

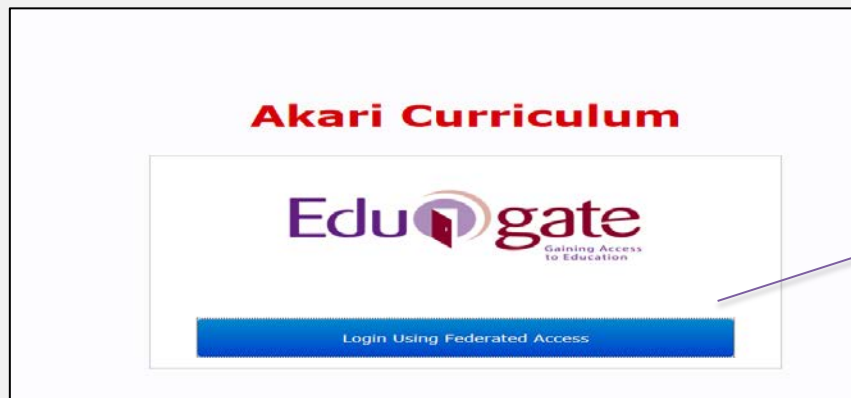
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## Logging into Curriculum Management System

### Accessing the Curriculum Management System

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



- Enter Username and Password using staff ID and 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](mailto:syllabus@universityofgalway.ie).

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

## Creating a New Module

The screenshot shows the 'Akari Curriculum' interface. The 'Modules' dropdown menu is open, showing options: 'Create a Module' (highlighted with a red box), 'My Modules', and 'All Modules'. A purple callout box points to 'Create a Module' with the text: 'Click on Modules and pick **'Create a Module'** from the drop down menu'. Below the menu, the 'Assigned Entities' section is visible, showing a list of entity types and their counts: 11 Draft Modules, 3 Pending Approval Modules, 733 Approved Modules, 1425 Retired Modules, 25 Draft Course Streams, and 169 Approved Course Streams.

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

Dashboard

Create a Module  
My Modules  
All Modules

Click on Modules and pick **'Create a Module'** from the drop down menu

Akari Document allows for the specification of all aspects of Modules and Course Streams including Course Stream and Module learning outcomes. In addition Module content, reading lists, learning resources and other valuable information can be captured once and used in a variety of manners. You have the ability to specify the detail (i.e. type, number and duration of various delivery events such as lectures and tutorials) of multiple module delivery modes in order for example to cover full-time delivery, part-time delivery or other delivery modes.

Assigned Entities

Entity Type:

- 11 Draft Modules
- 3 Pending Approval Modules
- 733 Approved Modules
- 1425 Retired Modules
- 25 Draft Course Streams
- 169 Approved Course Streams

## Filling in the Sections

### Module Code

The screenshot shows the 'Module Code' field in the 'Akari Curriculum' interface. A green callout box with the text: 'DO NOT enter a code here. The code will be allocated prior to final approval by the College Approver' points to the 'Module Code' input field. The 'Module Code' field is currently empty. A 'Save Module' button is visible on the right.

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

Main Outcomes Assessments Bonds Resources

Affiliated Course Streams: None

Module Code:

NB - DO NOT ENTER A CODE HERE. The code will be allocated prior to Final Approval.

DO NOT enter a code here. The code will be allocated prior to final approval by the College Approver

Save Module

### Title Short\*

The screenshot shows the 'Title Short\*' field in the 'Akari Curriculum' interface. A blue callout box with the text: 'You must enter a **short title** for the module (80 characters max)' points to the 'Title Short\*' input field. The 'Title Short\*' field is currently empty. Below the field, the text 'Enter a short title for the module (max 80 characters).' is displayed.

Title Short\*

Enter a short title for the module (max 80 characters).

