

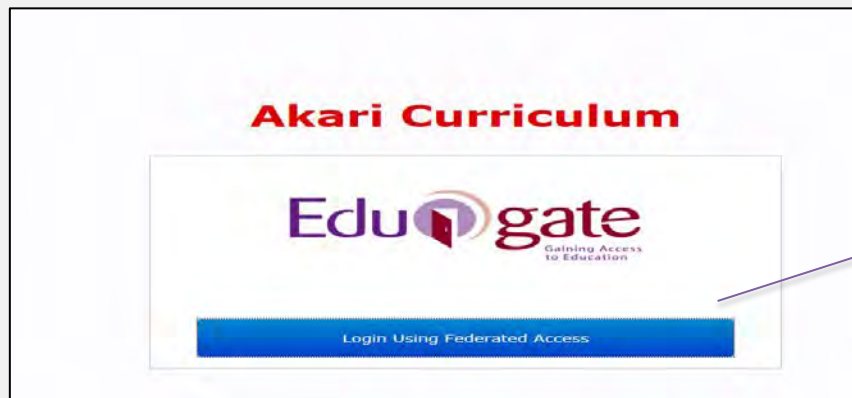
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Logging into Curriculum Management System

Accessing the Curriculum Management System

- To access AKARI click <https://nuig.akarisoftware.com/curriculum/>
- Log in using the Federated Access



Click on this link

- Enter Username and Password using staff ID and PC password

Use your details to log in i.e
your staff ID no and your PC
password

SUPPORT:

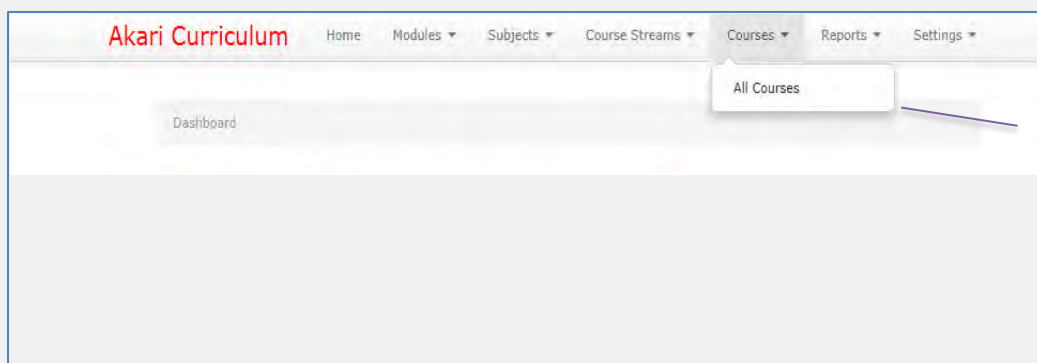
There are three types of support channels for this service depending on the issue/request. However, please visit the [Curriculum Management FAQ](#) page before logging a support request.

Technical Issues: All Technical issues such as account creation, access to service and performance issues should be directed to the [Service Desk](#).

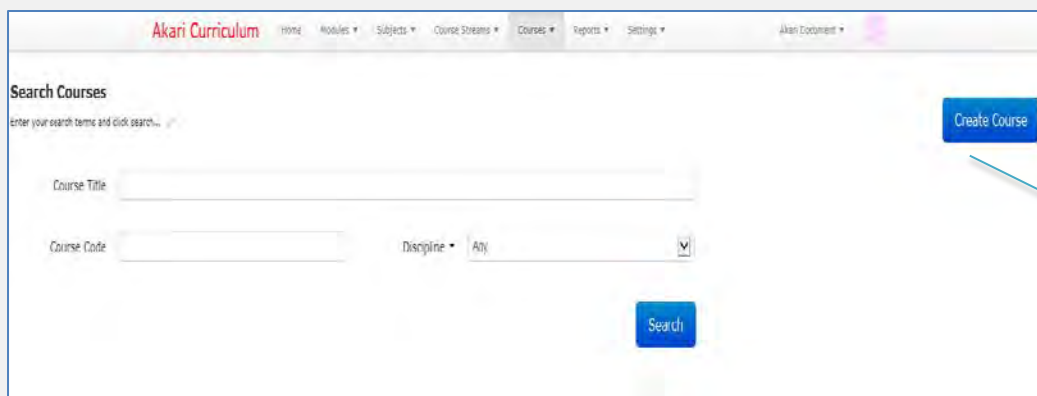
Curriculum Issues: Curriculum/Syllabus support queries, issues and requests should be directed to the Syllabus Team in [Academic Records](#). Please visit the [Syllabus Website](#) or email Syllabus Team at syllabus@universityofgalway.ie.

Canvas: Issues with adding instructors on Canvas should be directed to the Syllabus Team.

