Detailing A Course

This guide provides a brief walkthrough on how to add SAIL mapping and details to your course as an Educator.

Adding SAIL details to your courses in the SAIL platform provides valuable information about what key skills and competencies learners have the opportunity to practice during the course. Further, it provides them with the ability to capture key learnings from your course so that they can return to them in the future.

To begin, go to integrate.sail.northeastern.edu

1. To view a course that has not been mapped in SAIL go to your timeline list view. Here you will see any course you are teaching show up as a draft course.

2. You can add details to this course by double clicking on it and selecting the pencil icon on the information page for that opportunity.
3. On the opportunity details page you will notice that the name, description, date, opportunity type, time invested and time are all filled out. In this section, we only request that you indicate how you engage learners in the course, either generatively, actively, or passively. You can find details about what each of these mean by clicking the information icon.

4. If you would like to add a TA or other educator as a collaborator, you can click on Collaborators and add their name.
5. You have the option to add tags, a related webpage, a picture that represents your course, and opportunity links. To learn more about linking check out our PDF walkthrough “How to Link Opportunities.” By clicking next, you go to the learning map stage.

6. You can copy and paste the learning outcomes for your course directly from your syllabus.
7. Next identify the key dimensions that you will be engaging your learners with. You can also add specific skills and foundational masteries. Lastly, add some discipline specific skills that your learners will have a chance to practice while taking your course.

8. The Opportunity Enrollment page is filled automatically for you, so all you have to do is hit publish. Once your opportunity is published it will show up on your timeline and learners will be able to find it on the Opportunity Finder.
All of these tools connect to one another, and as you begin to work with SAIL you will notice the ways in which you can use its tools to get the best out of your time here at Northeastern and beyond. If you have any questions, contact us:

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