You must enter a **short title** for the module (80 characters max)

## Language of Instruction

Use the drop down menu to select the language

Language of Instruction

- Not Set -

The language in which the entity is instructed or taught

## Valid From

This field will be automatically populated

Valid From

2017-18 (01-09-17 – 31-08-18)

This field outlines the date at which the Module becomes active/valid.

## Teaching Period\*

Select the **teaching period** from the drop down menu (*see important information below\**)

Teaching Period\*

Unknown

Semester 1

Semester 2

Trimester 3

Summer School

Who Can Access

Semester 1 and Semester 2

Semester 1 and Spring

12 months long

15 months long

Module Owner

Subject

Not applicable

Other

Unknown

Module Discipline\*

Spring



\* When the '**Teaching Period**' is selected, the '**Assessment Period**' defined in the '**Module Assessment Breakdown**' with '**Assessments tab**' should be set to the same semester.

The Assessment Period of an Assessment within a given Module **must be consistent with the Teaching Period over which the Module is delivered:**

i.e. The Semester 1 teaching period goes to Semester 1 assessment and the Semester 2 teaching period goes to the Semester 2 assessment. Where an assessment is held at the end of a year this is classified as a year-long module i.e. semester 1 and semester 2

## Who Can Access

Who Can Access

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

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

A Module Owner can give co-editor rights to another person by clicking on **Add User**

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

Add user and then this person can edit the module on your behalf

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

Who Can Access

Name	Permission Level	Del
Akari, Akari (1200286E)	Edit	<input type="button" value="X"/>

## Module Owner

Module Owner

The person who created the Module and who is responsible for submitting the Module for Approval.

The **Module Owner** is the person who created the Module and who is responsible for submitting the Module for approval

## Module Discipline\*

Module Discipline\*

Name of the Owning Discipline in which the entity resides

Enter the **Discipline** in which the module resides

## NFQ Level

**NOTE:** For more information on NFQ levels see the Quality and Qualifications Ireland - National Framework of Qualifications [website](#)

NFQ Level

Enter the National Qualification Level associated with this Module

Choose the **NFQ level** of the module from the drop down, **usually 8, 9 or 10**

## ECTS Credits

ECTS Credits

- Not Set -

Choose the number of Credits that will be earned upon successful completion of this module.

Enter the **ECT value** from the drop down list

## Description

Description

Enter a brief academic description of the Module.

This is a field in which you can enter additional information

## Full Time Equivalent\*

Full Time Equivalent\*

LIST IS EMPTY

Add Content

The FTE is designed to record which departments are responsible for providing teaching input for any given module. Several departments may contribute to the teaching of a module.

Click on 'Add Content' to add a Department

Add Department

Discipline\* Choose a field:

Percentage\* |

Cancel Add

The FTE is designed to record which departments are responsible for providing teaching input for any given module.

Choose the **relevant discipline** from the drop down menu

Enter the **% of the FTE** for that Discipline. **This will be 100% if only one Discipline is involved**

You can add more Disciplines by clicking on the **ADD** button



The FTE is designed to record which disciplines are responsible for providing teaching input for any given module. Several departments may contribute to the teaching of a module.

## Acknowledgement

Acknowledgment

A free text field allowing a user enter any module acknowledgements that require to be added to the

Additional Information may be entered here as required

## Source

Source

A free text field allowing a user enter the primary source or origin of the

Additional information on the primary source or origin of the module may be entered here

## Module Level

Module Level

- Not Set -



The module level enables a user to define a module as a pass, common or honours module.

