SAIL Connects the NU Community.
The central location for publishing, discovering, and managing attendance for virtual events.

**STEP 1**  ENTER EVENT DETAILS
- Title
- Description
- Dates
- Add a link to the virtual event (i.e. Teams or Zoom)

**STEP 2**  ADD LEARNING OUTCOMES
- Enter the learning objectives (goals) of the event.
- Select SAIL skills and dimensions

**STEP 3**  PUBLISH & ENABLE STUDENT DISCOVER AND SIGN UP
Students will be able to
- Find and enroll in the event on the mobile or web apps
- See the event on their timeline along with any learning moments they’ve connected

**STEP 4**  MANAGE EVENT ENROLLMENT
- See the full list of attendees after the event
- Follow up with students by email to continue a holistic learning experience

To add a new Virtual Event, log in to sail.northeastern.edu
Click the + button at the bottom of your SAIL timeline. Click “Opportunity” and select “As an Educator.”

For more detailed instructions on how to create opportunities: sail.northeastern.edu/howtosail
SAIL Streamlines Event Enrollment/Attendance.
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**DETERMINE ELIGIBILITY**
- Select eligible groups (students, faculty, staff, or alumni) for your opportunity
- Invite specific individuals

**MANAGE ENROLLMENT**
- See all who indicate interest/enroll
- Admit individual learners or SAIL can do it automatically
- Download participant list for easy communication

**MANAGE ATTENDANCE**
- Sail captures attendance automatically or you can manage it manually

**ASSESS YOUR IMPACT**
- Follow-up with students by email after the event to see what they have learned
- See reflections related to the opportunity to advance holistic learning
- Gather insights regarding your impact

* You can **manage eligibility** from the 3rd step of opportunity creation & management form
  Click the **+ button** at the bottom of your SAIL timeline or the **“pencil” button** on the top of your opportunity details.

** To **manage enrollment and attendance**, click on the **“learner list”** link on the opportunity details page.

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