Logging On

1. Use your web browser to navigate to educator.sail.northeastern.edu.
   Click on Log In.

2. Enter your NU Credentials.

3. Click on Authorize to permit SAIL to pull in your directory information.

NOTES

- Opportunities may be created by faculty, staff, or students.
- Faculty, staff, or student collaborators may be added to an Opportunity contribute to creating and editing.
- Only faculty and staff have permissions to make Opportunities visible/discoverable.
- In order for a student to make an Opportunity visible/discoverable, they must add a faculty or staff collaborator to the Opportunity.
My Opportunities

**My Opportunities**

*My Opportunities* is the place to go to see the opportunities you have already created and to create a new opportunity. In this section you will also see any courses assigned to you through Banner.

The **All Opportunities** section shows a list of all of the opportunities published by all educators in the system.

The **Account** section contains information about your profile. This is also the place to go to **Log Out**.

**OPPORTUNITY GROUP**

Opportunities are created within an Opportunity Group. An opportunity contains the unique title, SAIL characteristics, details, and logistics for a particular offering. An opportunity may be standalone, recurring, or part of a series.

The opportunity titles shown here are the titles that learners will see in the mobile app. Here, two opportunities are part of the Intro to SAIL series. It’s a good practice to include the group title before the specific offering title.

**CLICK HERE TO CREATE A NEW OPPORTUNITY GROUP**

An opportunity group holds one or more opportunities.
Creating a New Opportunity

To begin creating an opportunity, from the My Opportunities section, click either:

1. The **Create Opportunity** button - Click this if you are creating any type of opportunity other than a course.
2. The **Take Action** button for a specific course - Courses that you have been assigned to teach through Banner will be listed under the Needs Your Attention heading.

**NOTE:** The process for creating an opportunity from a course and creating other types of opportunities is essentially the same, except some of the information for courses is pre-populated with data from Banner.
Setting Up the Opportunity Group or Stand-Alone Opportunity

**NOTE: This step does not apply to courses.**

1. Indicate whether the opportunity will: a) have multiple occurrences or multiple parts in a series; or b) be a stand-alone opportunity.

2. If you select Recurring Opportunity or Opportunity Series, you will be prompted to Enter Group Name. This is the main or overarching title for the opportunity. After entering the Group Name, click NEXT.

3. If you select Stand-Alone Opportunity, there is no Group Name, so simply click NEXT.
Building an Opportunity: Four Sections

All opportunities in the Educator Portal, including courses and other types of experiences, have four sections of information, as shown in the menu on the left-hand side of the image below.

The information for each opportunity is contained in these four sections.

The remainder of this guide explains the information in each section.
Upload a picture that you would like associated with the opportunity that you are entering into the system. This will be visible to learners as the opportunity is curated to them. We find that opportunities with images attached to them receive more interest.

ENTER THE OPPORTUNITY TITLE. This is the title that learners will see displayed in the mobile app. Succinct titles work best for the phone screen.

CHOOSE THE TYPE OF OPPORTUNITY. What type of experience will this be for the learner? This menu offers different types of opportunities. If there is a type that is missing, please choose the closest option and email us at sail@northeastern.edu to let us know what other types we should include in the list.

ADD COLLABORATORS: If you would like to add other educators who can edit the opportunity, click the button, then type their name. NOTE: Students may be added as collaborators. However, while students can edit opportunities, only faculty and staff can publish them.

INDICATE LEVEL OF ENGAGEMENT. Identify how the learner will be engaged in the opportunity. You can click the information button to learn more about each level.
ENTER A BRIEF DESCRIPTION. This description will appear in the mobile app and learners will use it to gauge interest in the experience.

ENTER LEARNING OUTCOMES/GOALS. Enter 1-3 high-level learning outcomes/goals. A brief introduction is provided below. Additional information is available from the learning outcomes link in the Educator Portal.

Brief Introduction to Learning Outcomes

Learning outcomes are brief statements that explain what learners should be able to do as a result of the opportunity. For a deeper explanation of how to write learning outcomes, click the blue Learning outcomes link in the Educator Portal.

Sample Learning Outcomes

- **Learners** will be able to **identify** a professional in the field by researching careers of genuine interest.
- **Learner-centered:** learners as the subject
- **Action-oriented and observable:** action verb(s)
- **Learners** will be able to **develop** strategies for effectively overcoming anxiety with leading conversations.

Sample action verbs based on levels of engagement
SELECT SAIL DIMENSION ENGAGEMENT VALUE. For each dimension that is relevant to the opportunity, click on the ring (1-5) that indicates how much of the opportunity is focused on each dimension. You may click one or more dimensions. Your selections should reflect your intentional and explicit opportunity design. To remove a selection, right-click.