This field should be left blank, however, **see exceptions below**



### Exceptions:

- Phd Research Discipline i.e. a '0' ECTS Research Discipline Module or a
- Phd Generic
- Where modules are linked to a programme which is a continuous calculator, PEP or required as PASS/FAIL please contact [syllabusteam@universityofgalway.ie](mailto:syllabusteam@universityofgalway.ie)

## Module Data This is a required field for all modules

Module Data\*

- Not Set -  
2.3 - 1 CLINICAL MEDICINE  
1.7 - 2 LAB  
1.3 - 3 FIELD WORK  
1 - 4 NON LAB

For Non-Lab modules enter **1.4 non-lab** as the standard default

For all other modules choose from the drop down menu

## Updating an Existing Module

The screenshot shows the Akari Curriculum interface. The 'Modules' menu is open, with 'All Modules' highlighted. A callout box points to the 'My Modules' and 'All Modules' options, stating: "Click on 'My Modules' or 'All Modules'". Below the menu, the 'Assigned Entities' section is visible, showing a list of entity types and their counts: 5 Draft Modules, 1 Pending Approval Modules, 1 Reviewed Modules, 117 Approved Modules, 12 Draft Course Streams, 2 Pending Approval Programmes, and 332 Approved Course Streams.

The screenshot shows the 'Search Modules' form. The 'Module Code' field is highlighted with a red box. A callout box points to the 'Module Code' field, stating: "Enter the prefix of the module e.g. 'AR' or 'EN' or Enter the module code and search e.g. EN2134". The 'Search' button is highlighted with a yellow box. A callout box points to the 'Search' button, stating: "Click on Search".

The screenshot shows the search results for the module '20th Century Children's Fiction'. The 'Module Code' field is highlighted with a red box. A callout box points to the 'Module Code' field, stating: "Click on Module Title". The search results table shows the following information:

Module Code	Module Title	Valid From	Status
EN3105	20th Century Children's Fiction	2014-15 (01-09-14 - 31-08-15)	Approved



Akari Curriculum				Home	Modules	Subjects	Course Streams	Courses	Reports	Settings	Akari Document	
EN247	17th Century Lyric Poetry	1	2014-15 (01-09-14 - 31-08-15)	Approved								
EN324	18th Century Irish Drama	1	2014-15 (01-09-14 - 31-08-15)	Retired								
ENG202	18th Century Studies View previous versions of this module here	3	2016-17 (01-09-16 - 31-08-17)	Approved								
ENG202.E	18th Century Studies Update of ENG202.E: 18th Century Studies (Valid From Sep 2014)	2	2016-17 (01-09-16 - 31-08-17)	Approved								
ENG202	18th Century Studies View previous versions of this module here	4	2017-18 (01-09-17 - 31-08-18)	Draft								
EN156	19th Century American Literature	1	2014-15 (01-09-14 - 31-08-15)	Retired								
EN311	19th Century American Literature	1	2014-15 (01-09-14 - 31-08-15)	Retired								
ENG303.E	19th Century American Literature	1	2014-15 (01-09-14 - 31-08-15)	Approved								
ENG303	19th Century American Literature Update of ENG303: 19th Century American Literature (Valid From Sep 2014)	2	2015-16 (01-09-15 - 31-08-16)	Approved								
ENG230.I	19th Century Detective Fiction	1	2014-15 (01-09-14 - 31-08-15)	Approved								
ENG230.II	19th Century Detective Fiction	1	2014-15 (01-09-14 - 31-08-15)	Approved								
EN327	19th Century Scottish Writing	1	2014-15 (01-09-14 - 31-08-15)	Retired								
EN427	20th Century American Short Stories	1	2014-15 (01-09-14 - 31-08-15)	Retired								
EN427.I	20th Century American Short Stories	1	2014-15 (01-09-14 - 31-08-15)	Retired								
EN427.II	20th Century American Short Stories	1	2014-15 (01-09-14 - 31-08-15)	Retired								
EN3105	20th Century Children's Fiction	1	2014-15 (01-09-14 - 31-08-15)	Approved								
EN3106	20th Century Children's Fiction	1	2014-15 (01-09-14 - 31-08-15)	Approved								
EN3107	20th Century Children's Fiction	1	2014-15 (01-09-14 - 31-08-15)	Approved								
EN3108	20th Century Children's Fiction	1	2014-15 (01-09-14 - 31-08-15)	Approved								
ENG231.I	20th Century Children's Fiction	1	2014-15 (01-09-14 - 31-08-15)	Approved								
ENG231.II	20th Century Children's Fiction	1	2014-15 (01-09-14 - 31-08-15)	Approved								
EN375	20th Century Children's Fiction	1	2014-15 (01-09-14 - 31-08-15)	Retired								

Click on  
'Create new  
version'

## Are you certain you want to change or modify this module?

EN3105: 20th Century Children's Fiction

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

Update Taught Semester for 201X/201X

Note: The changed module must be submitted for approval and, once approved, will replace the existing version in all courses, etc.