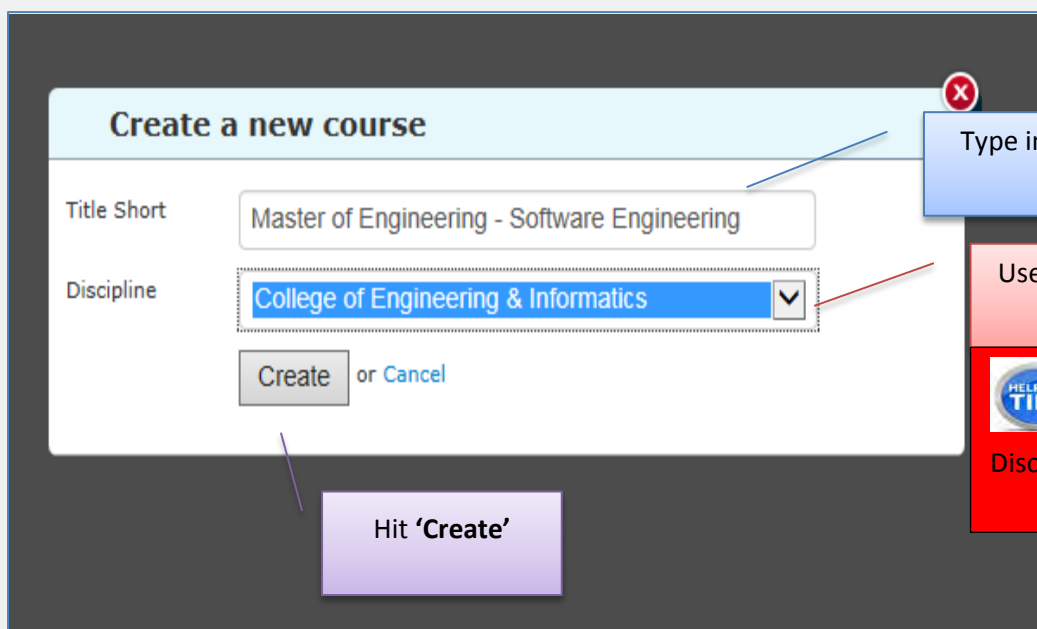
Creating a New Course



Click on the courses dropdown and select 'All Courses'



Click on 'Create Course'



Type in the Course Description here

Use the drop down to select the College in this field



Do **NOT** select a Discipline, it must be a College

Hit 'Create'

Akari Curriculum Home Modules ▾ Subjects ▾ Course Streams ▾ **Courses ▾** Reports ▾ Settings ▾

Main

Affiliated Course Streams

Course Stream Code	Course Stream Title
n/a	

Create Course Stream

Course Title*

Master of Engineering - Software Engineering

Characters Left: 211
This is the title of the course and appears on official documentation (max 80 characters)

Course Code

NB - DO NOT ENTER A CODE HERE. The code will be allocated by the system.

Lock Title

☐ Only available to administrators. If checked, the Title can not be edited by users.

Discipline

ENGINEERING - College of E

The name of the discipline in which the course resides.

Enter Course Code NB: for College Administrators ONLY

Already populated with previous College entry

Akari Curriculum Home Modules ▾ Subjects ▾ Course Streams ▾ **Courses ▾** Reports ▾ Settings ▾

Discipline

ENGINEERING - College of E

The name of the discipline in which the course resides.

Course Level

Undergraduate
Certificate
Bachelor
Diploma
Higher Diploma
No award
Qualify
Postgraduate
Access Course
Masters - Taught
Masters - Research
RSS Test
Postgraduate Certificate
Postgraduate Diploma
No award - Postgraduate

Mode of Delivery

Selected

>>>
<<<

This is how the course will be delivered to its intended audience.

Number of Course Instances*

1

This dropdown will define the minimum duration of the course.

Course Description

This field defines all members of staff who have access to edit the course. This access is granted by the course sponsor.

Course Sponsor*

Coyle, Shaila (00231865) (EDIT)

Identifies the Chair of College in which this course resides and ultimately the person who is chief architect of the course.

Course Award*

Name

No awards found for this course.

Enter course level e.g. Masters taught, Research etc

Update Course Level

The awards of any programmes affiliated with this course may be affected by this change.

Cancel Continue

i When you select the course level this prompt will come up, hit **Continue**

Mode of Delivery*

Available		Selected
Academic Support	>	
Defer Place	>>	
Distance Education		
Evening	<	
Full Time	<<	
Full Time (Continuous Progr		
ISS Test		
Part Time		
Part Time (Continuous Progr		
Research		

This is how the course will be delivered to its intended audience.

Number of Course Instances*

1

This dropdown will define the minimum duration of the course.

Course Description

Enter a short Course Description

This field defines all members of staff who have access to edit the course. This access is granted by the course sponsor.

Course Sponsor* Coyle, Sheila (00231865) [\(EDIT\)](#)

Identifies the Dean of College in which this course resides and ultimately the person who is chief supporter of the course.

Select Full or Part-time and click the arrow to move it to the 'Selected' box

Select from the dropdown the duration of the course i.e. 1 or 2 years

Enter a short Course Description

This section will be populated with the name of the user who created the New Course

Course Award*

Name	Del
No awards found for this course	

[Add Award](#)

The qualifications that students will achieve by completing the course.

The course level field must be defined for awards to be added.

Click on 'Add Award'

Course Award*

Name **Del**

No awards found for this course

Add an Award

Please search for the awards(s) you want to add. Awards are also filtered by the course level selected above.

Cancel

Search by Awarding Body

- Select -

Search by Award/Code

Master of en

X

Search Results
3 results found

#	Name	Add
1.	276 - Degree of Master of Engineering	
2.	277 - Degree of Master of Engineering Design	
3.	278 - Degree of Master of Engineering Science	

The qualifications that students will achieve by completing the affiliated course streams.

The course level field must be defined for awards to be added

Type in the title of the course and it will bring up a list for you to select from

Click on Add against the correct award

Who Can Access

Name	Permission Level	Del
Coyle, Sheila (0023186S)	Edit (Module Owner)	

Add User..

