How to Copy Opportunities

This guide provides a brief overview of how to copy opportunities to speed up the process of inputting similar new opportunities into the SAIL platform. With SAIL you can copy any opportunity that you’ve created as an educator, or that you’ve been added to as a collaborator. These are opportunities that others in SAIL can search for and join.

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

Copying to a New Opportunity

1. To copy an opportunity go to the information page of an opportunity you own or collaborate on. The easiest way to do this is through the timeline list view.

2. Once you reach the opportunity information page click the three dots next to the edit button. Choose Copy Opportunity. You will be asked whether you want to copy details to a new opportunity or an existing opportunity. First we’ll show you how to copy to a new opportunity.
3. To distinguish this new copy from the original opportunity the title will now start with “Copy of.” All the information on the first page is copied into this new opportunity except for Dates and Time. Choose a new Date and time then click next.

4. All of the learning map information is copied over as well including learning outcomes, dimensional skills, and disciplinary skills.
4. Clicking next will bring you to the enrollment page where you specify again who is eligible to participate and manage enrollment in case that has changed. 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 approved automatically.

5. Once this is filled out you can click publish and the new opportunity will be present on your timeline and in the opportunity finder, or you can save it as a draft to publish later. Students cannot publish opportunities and will have to ask a non-student collaborator to publish for them.

Copying to an Existing Opportunity

1. The second way to copy an educator opportunity is into an existing opportunity.
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2. After you’ve clicked copy opportunity from the opportunity information page, select existing opportunity. Here you will be able to choose an educator opportunity you own or collaborate on that you want to copy information into. Copying information into an existing educator opportunity will rewrite all of the information in the opportunity except for the date and time.

3. Copying academic courses is different but easy to navigate. Once you reach the course information page through your timeline, click the three dots next to the edit button. Choose Copy Opportunity. This time you won’t be given an option to copy to a new opportunity, as academic courses can only be copied into existing academic courses. This way you can fill in course information for a new semester much faster. Choose the academic course you would like to copy information into. When copying academic courses, all the information will be overwritten except for the title, dates, times, opportunity type, and time invested.
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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