Cancel Confirm

Fill in a brief outline e.g. New Version for Academic year 2017\_18 with Assessment update from Semester 1 to 2 and click on 'Confirm'

Click on  
'Confirm'

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

**SUCCESS** Module is ready for editing  
 A new draft of module 'EN3105 - 20th Century Children's Fiction' has been created. The new draft should appear in your "My Draft Modules" list.  
 Next Step: Edit this draft version now...

Click on 'Edit this draft version now'

### Search Modules

Module Title

Person ▾

Status Any ▾

Module Id

ISCED Any ▾

Department Any ▾

NFQ Level Any ▾

Valid From Any ▾

Module Code

ECTS Credits Any ▾

Search



- When creating a new version of an existing module ***all information will remain the same as last year***, you can review all entries to the fields and tabs and ***update as required*** for the next academic year.
- A red \* signifies a ***required field***, this means these ***fields should be completed or*** the module ***will not*** pass the approval process.
- The module code, title and ECTS credits ***are locked*** as a user cannot change either as it would have a retrospective effect.

**Note:** if you want to change the module code or title for an existing module you have to ***create a new module***.

- Important:** the **Valid From** will be automatically updated to the next academic year when you create a new version of an existing module.

**Valid From** 2017-18 (01-09-17 – 31-08-18) ▾

This field outlines the date at which the Module becomes active/valid.

- Teaching Period:** This is where a user can edit the taught semester. This will filter down to the assessment tab where users will be restricted from choosing assessment from any other period apart from those which match with the taught semester in the main tab.

Module Level

The module level enables a user to define a module as a pass, common or honours module.

Module Data\*

[Module Data\\*](#)

[Save Module](#)

**NB:** Click on **'Save Module'** after each step



If you are a Module Owner and you would like to give co-editor rights to another person you can go to the **'Who can Access'** field and click on **'Edit'**

**Who Can Access** [\[Edit\]](#)

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

**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

Then click on **'Add User'**

Then Add your user

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 then add your new user, you can search by name then click on **'Add'** the person can then edit the module on your behalf


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

Who Can Access		
Name	Permission Level	Del
Akari, Akari (1200286E)	Edit	<a href="#">X</a>

You can delete users by clicking on the **'X'**

## Editing Sections


### Module Discipline\*

Module Discipline\*  

Name of the Owing Discipline in which the entity resides

Enter the **Discipline**  
in which the  
module resides



**NFQ Level\*:** for more information on NFQ levels see [National Framework of Qualifications](#)

NFQ Level  

Enter the National Qualification Level associated with this Module.

Choose the **NFQ level**  
of the module from the  
drop down, **usually 8,**  
**9 or 10**

### ECTS Credits

ECTS Credits   

Choose the number of Credits that will be earned upon successful completion of this Module.

ECTS will already be  
populated; this field is locked  
you cannot change the ECTS  
for an existing module

### Description



Description

Enter a brief academic description of the Module.

This is a field in which  
you can enter additional  
information

### Full Time Equivalent\*


Full Time Equivalent\*

Discipline*	%	Edit	Del
English	100		
Total		100.00%	

The FTE is designed to record which departments are responsible for providing teaching input for any given module. Several departments may contribute to the teaching of a module.

This field will be pre-  
populated, to **update**  
click on '**Add Content**'

Add Department

Discipline\*  


Percentage\*

The FTE is designed to record which departments are responsible for providing teaching input for any given module.