A Module Owner can assign one or more editors, members of staff who collaborate with the Module Owner to create the content of the module

Here you can search for and add Editors; users who will be contributing to the set-up of this Course and Stream

Add a user

Please search for the user(s) you want to add...

(close)

Search by Discipline

Select..

Search by Name/ID

Select by name and click on **Add**

A Module Owner can assign one or more editors, members of staff who collaborate with the Module Owner to create the content of the module

NOTE: You can also *delete* editors from the list in the same way.

Who Can Access

Name	Permission Level	Del
Akari, Akari (1200286E)	Edit	

Create Course Stream



- Once you have completed the Course set up the next step is to create a New Course Stream
- A Course Stream is where you add the Course Instance and the Modules

The screenshot shows the 'Akari Curriculum' interface. The top navigation bar includes 'Home', 'Modules', 'Subjects', 'Course Streams', 'Courses', 'Reports', and 'Settings'. On the left, there is a sidebar with 'Main' and 'Affiliated Course Streams'. The 'Affiliated Course Streams' section contains a table with columns 'Course Stream Code' and 'Course Stream Title'. Below the table, there is a 'Create Course Stream' button highlighted with a red box.

Click on 'Create Course Stream'

The dialog box titled 'Create a new Course Stream' has a close button (X) in the top right corner. It contains three input fields: 'Course Stream Title' with the value 'Master of Engineering - Software Engineering', 'Valid From' with the value '2016-17 (01-09-16 – 31-08-17)' and a dropdown arrow, and 'Discipline' with the value 'College of Engineering & Informatics' and a dropdown arrow. At the bottom right, there are 'Cancel' and 'Create' buttons.



Once you create a new course stream a column will open with pre-populated information from the Course, ensure that you choose the correct valid from year

Click on 'Create'

Akari Curriculum Home Modules ▾ Subjects ▾ Course Streams ▾ **Courses ▾** Reports ▾ Settings ▾

INFO Course Stream created successfully

Main

 Affiliated Course Streams

Course Stream Code	Course Stream Title
	Master of Engineering - Software Engineering (Draft)

Create Course Stream

You will see your New Course Stream under the **Course Stream Title** description, which you can now **click on**

The New Course Stream main page will appear

You can follow the Training Documents on ‘Updating a Course Stream’ for the next steps

BACK
 EDIT
 DOWNLOAD
 BOOK OF MODULES
 LEARNING OUTCOMES
 SUBMIT FOR APPROVAL
 DELETE
 COPY
 TIMING OF ASSESSMENTS
 REJECT PROGRAMME

DRAFT

Master of Engineering - Software Engineering

Awards			
No Programme Award Assigned			
Course Stream Code:		Mode of Delivery:	Taught - Full Time
NFQ Level:	9	EQF Level:	7
EHEA Level:		EHEA Level:	Second Cycle
Embedded Award:	No		
Valid From:	2016-17 (01-09-16 – 31-08-17)		
Course:	Master of Engineering - Software Engineering		
Discipline:	College of Engineering & Informatics		
Course Stream Director:	Sheila Coyle		
Educational Aim of Course Stream:	n/a		
Clearing House Code:			

Updating a New or Existing Course Stream – Main Tab

Akari Curriculum Home Modules Subjects Course Streams Courses Reports Settings

Main Stream Outcomes Course Instance Modules PO De

Course Stream Code: CL1
NB – DO NOT ENTER A CODE HERE. The code will be allocated prior to Final Approval

Course Stream Title: CL1 Bachelor of Corporate Law
Characters Left: 228
Enter the full title for the course stream (max 80 characters) - e.g. BA1 Bachelor of Arts Degree

Course Stream Short Title:
Enter a short title for the course stream

Clearing House Code: 1. n/a
Add External Code
Any external code, which is affiliated with a course stream such as CAO. Multiple

Language of Instruction: - Not Set -
The language in which the entity is instructed or taught

HELPFUL TIPS See here for the University of Galway Coding convention document

This code will be completed by the College Approver.

The 'Course Stream Title' is the Course Stream Description which should be preceded with the course stream code

This is not required

Click 'Add External Code' to add in the CAO code for UG Courses or the PAC code for Postgrad Courses

Please enter English as the default and Irish where appropriated

Valid From: 2017-18 (01-09-17 – 31-08-18)
This field outlines the date at which the course stream becomes active/valid.

Course: CL - Bachelor of Corporate Law Degree
The parent course which the course stream is affiliated with can be selected via the course dropdown field.

Discipline: BUSINESS_LAW - College of Business, Public
Name of the Owning Discipline in which the entity resides

Course Stream level: 8 (EQF 6, EHEA First Cycle)
NFQ level of the course stream

HELPFUL TIPS This field will automatically populate

The Course should automatically populate, if not you can search in the dropdown box and choose the Course from there

Use the drop down to select the College in this field

HELPFUL TIPS Do **NOT** select a Discipline, it must be a College

Choose the NFQ level

HELPFUL TIPS For more information on NFQ levels see <http://www.nfq-qqi.com/>

Location: The location in which the course stream is held or taught.

Mode of Delivery: **Available**

- Evening
- Full Time (Continuous Programme)
- ISS Test
- Part Time
- Part Time (Continuous Programme)
- Research
- Research - Full Time
- Serial Maths Exam
- Taught & Minor Dissertation (F/T)
- Taught - Full Time

Mode of delivery for this Course Stream:

Semesters Per Course Instance: This dropdown defines how many semesters per course instance exist in relation to the course stream.

