy Request
127224	CONF NCTS # 27062-17 --- 21st Annual North American Shared Services & Outsourcing Week	3/7/2017	3/9/2017	Withdrawn	None	Copy Request
127076	CONF NCTS # 27244-17 - ServiceNow Federal NowForum	10/26/2016	10/26/2016	Completed and Verified	None	Copy Request

[New SF-182 Request](#)

8. The **Skillport Books, Videos, and Audiobooks** link launches the Skillport portal in a new window. Here you can browse and launch Skillsoft-related content.

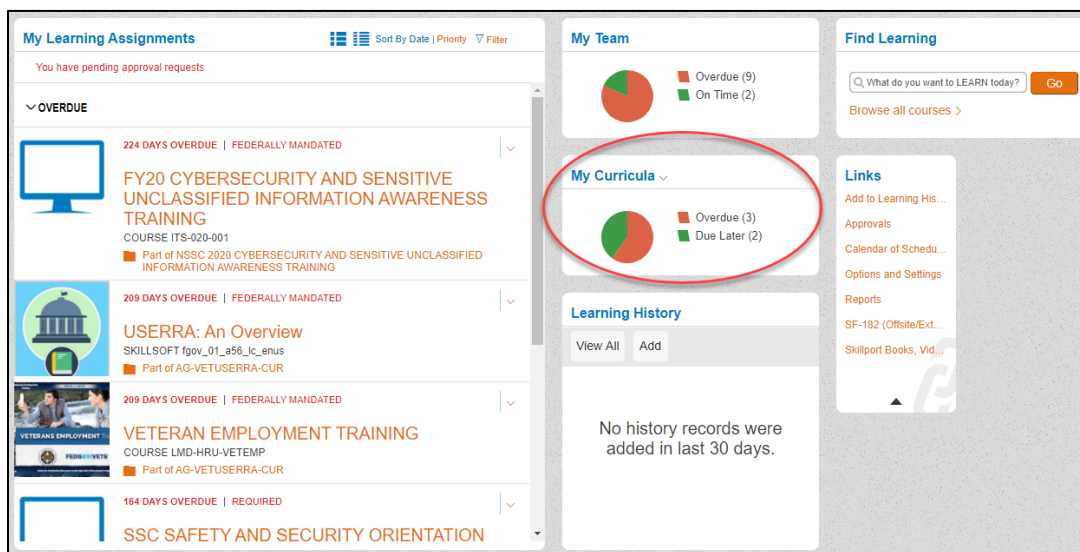
Figure 46: Skillport Portal with SATERN Page in Background



Task H – My Learning (SATERN) – My Curricula Tile

1. The **My Curricula** tile provides a snapshot of assigned curricula, including Overdue and Due Later items.

Figure 47: My Learning (SATERN) Page Showing My Curricula Tile



2. Clicking the **My Curricula** tile brings you to the **Curriculum Status** page. Here you can view and sort assigned curriculum based on Curriculum Title, Status, Priority, Next Action Date, and Expiration Date.

Figure 48: Curriculum Status Page Showing Sort Options

← Back Curriculum Status

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Title	Status	Priority	Next Action	Expiration D.	Assigned By	Remove
ALTERNATIVE DISPUTE RESOLUTION FOR MANAGERS AND SUPERVISORS	✓	N/A	N/A	N/A	Admin (System AP)	
Configuring Lists, Libraries, E-mail, and Announcements in SharePoint 2013	✓	N/A	N/A	N/A	Learner (BRIAN L WAGNER)	⊖
Configuring Pages, Sites, and Content in SharePoint 2013	✓	N/A	N/A	N/A	Learner (BRIAN L WAGNER)	⊖
ETHICS FOR NASA EMPLOYEES (2019)	✓	N/A	N/A	N/A	Admin (System AP)	
NASA FRAUD AWARENESS FOR 2017	✓	N/A	N/A	N/A	Admin (System AP)	
NO FEAR ACT TRAINING 2019 - CURRICULA	✓	N/A	N/A	N/A	Admin (System AP)	
NO FEAR ACT TRAINING						

- Under the **Curriculum Title** heading, click the desired title link to view details about the curriculum.

Figure 49: Curriculum Status Screen Showing Curriculum Title Link

← Back
Curriculum Status

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Title	Status	Priority	Next Action ...	Expiration D...	Assigned By	Remove
NO-FEAR ACT TRAINING 2017-CURRICULA		N/A	1/31/2018	N/A	Admin (System AP)	
WHISTLEBLOWER PROTECTION TRAINING FOR MANAGERS AND SUPERVISORS		N/A	1/31/2018	N/A	Admin (System AP)	
NSSC ANNUAL SAFETY TRAINING	✓	N/A	9/3/2018	9/3/2018	Admin (System AP)	
NASA PURCHASE CARD TRAINING	✓	N/A	6/18/2020	6/18/2020	Admin (TERRI L HARRISON)	
GOVERNMENT TRAVEL CARD	✓	N/A	2/5/2021	2/5/2021	Admin (Cassandra J Clark)	
ALTERNATIVE DISPUTE RESOLUTION FOR MANAGERS AND SUPERVISORS	✓	N/A	N/A	N/A	Admin (System AP)	
ETHICS FOR NASA EMPLOYEES (2017)	✓	N/A	N/A	N/A	Admin (System AP)	
NASA Acquisition Integrity Program Fraud Awareness	✓	N/A	N/A	N/A	Admin (System AP)	

The curriculum details are shown in the following figure:

Figure 50: Curriculum Details Screen

← Back
WHISTLEBLOWER PROTECTION TRAINING FOR MANAGERS AND SUPERVISORS

ID: AG-WHISTLE-CUR

Assigned by Assignment Profile

Overdue

Assignments By Suggested Order ▾

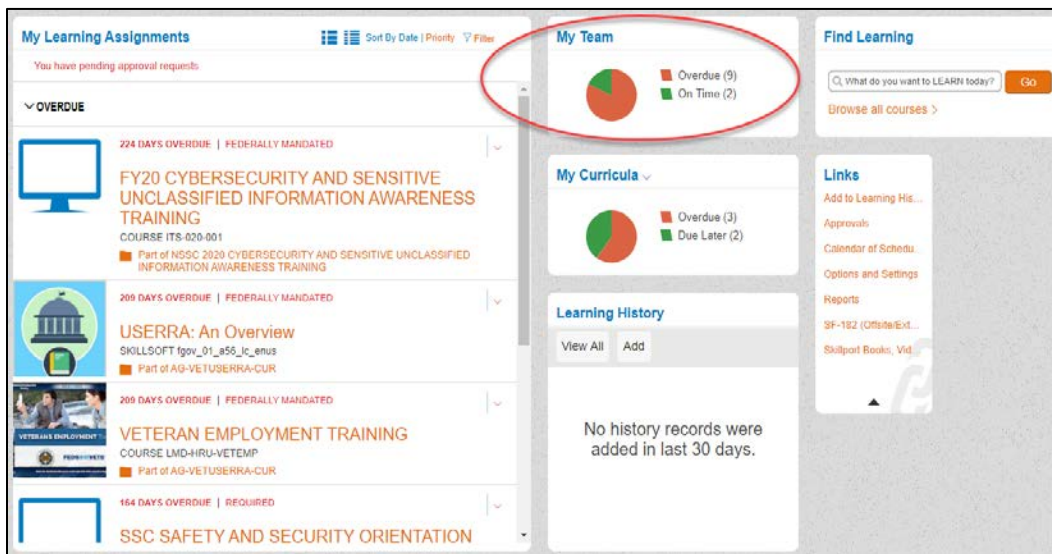
1

25 DAYS OVERDUE | FEDERALLY MANDATED
WHISTLEBLOWER PROTECTION TRAINING FOR MANAGERS AND SUPERVISORS
COURSE AG-WHISTLE

Task I – My Learning (SATERN) – My Team Tile

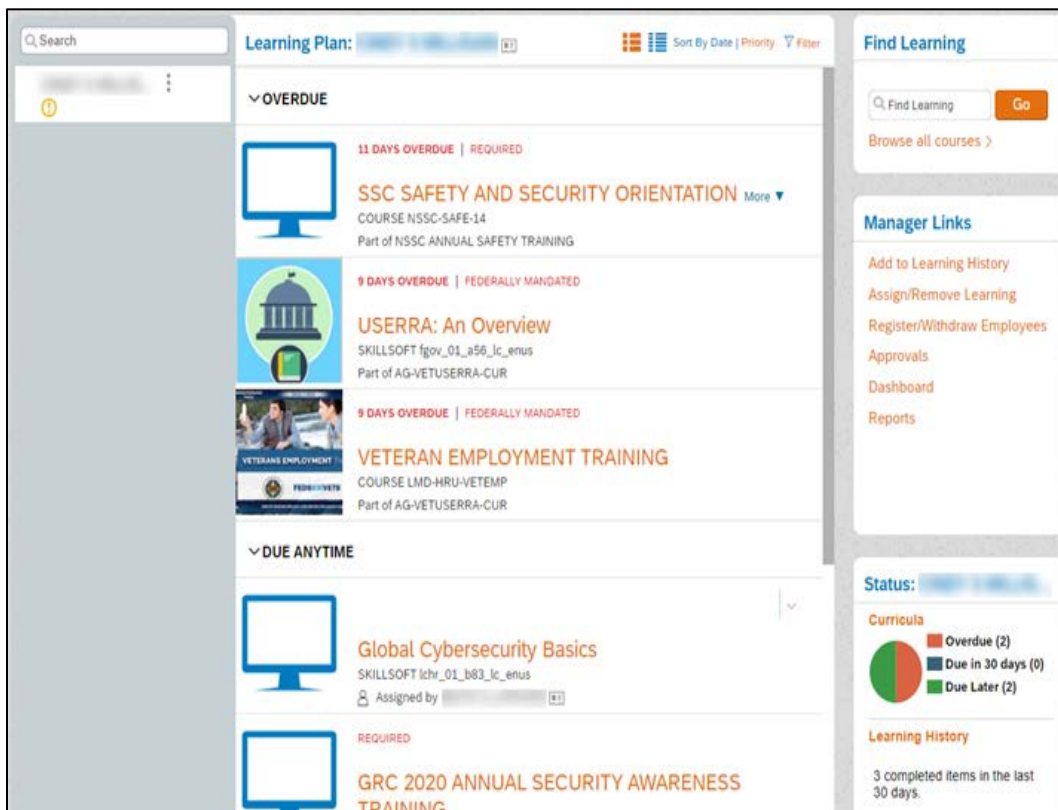
If you have a SATERN Supervisor role, the **My Team** tile provides a snapshot of your employees' training due dates (either on time or overdue). Clicking the tile brings you to the **My Team** page.

Figure 51: My Learning (SATERN) Page Showing My Team Tile



The My Team page is shown in the following figure:

Figure 52: My Team Page



Note: You can also access this page by clicking the **My Team** tab near the top of the page.

Figure 53: My Learning (SATERN) Page Showing My Team Tab

