



E-Learning/SOLAR Workshop – December 4-5

Special points of interest:

- *The 2003 E-Learning/SOLAR Workshop has been scheduled for December 4th and 5th at the Grand Hotel in Sunnyvale, California. The hotel is located 4.5 miles from Ames.*

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Last year the workshop was held in Huntsville, Alabama, home of the SOLAR system and its development team.

Some of the topics planned for this year's workshop include: E-Learning at NASA; SOLAR—Status, Metrics, and Reporting Capabilities; ASTD and SCORM Standards—Update; NASA Systems-SOLAR/E-Learning/NORS/AdminSTAR/APPL/IFM/CIO-Working Together; Content Development—Applying ID Principles; NASA E-Learning Portals; Communication/Marketing of E-Learning; Federal E-Learning Best Practices, and Training

Evaluation.

Please contact Mercedes Sironi at msironi@hq.nasa.gov to sign up for the workshop.



2002 E-Learning/SOLAR Workshop group photo

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New Courses on SOLAR

NASA Staffing and Recruitment System (STARS) (HR-002-03)

This web-based training module provides instruction for Human Resources staff on using the NASA Staffing and Recruitment System (NASA STARS) to perform the actions involved in NASA's recruitment and hiring process. Through a combination of demonstrations and self-directed interactions, participants learn to use the tools available in NASA STARS to efficiently perform the staffing process.

NORS Tutorial (HR-003-03)

This tutorial provides instruction on use of the NASA Online Registration System (NORS). The tutorial is divided into four sections, designed for different audiences: Overview, Learners, Supervisors, and Org Reviewers. The "Overview" provides a brief overview of the NORS system and explanation of how to use this tutorial. All users should complete the "Learners" section to learn how to use the NORS system to request, schedule, and evaluate courses. The "Supervisors" section is designed for supervisors to learn specific NORS functions required of supervisors. The "Org Reviewers" section of this tutorial is intended for individuals who have been designated as "Org Reviewers" within an organization.

E-learning Week Held at NASA's Headquarters

A week-long exhibit was held at NASA's Headquarters on July 21-25.

The SOLAR team, along with HQ's Training Office, set up a demonstration and demo on distance learning opportunities.

In addition to over 120 online courses available on SOLAR, HQ employees can access commercial

vendor courses on business and management, office productivity, and computers. Satellite and video conferencing programs—a live lineup of great thinkers and leaders in management, leadership, and strategic thinking—are also available to HQ employees. Be sure to attend the September broadcast titled *Excellence in Leadership and Management*, featuring Ken Blanchard.

For further information on distance learning opportunities at Headquarters, please contact Sheila Jackson or Caren Wilkins.

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Reports Available on SOLAR – End-Users

Would you like to view a history of your activity on SOLAR? How about printing a certificate of completion for each module or course passed?



To view your account information, click on the "My Account" button.

Click on the "User Report" link to view the modules you have completed.

Modules	Description	Date	Actions
James Research Center			
Hazard Communication	Test Level-Basic/Score-85	11-30-03	Certificate
Ethics			
Ethics - General	Test Level-Basic/Score-90	29-3-02	Certificate
Human Resources			
Accessibility Awareness Training	Test Level-Basic/Score-80	29-3-02	Certificate
Information Technology Security			
Basic IT Security for 2002	Test Level-Basic/Score-80	24-3-02	Certificate
Basic IT Security for 2002	Test Level-Basic/Score-100	24-3-02	Certificate
Basic IT Security for 2003	Test Level-Basic/Score-95	23-OCT-02	Certificate
Basic IT Security for 2003	Test Level-Basic/Score-100	23-OCT-02	Certificate

You may also print a copy of a certificate for each module completed.

Courses in Development

The following courses are in development for future release into SOLAR:

- NASA Scientific and Technical Information (STI) (OTH-004-03)
- Technical Information Exchange (KSC-001-03)
- Document Availability Authorization (KSC-002-03)
- Foreign National Visit Processing (KSC-003-03)
- International Visitors - International Partners (KSC-004-03)
- Export Control Program Basic (KSC-005-03)
- Safeguarding MSFC's Administratively Controlled Information (MSFC-001-03)
- NASA Scientific and Technical Information (STI) (OTH-004-03)
- Patent Law for the Practitioner (NTTC-003-03)



Reports Available on SOLAR – Training Administrators

Several reports are available on SOLAR for those individuals with training administrator privileges.

The **User Survey Report** captures the end-user survey responses for all modules. Click on the SOLAR Admin button to access this report. Select the particular module and run a report to obtain end-user feedback.



If you want to obtain reports on a particular discipline, go to the discipline page and select the “Training Administrators Only” link.



You may access the following reports for a particular discipline: Training Administrator Report; Module Report; Test Effectiveness Report; User Report; Modules Certified Report; SME Query Report.



The **Training Administration Report** displays the total number of users, number of tests taken, and number of tests passed for the designated period.



The **Module Report** displays test information for one or all training modules. The report includes the total number of test takers, number of tests taken (graded), the number of tests passed and the number of first-time test takers for the effective period. The report provides details for each user including User ID and User Full Name, Center Location and Organization Code, User Classification, Contracting Company, Test Level, and Test Results.



The **Test Effectiveness Report** displays the number of times a question was asked and answered correctly for each test question in a given module.



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Customer Service

Need help using the system to access or complete courses?

Contact the Help Desk at:

Help Desk (256) 544-7600

Toll Free (866) 419-6297

Email: solar.support@msfc.nasa.gov

Interested in using SOLAR for your training needs?

Please contact:

Dr. Tony Lopez (858) 495-0508

For technical development questions, please contact:

Marisa Wofford (256) 544-7482

Dr. Terry Carlson (256) 544-2461

Newsletter Publication:

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<https://solar.msfc.nasa.gov>

Reports Available on SOLAR— Training Administrators-cont'd

The **User Report** displays module and test information for each user. The report includes the User ID and full user name, center location and organization code, user classification, contracting company, and for each module tested, the test level, results, and test date for every test taken within the effective period.

The screenshot shows the 'Modules Certified Report' form on the SOLAR website. The form has the following fields and values:

- Start Date: 05/05/2003 (MM/DD/YYYY)
- End Date: 05/05/2003 (MM/DD/YYYY)
- Discipline: Human Resources
- Module: All Modules
- Location: All Locations
- Organization Code: All Codes
- User Classification: All Classifications
- Contracting Company: All Companies
- Sort By: User Name (selected)
- Primary sort by organization code (checkbox)

Buttons: Create Report, Return to Top

The **Modules Certified Report** displays certification information for one or all training modules. The report includes the total number of students who have been certified on modules for the effective period. The report provides details

for each user including User Full Name, Center Location and Organization Code, User Classification, Contracting Company, Module Name, and Date Certified.

The screenshot shows the 'SME Query Report' form on the SOLAR website. The form has the following fields and values:

- Discipline: Human Resources
- Module: All Modules
- Start Date: 06/06/2003 (MM/DD/YYYY)
- End Date: 09/05/2003 (MM/DD/YYYY)
- Location: All Locations

Buttons: Create Report, Return to Top

The **SME Query Report** displays information about questions submitted by trainees to the module Subject Matter Expert (SME), including the trainee's name, user id and email address, subject, SME name, date submitted, and the date answered.

Next time you visit SOLAR, be sure to check out all the reporting features the system offers.

Letter from the Editor



We hope you enjoy reading this issue of the NASA e-Learning Newsletter.

The previous issues are available online at the SOLAR website:

<https://solar.msfc.nasa.gov>

The next publication is due in November.