Number of Course Instances: This dropdown will define the minimum duration of the course stream.

Educational Aim of Course Stream:

Short academic description of the overall aim of the Course Stream

Embedded Award: ☐ Check the box if the Course Stream has an embedded award.

Enter location

HELPFUL TIPS

You must choose NUIG if there is a **requirement for the modules with written assessments** on your course **to be centrally timetabled in University of Galway** otherwise the timetabling system will not find the modules if they are listed as another location

Please make sure you choose **only ONE** Mode of Delivery here and click on the arrow to bring it across to the 'Selected' table on the right

Enter '2' if there are two semesters i.e. Semester 1 and Semester 2

Enter the number of years in the Course Stream

HELPFUL TIPS

e.g. UG Programme 3 year. That entry will generate 3 Course Instance years in the Course Instance tab and three years under the modules where you can add the modules per semester

Not a required field, you have the option to leave blank or complete

Tick here, if for example, you have a four year UG course and there is an Award after first year and maybe second year or both i.e. Certificate after year 1, Diploma after year 2

Course Stream Director: The person who is chief supporter of the course stream.

Who Can Access:

Name	Del
Conroy, Patricia (012457918)	X
Coyle, Sheila (00211860)	
ELWOOD, TARA (00233675)	X
FLYNN, CARMEL (01069175)	X
HOYLEY, IMELDA (00213656)	X
NOONE-KELLY, CLARE (00218675)	X
O'BRIEN, ELIZABETH (01099235)	X
Toner, Limer (00217615)	X

Allow the course director to specify who can edit this course stream. Good for course stream director and those promoted may edit the course stream.

This field should be populated with the user who has been entered as the Course Sponsor under Course

Here you can add a number of Editors i.e. people who may be working with you in creating/editing this course stream. You can add by choosing 'Add User' or 'Delete' by clicking on 'X'

Add a user

Please search for the user(s) you want to add... (close)


Search by Discipline

Search by Name/ID

A Module Owner can assign one or more editors, members of staff who collaborate with the Module Owner to create the content of the module

You can search by name and then click on 'Add'

NOTE: You can also *delete* editors from the list in the same way.

Who Can Access		
Name	Permission Level	Del
Akari, Akari (1200286E)	Edit	

Important Notice: Please ensure you *save your updates after each step* and *only exit* the screen when you see the green box. Otherwise your data may not be saved!

Updating an Existing Course Stream for the Next Academic Year



NB: This Document is specific to **Level 1** structures

Akari Curriculum Home Modules Subjects Course Streams Courses Reports Settings

Dashboard

My Course Streams
All Course Streams

Click on the 'Course Streams' dropdown and select either 'My Course Streams' or 'All Course Streams'

Akari Curriculum Home Modules Subjects Course Streams Courses Reports Settings

Search Course Stream

Enter your search terms and click search...

Course Stream Title

NFQ Level Any Person

Status Any Valid From Any

Course Stream ID Course Stream Code CL1

Course Any Locations Any

Award Any Awarding Body Any

Discipline Any

Clearing House Code Any

Search

Under the 'All Course Streams' Enter in the Course Stream Code and Search



Course Stream Code is the Course Code and the numeric for the stream in question

Akari Curriculum Home Modules Subjects Course Streams Courses Reports Settings Akari Document

Search Again

4 records found

Code	Course Stream	Version	Valid From
CL1	CL1 Bachelor of Corporate Law View in previous delivery periods here A new version of this Course Stream has been created View...	3	2015-16 (01-09-15 - 31-08-16)
CL1	CL1 Bachelor of Corporate Law View in previous delivery periods here A new version of this Course Stream has been created View...	4	2016-17 (01-09-16 - 31-08-17)
CL1	CL1 Bachelor of Corporate Law View in previous delivery periods here	5	2017-18 (01-09-17 - 31-08-18)
PCL1	PCL1 Professional Credit Award (Leading Learning) View in previous delivery periods here	2	2013-18 (01-09-13 - 31-08-18)

Click on the most recent version of the stream



Akari Curriculum Home Modules Subjects Course Streams Courses Reports Settings Alan O'Donoghue

Search Again
3 records found

Code	Course Stream	Version	Valid From
CL1	CL1 Bachelor of Corporate Law View in previous delivery periods here A new version of this Course Stream has been created View...	3	2015-16 (01-09-15 - 31-08-16)
CL1	View Course Stream Edit Download Course Stream Download Book of Modules Download Learning Outcomes Set To Retired Delete Create an un-related Course Stream copy Set Conditional Approval Create New Version Timing of Assessments Manage Sponsors Module Batch Options Set Modules to Conditional Approval Set Modules to Pending Approval Approve All Modules	4	2016-17 (01-09-16 - 31-08-17)
PCL1	Learning)	2	2015-16 (01-09-15 - 31-08-16)

Click on 'Create New Version'

Are you certain you want to change or modify this programme? ✕

CL1: CL1 Bachelor of Corporate Law

Please outline briefly the changes you wish to make to this Course Stream and give your reasons for proposing this change:

Updates for 201X

You can enter the details for the update here

Note: The changed Course Stream must be submitted for approval and once approved will replace the existing version in all Courses etc

Cancel **Confirm**

Click on 'Confirm'

SUCCESS Programme ready for editing

A new draft of programme 'CL1 - CL1 Bachelor of Corporate Law' has been created.

