Getting Started With the SAIL Web Platform

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

- Goals
- Opportunities (as a Learner & an Educator)
- Moments
- Calibrations
- Timeline
- Opportunity Finder
- Skills Visualization
- The Network

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

Goals

Goals are measurable objectives that you set for yourself. These can be short or long term, personal or professional.

Opportunities

Opportunities are all of the experiences you take part in at Northeastern. There are separate sections for learner and educator opportunities.
Learner opportunities are opportunities that you participate in. A learning opportunity is added to your timeline when you enroll in an opportunity through the Opportunity Finder or create a learning opportunity for yourself with the action button.

Educator opportunities are opportunities created or collaborated on by you, that others can join. Any academic courses that you teach will also appear in this section once you have added SAIL mapping. Courses that have not been mapped will appear in the timeline list view as drafts. To learn more about creating educator opportunities watch our videos, "Detailing a Course" and "How to Create (Non-Course) Educator Opportunities."

Moments
Moments are important realizations or ideas you want to capture from your experiences.
Calibrations help you to assess how you’re developing certain skills over time. You can also fill out calibrations for your advisees and for learners who participate in your opportunities.

Timeline List View

You can visualize all of this information using the list view. This view makes it easier to see more in depth information and find specific entries.

Adding To Your Timeline

To create a goal, opportunity, moment or calibration, use the action button at the bottom of the timeline. To add a calibration for your advisees or learners in your opportunities, go to their profile and select “Complete Skill Calibration” once you click on the three dots.
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Opportunity Finder

The Opportunity Finder is the second component of SAIL. This tool allows you to search through all of the previously created opportunities available at Northeastern, with the ability to filter based on specific details, such as skills, dimensions, or keywords.

Skills Visualization

Under Skills, you can visualize your strengths and weaknesses by viewing all the skills you are developing. This is a great place to understand where you are growing and what you want to work on next.
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The Network

Under Connect and Advise, you can search and connect with the entire Northeastern SAIL community through the SAIL Network. This includes faculty, staff, students, and alumni.

Join the Network

The network is a very useful feature of SAIL, but you need to join it first. To do so, visit your profile by clicking on your profile picture. Under privacy settings select the option to join the network, which you do by clicking the box next to “Appear in Network”.

Privacy Settings

Determine the types of information others can see about you if you join the Network. If you don’t join the Network, all of your information will remain private.

☑️ Appear in Network
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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