Choose the relevant  
discipline from the drop  
down menu

Enter the **% of the FTE** for that  
Discipline. **This will be 100% if**  
**only one Discipline involved**

You can add more Discipline  
by clicking on the **ADD** button

 The FTE is  
designed to record  
which disciplines are  
responsible for  
providing teaching  
input for any given  
module. Several  
departments may  
contribute to the  
teaching of a module.

## Acknowledgement

Acknowledgment

A free text field allowing a user enter any module acknowledgements that require to be added to the module.

Additional Information may be entered here as required

## Source



Source

A free text field allowing a user enter the primary source or origin of the module.

Additional information on the primary source or origin of the module may be entered here

## Module Level

Module Level

 - Not Set - 

The module level enables a user to define a module as a pass, common or honours module.

This field is **locked** and **cannot be changed**

**Module Data:** This is a required field for all modules

Module Data

- Not Set -

2.3 - 1 CLINICAL MEDICINE  
1.7 - 2 LAB  
1.3 - 3 FIELD WORK  
1-4 NON LAB

For Non-Lab modules enter **1.4 non-lab** as standard default

For all other modules choose from the drop down menu

When you have completed the fields on the screen click

Save Module

Please also remember to **Save Module at each step.**

## Adding Learning Outcomes

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

Main Outcomes Assessments Bonds Resources Workload Status Log

Outcomes

Upon successful completion of this Module the student will be able to:

No learning outcomes found

Add New Learning Outcome

Learning outcomes are statements of what a student is expected to know understand and be able to demonstrate after successful completion of a process of learning.

Enter one learning outcome in the text box and then press 'Add'. In general a Module should have 5 or less learning outcomes.

Show/Hide Debug:

Save Module

Click on the 'Add New Learning Outcome' button

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

Main Outcomes Assessments Bonds Resources Workload Status Log Finish

Outcomes

Upon successful completion of this Module the student will be able to:

No learning outcomes found

Add New Learning Outcome

Add a New Learning Outcome

Cancel Add

Learning outcomes are statements of what a student is expected to know understand and be able to demonstrate after successful completion of a process of learning.

Enter one learning outcome in the text box and then press 'Add'. In general a Module should have 5 or less learning outcomes.

Enter one learning outcome in the text box and press 'Add'

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

Main Outcomes Assessments Bonds Resources Workload Status Log Finish

Outcomes

Upon successful completion of this Module the student will be able to:

#	Learning Outcome Description	Up	Down	Edit	Del
1	Test test test				

Add New Learning Outcome

Learning outcomes are statements of what a student is expected to know understand and be able to demonstrate after successful completion of a process of learning.

Enter one learning outcome in the text box and then press 'Add'. In general a Module should have 5 or less learning outcomes.

Show/Hide Debug:

Save Module

you can also prioritise, edit or delete existing Learning Outcomes here

You will be required to enter each outcome separately and 'Add'

When you have entered all the Learning Outcomes for this module, **click on Save Module**

## Editing Existing Learning Outcomes

#	Learning Outcome Description	Up	Down	Edit	Del
1	Test test test				
2	Test 2	^	v		
3	Test 3	^	v		
4	Test 4	^			

**Add New Learning Outcome**

**Edit Learning Outcome**

Test test test

**Cancel** **Update**

Learning outcomes are statements of what a student is expected to know understand and be able to demonstrate after successful completion of a process of learning.  
Enter one learning outcome in the text box and then press 'Add'. In general a Module should have 5 or less learning outcomes.

**Save Module**

**Save Module**

Main Outcomes Assessments Bonds Resources Workload Status Log Finish

**Outcomes** Upon successful completion of this Module the student will be able to:

#	Learning Outcome Description	Up	Down	Edit	Del
1	Test test test				
2	Test 2	^	v		
3	Test 3	^	v		
4	Test 4	^			

**Add New Learning Outcome**

Learning outcomes are statements of what a student is expected to know understand and be able to demonstrate after successful completion of a process of learning.  
Enter one learning outcome in the text box and then press 'Add'. In general a Module should have 5 or less learning outcomes.