The new draft should appear in your "Draft" list below. Next Step: [Edit this draft version now...](#)**Search Course Stream**

Enter your search terms and click search...

Course Stream Title	<input type="text"/>		
NFQ Level	<input type="text" value="Any"/>	Person	<input type="text"/>
Status	<input type="text" value="Any"/>	Valid From	<input type="text" value="Any"/>
Course Stream ID	<input type="text" value="3932"/>	Course Stream Code	<input type="text"/>
Course	<input type="text" value="Any"/>	Locations	<input type="text" value="Any"/>
Award	<input type="text" value="Any"/>	Awarding Body	<input type="text" value="Any"/>
Discipline	<input type="text" value="Any"/>		
Clearing House Code	<input type="text" value="Any"/>		
<input type="button" value="Search"/>			

You can edit this version of the Course Stream by clicking on the **'Edit this draft version now'** and it will open the main screen



This will create a draft version of the Course Stream for September of the next academic year

Akari Curriculum

Home Modules Subjects Course Streams Courses Reports Settings

Main Stream Outcomes Course Instance Modules PO Delivery Status Log Final

Course Stream Code	<input type="text" value="CL1"/>								
NB - DO NOT ENTER A CODE HERE. The code will be allocated prior to Final Approval									
Course Stream Title*	<input type="text" value="CL1 Bachelor of Corporate Law"/>								
Characters Left: 220 Enter the full title for the course stream (max 80 characters) - e.g. BA1 Bachelor of Arts Degree									
Course Stream Short Title	<input type="text"/>								
Enter a short title for the course stream									
Clearing House Code	<table><tr><td>Clearing House Code</td><td><input type="text" value="1. n/a"/></td><td>Edit</td><td>Del</td></tr><tr><td colspan="4"><input type="button" value="Add External Code"/></td></tr></table>	Clearing House Code	<input type="text" value="1. n/a"/>	Edit	Del	<input type="button" value="Add External Code"/>			
Clearing House Code	<input type="text" value="1. n/a"/>	Edit	Del						
<input type="button" value="Add External Code"/>									
Any external code, which is affiliated with a course stream such as CAO. Multiple Clearing House Codes are allowed.									
Language of Instruction	<input type="text" value="- Not Set -"/>								
The language in which the entity is instructed or taught									
Valid From	<input type="text" value="2017-18 (01-09-17 - 31-08-18)"/>								
This field outlines the date at which the course stream becomes active/valid.									

You can now edit the draft version



Main Tab – As this is an existing Course Stream all the fields are populated based on the previous academic years entries, therefore there is no requirement to update the contents of this tab unless there is a change since last year

Stream Outcomes – The stream outcomes can be edited from year to year, see doc on Stream outcomes

Course Instance – No updates required as this information will have copied over from the previous version, see doc on Course Instances updates

Modules – All the existing modules will be listed under the Modules tab, see doc on updating modules tab.

PO Delivery – The PO Delivery can be edited from year to year

Final – Save and Exit to edit again or Submit for Approval

How to Update a New or Existing Course Stream – **Stream Outcomes**

Click on the 'paperclip' to **Edit** or the 'x' to **Delete**

Click here to add a new **Stream Outcome**

'Edit' or 'Add' information

Select the appropriate **'Outcome Type'** from the drop down list

Hit **'Update'**

Important Notice: Please ensure you **save your updates after each step** and **only exit** the screen when you see the green box. Otherwise your data may not be saved!

Adding or Updating a Course Instance

Main
Stream Outcomes
Course Instance
Modules
PO Delivery
Status Log
Final

Course Instances

The stages of the course stream

▼ Year1

Level: This will be populated automatically

Course Instance # 1

Level 1

Course Instance 1CL1

Course Instance p4311_y1 - CL1 Bachelor of Co...

*ISCED Law (421)

Course Instance Award - Choose Award -

Location NUIG

Start Date 01/09/2017

End Date 31/08/2017

Thesis is required ☐

Publish On Web ☒

Active? Active

Student Quota 0

Result Entry Level - Choose -

College Approver can add the Course Instance here **in line with the Coding Convention**

Please enter the **ISCED** code from the Drop down menu

Only enter the award in the year the **students will graduate**

TIPS Select NUIG from the drop down list if you are outside University of Galway but require your modules to be centrally timetabled by the Examinations Office

Not applicable for now

Not applicable for now

Not applicable for now

Important Notice: Please ensure you **save your updates after each step** and **only exit** the screen when you see the green box. Otherwise your data may not be saved!

How to Update a New or Existing Course Stream – **Modules Tab**

New Course Instance

Save Course Stream

Year 1 (Module Count 0)

Course Instance Credits: 0

Add Module/Subjects to Year 1...