**Dimension Engagement**

Click on the appropriate ring in each dimension to reflect the extent to which learners are intended to engage with the skills, values and behaviors associated with that dimension. Scale: 0-None, 1-Potential, 2-Minimal, 3-Moderate, 4-Significant, 5-Central.

- **Intellectual**
  - Learners develop the ability to use knowledge, behaviors, skills, and experiences flexibly in new and unique situations to innovatively contribute to their field.

- **Global**
  - Learners develop knowledge, skills, and behaviors to live, work and communicate with people whose backgrounds, experiences and perspectives are different from their own as well as to consider the global impact of their decisions.

- **Civic**
  - Learners develop the confidence, skills, and values to effectively recognize the needs of individuals, communities, and societies and make a commitment to constructively engage in social action.

- **Professional**
  - Learners develop the confidence, skills, behaviors and values to effectively discern life goals, form relationships and shape their personal and professional identities to achieve fulfillment.

- **Well**
  - Learners develop knowledge, skills and behaviors necessary to live balanced and fulfilling lives.
SELECT DIMENSION-SPECIFIC SKILLS. Indicate which skills learners will have the opportunity to practice during the opportunity. Dimension-specific skills are those skills that are aligned with the dimensions. To see skill definitions, click on the skills link in the Educator Portal.

Dimension-specific Skills

Are there any major skills within the selected dimensions that will be intentionally cultivated during this opportunity? If so, select a maximum of 4 per selected dimension. NOTE: Some opportunities do not focus on skills development. Further, the number of skills is independent of the level of dimensional engagement indicated above.

INTELLECTUAL SKILL SET
- Computational Thinking
- Design Thinking
- Information Literacy
- Integrative Thinking
- Quantitative Reasoning
- Strategic Thinking
- Systems Thinking

GLOBAL SKILL SET
- Inclusivity/Inclusive Action
- Intercultural Competency
- Systems Thinking
After selecting Foundational Masteries, the Details section is complete. To save your selections and go to the next section, click the Next button. NOTE: All information in this section is required to continue.
IDENTIFY DATE/TIME INFORMATION. When your opportunity starts and ends.

IDENTIFY WHETHER TO MAKE YOUR OPPORTUNITY “VISIBLE.” When your opportunity is complete, check this box to publish it in the SAIL database. If you do not check this box, learners will not be able to see the opportunity in the mobile app.

INDICATE HOW MUCH TIME LEARNERS WILL INVEST. The default setting that is displayed is based on the Opportunity Type you selected previously. This dropdown menu allows you to override the default setting if needed.

Enter the opportunity LOCATION.

SAVE YOUR OPPORTUNITY. The Save button becomes active after all required information has been entered.
**INDICATE WHO IS ELIGIBLE.** Which populations within the Northeastern community may participate in this opportunity? By default, all members of the community are eligible. To limit eligibility to one or more groups, click on one of the four roles shown.

Clicking on a role will expand it to show the options. Add or remove eligibility as needed for each role.

**What happens when I limit eligibility?**

- Only learners selected as eligible will be able to indicate interest in an opportunity.
- Learners who are not eligible to participate will still see the opportunity, with an indication that they are not eligible. They will not be able to indicate interest.
- Learners may adjust their mobile app settings to display either all opportunities, or only those for which they are eligible.

**ENTER DETAILS.** If you like, you may include additional information about eligibility that will be displayed to learners.

**SAVE YOUR OPPORTUNITY.** Click the Save button.
Building an Opportunity: Section 4 - Cohort

The cohort section allows you to see names of learners who have expressed interest in the opportunity, or have been added to the opportunity cohort.

To manually add learners to the cohort, one at a time, search for and select them by name here.

As learners express interest in your opportunity, they will show up here, and the opportunity will be added to the learner's timeline. You may move the names from here to the "in cohort" section below.

To add learners by batch (instead of one at a time), download the specifically formatted CSV template provided here. Once you have entered the information into the CSV file, upload it.

If you would like to export the list of learners from this page to a CSV file, click here.

SAVE YOUR OPPORTUNITY. Click Done to save your opportunity.
My Opportunities - Editing and Managing

All of your draft and complete opportunities are listed in the My Opportunities section. For each opportunity, you can:

- Compare learner dimension and skill selections (after a minimum of 3 have been submitted) to your selections
- Edit information
- Add collaborator(s)
- View cohort
- Duplicate (use this feature to copy all information to a new opportunity)

To access the edit functions, click on the three vertical dots.

The label “Currently Discoverable” means that you clicked the “Make opportunity visible to learners” checkbox and learners are able to see the opportunity in the mobile app.

Your dimensional ratings are displayed on the left. When at least three learners have made selections for the opportunity, you will see their average ratings displayed on the right side for comparison.
Navigate to the Account section.

Click the Log Out button. If you are on a device with a smaller screen, you may need to scroll down to see this.