**Save Module**

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

Main Outcomes Assessments Bonds Resources Workload Status Log Finish

**Outcomes** Upon successful completion of this Module the student will be able to:

No learning outcomes found

**Add New Learning Outcome**

Add a New Learning Outcome

**Cancel** **Add**

Learning outcomes are statements of what a student is expected to know understand and be able to demonstrate after successful completion of a process of learning.  
Enter one learning outcome in the text box and then press 'Add'. In general a Module should have 5 or less learning outcomes.

**Save Module**

Main
Outcomes
Assessments
Bonds
Resources
Workload
S

Outcomes

Upon successful completion of this Module the student will be able to:

#	Learning Outcome Description	Up	Down	Edit
1	Test		▼	✎
2	Test 2	▲	▼	✎
3	Test 3	▲	▼	✎
4	Test 4	▲		✎

Add New Learning Outcome

Learning outcomes are statements of what a student is expected to know understand and be able to demonstrate after successful completion of a process of learning.

Enter one learning outcome in the text box and then press 'Add'. In general a Module should have 5 or less learning outcomes.

Show/Hide Debug:

Save Module

You can change the order of the learning outcomes by clicking the up or down buttons

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



## Adding Assessment Details – for a new module

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

Akari Document

Save Module

Main Outcomes **Assessments** Bonds Resources Workload Status Log Finish

Modules special regulation

Module Assessment Breakdown\*

The Module Coordinator may vary the nature and timing of coursework assessment in response to academic or practical circumstances.

There are no Assessments assigned.  
Use the 'Add Assessment' button to add one.

Add Assessment

Click on **Add Assessment** to create a new assessment for the module

**\*Only written assessments and computer based assessments are timetabled centrally by the Examinations Office. If you do not want your modules to be timetabled centrally choose one of the other options.**

**\*Use the drop down menu to choose the category**

The options that appear in this field will depend on the Assessment Category chosen. Also, you will notice that the duration option will only appear if a written or computer based exam is chosen

### Add Assessment

Assessment Category

Written Assessment

Assessment Type

Paper 1 - Written

Non-Marked (Pass/Fail) ☐

% of Total Mark

If you have more than one assessment please ensure that the % adds up to 100%

Marks Out of

100

Defaulted to 100

Pass Mark

Enter 40% where appropriate or you can leave it blank as the information does not go to Quercus

Sitting\*

First Sitting

Choose from First Sitting or Second Sitting

Assessment Period\*

Semester 1

**\*\*Choose from the dropdown menu**

Duration

2:00

A formal paper assessment is always 2 hours. If the module is not a written paper or computer based the duration will not appear on this screen

Learning Outcomes

- ☐ 1. Test test test
- ☐ 2. Test 2
- ☐ 3. Test 3
- ☐ 4. Test 4

Learning Outcomes should be linked to the correct assessment

Mandatory  
Is Bondable

- ☒
- ☒

This can be ignored

This is ticked by default if the assessment is written or computer based

**NB:** To finish click here, if you do not click this 'tick' you will lose your content

[Add Assessment](#)

First Sitting

Written Assessment

Assessment Type	Assessment Description	% of Total Mark	Mark Out of	Pass Mark	Sitting	Assessment Period	Timing	Duration	Learning Outcomes	Mandatory	Is Bondable	Up	Down	Edit
Paper 1 - Written	n/a	60%	100	0	First Sitting	Semester 2	n/a	2:00	1, 2, 3	Yes	Yes			
Total for Written Assessment (First Sitting)		60%												

Continuous Assessment

Assessment Type	Assessment Description	% of Total Mark	Mark Out of	Pass Mark	Sitting	Assessment Period	Timing	Duration	Learning Outcomes	Mandatory	Is Bondable	Up	Down	Edit	Del
Essay 1	n/a	40%	100	0	First Sitting	Semester 2	n/a	0	None	Yes	No				
Total for Continuous Assessment (First Sitting)		40%													
Total for First Sitting		100%													

When a module assessment is split as per this example please ensure the % of Total Mark add up to 100% for each sitting.