Year 2 (Module Count 0)

Save Course Stream

Existing Course Instance

Save Course Stream

Year 1 (Module Count 15)

Course Instance Credits: 60

Semester 1

Module Id	Module Code	Module Title	INFO	Type	ECTS Credits	Requires
1105	MS22	MS22 Business Information Systems (Approved)		OPTIONAL	3	
3611	GR26	GR26 Legal German (Approved)		OPTIONAL	10	
3612	SH22	SH22 Spanish Language I (Beginners) (Approved)		OPTIONAL	10	
3617	GR28	GR28 Beginners German for B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z (Approved)		OPTIONAL	10	
3614	SH40	SH40 Intermediate Spanish Language (Approved)		OPTIONAL	10	
3451	AF24	AF24 Introduction to Financial Accounting (Approved)		CORE	3	
8727	LR23	LR23 Irish Legal Systems (Approved)		CORE	3	
3618	IT26	IT26 Italian (Approved)		OPTIONAL	10	

Semester 2

Module Id	Module Code	Module Title	INFO	Type	ECTS Credits	Requires
3611	GR26	GR26 Legal German (Approved)		OPTIONAL	10	
3612	SH22	SH22 Spanish Language I (Beginners) (Approved)		OPTIONAL	10	

Save Course Stream

Year 1 (Module Count 15)

Year 2 (Module Count 18)

Year 3 (Module Count 30)

Show/Hide Debug

acked for editing for you since 12:19 PM - Last checked 15:47:28

The Options Available to you at this stage are:

Update or Change the Module Type

Semester 2

Add Elective Regulation

Module Id	Module Code	Module Title	INFO	Type	ECTS Credits	Requisites			
36011	GR006	GR006 Legal German (Approved) <small>(Year 2 of 2)</small>		OPTIONAL	10				
36172	SH002	SH002 Spanish Language I (Beginners) (Approved) <small>(Year 2 of 2)</small>		OPTIONAL	10				
36117	GR038	GR038 Beginners German for B. Corp Law and BCL students (Approved) <small>(Year 1 of 2)</small>		OPTIONAL	10				
36174	SH040	SH040 Intermediate Spanish Language (Approved) <small>(Year 2 of 2)</small>		OPTIONAL	10				
36185	IT005	IT005 Italian (Approved) <small>(Year 1 of 2)</small>		NOT ONLINE	10				
0701	LW009	LW009 Legal French (Approved)		Optional	10				
				Cancel					
11110	MS021	MS021 Business Information Management (Approved)		OPTIONAL	5				
0701	LW007 II	LW007 II Legal Methods & Research (Approved)		Core	5				
				Cancel					
0755	LW062	LW062 Tort (Approved)		CORE	10				
471	AM005	AM005 Introduction to Management Accounting (Approved)		CORE	5				
0716	LW018	LW018 Contract (Approved)		CORE	10				
0714	LW017	LW017 Constitutional Law (Approved)		CORE	10				

Add Modules/Subjects to Year 1...

Click on the field under 'Type', in the drop down menu, you will see all the options available. Choose 'Optional' and hit 'Save Course Stream'

You will notice that when a module is changed from **Core** to **Optional** a new button appears under Requisites **+**

NOTE: Requisites can only be added to modules which are Optional, see training notes on updating a requisite.

Save Course Stream



The main three types to choose online are **Core**, **Optional**, **Group Not Available**

Core – If you make the module 'Core', every student who registers for this stream/instance will be **automatically** registered for that module

Optional - If you make a module 'optional', this means that the student has a choice between choosing it or any other optional module to build up their ECTS to the ECTS for the Year/Course Instance i.e. 60 ECTS

Group Not Available to Select Online – This is used where a module is available on the curriculum but you do not want it to be made available online at registration, this relates to some modules where there maybe, for example, a quota

Add Newly Created Module to a Course Instance i.e. Year 1

Add Modules/Subjects to Year 1...

Year 2	(Module Count: 18)
Year 3	(Module Count: 30)

Add a New Module/Subject

Select **Module**

ADD MODULE/SUBJECT TO

Year # 1 Subject na

Type Optional

SEARCH FOR MODULE/SUBJECT

Title

Level Any ISCED Choose a field

Valid From 2017-19 (01-09-17 – 31-08-19) Status Any

ID Code ec1100

ECTS Credits Any

Search

Hit Search

SEARCH RESULTS

EC1100 Skills for Economics [Approved]
EC1100 Skills for Economics [Draft]



In this example you will see that two modules came back in the search, the **'Approved'** version and the **'Draft'** version of EC1100

- The **'Approved'** version is the last Approved version
- The **'Draft'** or **'Pending Approval'** versions are modules awaiting full approval
- For this example; earlier in the process you may have



Create New Version

created a new version of an existing module to update it for the next academic year, i.e. changed the method of assessment or added work load items etc., this module could be in 'Draft' or 'Pending Approval'. **Please be aware that you can go ahead and add the module to a course stream while they are in draft or pending**

- For this example I will choose the (Draft) version of the module and **'Add'**

SEARCH RESULTS

EC1100 Skills for Economics [Approved]
EC1100 Skills for Economics [Draft]

Cancel Add

Create New Module...

