Educator Portal Overview

The Main Screens of the Educator Portal

This guide provides a brief overview of the three main sections of the Educator Portal to help you navigate the system.

A. What the Educator Portal Is

The Educator Portal is a web-based platform for creating and managing SAIL Opportunities. Opportunities created here and made visible/discoverable are displayed in the SAIL mobile app. Learners can browse, search, and filter Opportunities, and add them to their timeline. Educators can view Opportunity cohorts.

B. Account

A. Dropdown menu to select preferred email (if you have multiple options)
B. Log out button for the Educator Portal
C. Link to the Educator Privacy Policy
C. My Opportunities

This is the first section you will see upon logging in. This section contains a list of all of the Opportunity Groups and Opportunities for which you are an educator or a collaborator.

A. Create Opportunity button – Click to create a new Opportunity that is not a course and that will not part of an existing Opportunity Group.

B. Needs Your Attention – A heading for the list of pre-SAIL courses for which you are listed as the Instructor of Record in Banner. Pre-SAIL courses need additional information in order to become Opportunities.

C. Take Action button - Opens a menu of options for initiating the Opportunity building process for a pre-SAIL course. Options are to copy from a previous course Opportunity or to enter details manually.

D. Opportunity Group – Groups contain individual Opportunities. To expand a Group (to display the Group’s individual Opportunities), click ^.

E. Add New Opportunity - Click anywhere on this bar to add a new Opportunity to the Group name above the bar.

F. Individual Opportunity within a Group

G. Click View Past Opportunities to see past opportunities in this Group.
D. All Opportunities

This page contains a list of all Opportunities that have been created and made visible by any educator.

A. Create Opportunity button - Click to create a new Opportunity that is not a course and that will not be part of an existing Opportunity Group.

B. Search Box - Find Opportunities by searching for terms in the Opportunity’s title, description, or tags.

C. Opportunity Group - Click in to expand and to show individual Opportunities in the Group.

D. Individual Opportunity within a Group.

E. Past Opportunities Link – Click to display Opportunities in the Group that occurred in the past.