Creating (Non-Course) Opportunities as an Educator

This guide provides a brief overview of how to create a non-course opportunity as an educator. Educator opportunities are opportunities that others can search for and join. To learn about course opportunities, read our “Detailing a Course” walkthrough.

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

1. Once you log in you will see your timeline. Click on the action button at the bottom of the page and select “opportunity.”

2. A dialogue box will pop up asking if you would like to create an opportunity as an Educator or as a Learner. Select “As an Educator” to go to the Opportunity builder.
3. Give your opportunity a title and a description, along with start and end dates. Now you can save it as a draft to work on later. Then select what type of opportunity it is. After you choose the time investment, choose the level of engagement: Passive, Active or Generative. Learn more about these categories by clicking the information icon to the right of the box.

4. Next, you can specify time of the event, and if the opportunity repeats. This allows learners who plan to participate in your opportunity to add it to their calendars. Finally, specify the location where your opportunity takes place as well as if virtual participation is possible.

5. You may add a collaborator who will also be able to edit and manage the opportunity on your behalf. Students who would like to offer an opportunity will need to add a non-student educator as a collaborator so that the Educator can publish the opportunity for them.
6. Click on advanced details to add tags, a link to a related webpage, a photo that relates to the opportunity, or links to any other opportunities that might be connected. These are all optional. To learn more about linking you can read our "How to Link Opportunities" walkthrough.

7. Clicking next will bring you to the “Learning Map” stage. Under Learning Outcomes/Goals you will detail any learning outcomes and goals that you expect the participants in your opportunity to attain. Next you can specify to what extent participants will engage in any of the five SAIL dimensions.
8. You can further specify which of SAIL's dimension-specific skills and foundational masteries participants will engage with during the opportunity. Finally you can add any disciplinary or specialized skills that are specific to the opportunity.

9. Click next to go to the Enrollment page. Here you choose who can participate in your opportunity, whether that is a specific category of learners or specific individual learners. If you add individual learners, they will get a notification inviting them to the opportunity once it has been published. You can also make your opportunity only eligible to a specific college or department.
10. You should also decide how you want to manage enrollment for your opportunity. If you have limited space or an application process, select the manual option so that you can approve learners that request to join your opportunity. If you want to allow any interested learner to join, select the automatic option so that learners’ participation is automatically approved. Lastly, you can provide any additional registration information you want learners to see, such as an external application site, or a cancellation policy.

When learners open your opportunity information page in the Opportunity Finder they will see different buttons to join the opportunity depending on how you choose to manage enrollment.

**Manually**

After clicking Request to Go, learners will be listed as awaiting approval on your enrollment management page. From there you can either confirm them, or not approve them.

**Automatically**

After clicking Enroll, learners who have enrolled will show up as confirmed on your enrollment management page.

Learners can also cancel their enrollment at any point prior to an opportunity taking place. To learn about managing enrollment for your opportunity read our “Managing Opportunity Enrollment” walkthrough.
11. Now you are ready to publish! If you are a student, you will need a staff or faculty member to publish the opportunity for you. Make sure you added one as a collaborator. Saving the opportunity as a draft will trigger a notification to them to go in and publish the opportunity on your behalf.

Once the opportunity has been published it will show up on your timeline in the Educator Opportunities section and will be available to all eligible participants in the Opportunity Finder. You can make any edits you want to by clicking on the edit button.

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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