Select the module and hit **'Add'**

Semester 1

Add Elective Regulation

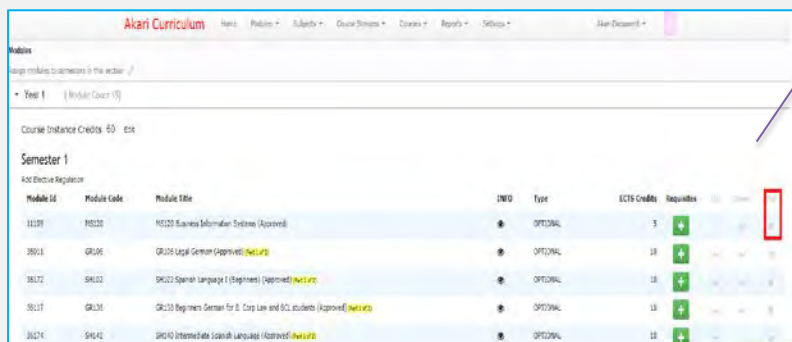
Module Id	Module Code	Module Title	INFO	Type	ECTS Credits	Requires	UCL	UCL	UCL
11109	MS120	MS120 Business Information Systems (Approved)		OPTIONAL	5	+			
36811	GR116	GR116 Legal German (Approved) [Draft]		OPTIONAL	10	+			
36172	SH112	SH112 Spanish Language I (Beginners) (Approved) [Draft]		OPTIONAL	10	+			
36117	GR138	GR138 Business German for B. Corp Law and BCL students (Approved) [Draft]		OPTIONAL	10	+			
36174	SH140	SH140 Intermediate Spanish Language (Approved) [Draft]		OPTIONAL	10	+			
36286	EC1100	EC1100 Skills for Economics [Draft]		OPTIONAL	5	+			
34881	AV104	AV104 Introduction to Financial Accounting (Approved)		CORE	5				
3727	LW131	LW131 Irish Legal Systems (Approved)		CORE	5				
36189	IT105	IT105 Italian (Approved) [Draft]		NOT ONLINE	10				

The module will be added under Semester 1 as the module is a Semester 1 module



The **'Type'** will default to Optional

Delete a Module



Module ID	Module Code	Module Title	ENR	Type	ECTS Credits	Requires	Actions
11101	MS101	MS101 Business Information Systems (Approved)		OPTIONAL	5		[X]
25013	GR106	GR106 Legal German (Approved) <i>(not valid)</i>		OPTIONAL	10		[X]
26012	SK102	SK102 Spanish Language I (Beginners) (Approved) <i>(not valid)</i>		OPTIONAL	10		[X]
26017	GR103	GR103 Beginners German for B, Corp Law and BCL students (Approved) <i>(not valid)</i>		OPTIONAL	10		[X]
26014	SK101	SK101 Intermediate Spanish Language (Approved) <i>(not valid)</i>		OPTIONAL	10		[X]

Click on the 'X' beside the module in question, this will delete the module from the stream/course instance



Always remember to hit the Save Course Stream button at the top or at the bottom of the page

Requisite – please see the training manual for instructions

Existing Modules



Where there is a new version of an existing module which is already on the course stream/instance i.e. Take GR106 above for example.....

- If you have created a new version of a module it ***will not be visible under the course stream***
- The system only allows a *single version to be active at any point of time*. This means that when a new version of a Module is created; it only becomes live and consequently replaces the current version when it is approved and its Valid From date comes into effect. Then, the list of affiliated Course Streams will re-appear in the Module Main tab.
- If a module is already attached to the course stream and has a new version in the pipeline then the course sponsor doesn't have to do anything to the course stream - the new version will replace the old one automatically. If an Owner/Editor click on the title of any such module in the Modules tab then they will see a narrative that a Draft version of the module exists or you will have at least received an email if a new version is Approved.
- **For this year** the modules which are in 'awaiting processing' will not go from the 'Awaiting Processing' Tab into the 'Approved' tab until the data has gone via the Akari message links over to the student record system, at which time the Akari system will be closed to edits.
- A user should be able to view the pdf which should show the updated details of the course stream. There is development happening in relation to this at the moment so I will update this document as there is more clarity from Akari.

Important Notice: Please ensure you **save your updates after each step** and **only exit** the screen when you see the green box. Otherwise your data may not be saved!

How to Update a New or Existing Course Stream – PO Delivery

Akari Curriculum Home Modules Subjects Course Streams Courses Reports Settings

Main Stream Outcomes Course Instance Modules **PO Delivery** Status Log Final

Use Detailed Mappings ☐

PO Delivery
PO Delivery shows how the course stream outcomes are delivered.
Click the appropriate boxes to map modules and their learning outcomes to Course Stream Outcomes.

Type: None Selected

Semester #: None Selected

Select 'All' from the drop down list

Akari Curriculum Home Modules Subjects Course Streams Courses Reports

Main Stream Outcomes Course Instance Modules **PO Delivery** Status Log Final

Use Detailed Mappings ☐

PO Delivery
PO Delivery shows how the course stream outcomes are delivered.
Click the appropriate boxes to map modules and their learning outcomes to Course Stream Outcomes.

Type: All

Semester #: None Selected

Optional	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
Semester 1								
MS120 Business Information Systems (Approved) i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GR106 Legal German (Approved) i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SH102 Spanish Language I (Beginners) (Approved) i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GR138 Beginners German for B. Corp Law and BCL students (Approved) i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SH140 Intermediate Spanish Language (Approved) i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Semester 2								
LW109 Legal French (Approved) i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS121 Business Information Management (Approved) i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the appropriate 'Outcome Type' from the drop down list

All the modules with the Programme Outcome options will appear

Optional

Semester 1	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
Knowledge - Breadth (a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stream Outcome 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS120 Business Information Systems (Approved) i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GR106 Legal German (Approved) i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SH102 Spanish Language I (Beginners) (Approved) i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GR138 Beginners German for B. Corp Law and BCL students (Approved) i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SH140 Intermediate Spanish Language (Approved) i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hovering over PO1, PO2 etc will indicate the Stream Outcome to which it is linked

Optional

Semester 1	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
Knowledge - Kind(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stream Outcome 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS120 Business Information Systems (Approved) i	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Optional								
Semester 1	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
MS120 Business Information Systems (Approved) 🔗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tick the box relating to the relevant Stream outcome

Link Module Learning Outcomes

No Title Defined

The "Competence + Role" programme outcome is supported by the following learning outcomes from the module "No Title Defined":

- ☒ read and understand texts that deal with contemporary issues such as young people in Germany and Ireland today and multiculturalism.
- ☒ write about contemporary issues such as young people in Germany and Ireland today and multiculturalism.
- ☒ describe aspects of the German legal system, including legal training, the organs of state, the legislative process, the Constitution, and the court structure.
- ☒ describe his/her first year at university, including their subjects, hobbies and accommodation.
- ☒ reflect upon his/her language learning and explain the advantages of learning German for personal development and for career prospects.

... Strength of contribution ...

☐ Weak ☒ Medium ☐ Strong

Finished

You can check the information here and click 'Finished'

Semester 3	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
MK204 Marketing Principles (Approved) 🔗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

You will see that it is linked

Important Notice: Please ensure you **save your updates after each step** and **only exit** the screen when you see the green box. Otherwise your data may not be saved!

The Finish Screen

Main	Stream Outcomes	Course Instance	Modules	PO Delivery	Status Log	Final
<div><div>Save And Exit</div><div>Print Preview</div></div> <p>Press this button to save the Course Stream. You may edit this Course Stream subsequently by pressing the edit button on the main screen.</p> <p>Click here for a printer friendly version of this Course Stream. To print the module select print from your browser's file menu.</p> <div>Update Status</div> <div><div>Submit For Approval</div><div>Reject</div></div> <p>Press this button if you wish to submit the Course Stream to the Registrar's office for approval. Note submit will only be possible if all required data has been provided.</p> <div>Course Stream Extra Information</div> <div></div>						

Here are your options to finish the process

Save And Exit

Press this button to save the Course Stream. You may edit this Course Stream subsequently by pressing the edit button on the main screen.

Save and Exit: This saves the Course Stream and Instances but ***does not send*** it anywhere. So you can go back and edit it again if you

Course Stream Extra Information

You can also add in notes in 'Course Stream Extra Information'.

Print Preview

Click here for a printer friendly version of this Course Stream. To print the module select print from your browser's file menu.

Print Preview: This will give you a preview of the course stream and instances

Example of the Preview function

BACK EDIT DOWNLOAD BOOK OF MODULES LEARNING OUTCOMES SUBMIT FOR APPROVAL DELETE COPY TIMING OF ASSESSMENTS INTENT OF THIS UPDATE REJECT PROGRAMME

DRAFT

BMS1 Bachelor of Science (Mathematical Science)

Awards			
No Programme Award Assigned			
Course Stream Code:	BMS1	Mode of Delivery:	Full Time
No. of Semesters :	4		
NFQ Level:	8	EQF Level:	6
EHEA Level:	First Cycle		
Embedded Award:	No		
Valid From:	2018-19 (01-09-18 – 31-08-19)		
Course:	Bachelor of Science (Mathematical Science)		
Discipline:	College of Science		
Location:	NUIG		
Course Stream Director:	Head of College		
Educational Aim of Course Stream:	n/a		
Clearing House Code:	GY319		

PAGE BREAK

Semester Schedules

Code: 1BMS1 / Location: NUIG / 60 ECTS / Semester 1

Optional													
Mod	Module Title	Co-ordinator	Level	ECTS	FT	PT	Written	Continuous	Oral, Audio	Department	Research	Study	Computer

What Happens Now?

Update Status

Submit For Approval

Press this button if you wish to submit the Course Stream to the Registrar's office for approval. Note submit will only be possible if all required data has been provided.

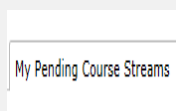
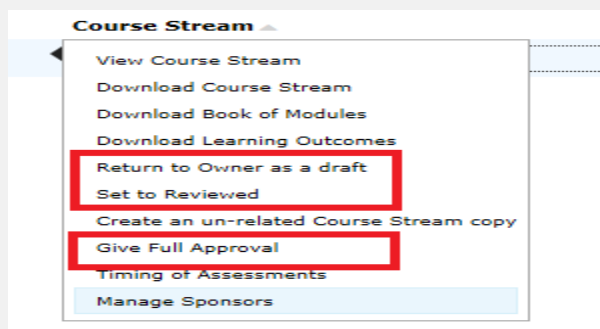
Please ensure that all updates are completed before submitting the course stream for approval.

'Submit For Approval' will move your course stream from 'My Draft Course Stream' to 'My Pending Course Stream'.

SUCCESS Course Stream Submitted for Approval

Course Stream has been submitted for approval

My Draft Course Streams My Pending Course Streams My Approved Course Streams My Rejected Programmes



The Final Approver in your College has three options:

'Set to Review' – This will move the course stream to

My Reviewed Course Streams

'Revert to Draft Status' – This will move the course stream back to

My Draft Course Streams

'Give Full Approval' – This will move the course stream to

My Awaiting Programmes

Once a course stream is in the 'My Awaiting Programmes' tab the approval process is complete. The course stream will go to the message queue between AKARI and Quercus ready to be accepted and approved by Quercus during integration.



Once the Course stream receives final approval, it will be moved to '**My Approved Course Stream**' tab. AKARI is generally *CLOSED* when this step happens.