- In the example above the assessment types are both written paper and essay. The written paper is of 2 hours duration. It represents 60% of the assessment. The Continuous Assessment represents 40%. They are marked out of 100 with a pass mark of 40%
- AKARI will tot up the % and display; it should add up to 100%. In the above case this is correctly showing a total for first sitting of 100%.
- There should always be a Second Sitting entry, this generally follows the same entries as per 1<sup>st</sup> Sitting but with an Assessment Period of Autumn

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

# How to Edit Assessments

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

Dashboard

Create a Module  
My Modules  
**All Modules**  
Modules Pending Approval

Click on 'My Modules' or 'All Modules'

Akari Document allows for the specification of module delivery modes and other valuable information can be captured in a variety of manners. You have the ability to specify the detail (i.e. type, number and duration of various delivery events and tutorials) of multiple module delivery modes in order for example to cover full-time delivery, part-time delivery modes.

Assigned Entities

Entity Type:

- 5 Draft Modules
- 1 Pending Approval Modules
- 1 Reviewed Modules
- 117 Approved Modules
- 12 Draft Course Streams
- 2 Pending Approval Programmes
- 332 Approved Course Streams

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

[Search Again](#)

1 records found

Module Code	Module Title	Version	Valid From	Status
EN3105	20th Century Children's Fiction	1	2014-15 (01-09-14 - 31-08-15)	Approved

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

**Search Modules**

Module Title

Person

Status

Module Id

ISCED

Department

NFQ Level

Valid From

Module Code

ECTS Credits

Enter the prefix of the module e.g. 'AR' or 'EN' or Enter the module code and search e.g. EN2134

Click on Search

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

[Search Again](#)

1 records found

Module Code	Module Title	Version	Valid From	Status
EN3105	20th Century Children's Fiction	1	2014-15 (01-09-14 - 31-08-15)	Approved

Click on Module Title

2 records found

Module Code	Module Title	Version	Valid From
EN3105	20th Century Children's Fiction	1	2014-15 (01-09-14 - 31-08-15)
EN3105	20th Century Children's Fiction	2	2017-18 (01-09-17 - 31-08-18)

Click on Edit

- View Module
- Edit**
- Download Module
- Create an un-related Module copy
- Assign Module Instructors
- View Affiliated Course Streams
- Application Administrator Options
- Set Conditional Approval
- Set To Retired

Main
Outcomes
Assessments
Bonds
Status Log
Finish

Modules special regulation

When you click the Assessment tab you will see the module assessment

Module Assessment Breakdown\*

The Module Coordinator may vary the nature and timing of coursework assessment in response to academic or practical circumstances.

Add Assessment

First Sitting

Continuous Assessment

Assessment Type	Assessment Description	% of Total Mark	Mark Out of	Pass Mark	Sitting	Assessment Period	Timing	Duration	Learning Outcomes	Mandatory	Is Bondable	Up	Down
Continuous Assessment 1	N/A	100%	0	0	First Sitting	Semester 1	n/a	0	None	No	No		

At this stage you can **edit** the existing assessment or **delete** the assessment and start again, to see the 'Edit' and 'Del' button scroll across to the right hand side of your screen.

Module Assessment Breakdown\*

The Module Coordinator may vary the nature and timing of coursework assessment in response to academic or practical circumstances.

Add Assessment


Assessment

To Add click on the Add Assessment button to create a new assessment for the module

Assessment Description	% of Total Mark	Mark Out of	Pass Mark	Sitting	Assessment Period	Timing	Duration	Learning Outcomes	Mandatory	Is Bondable	Up	Down	Edit	Del
n/a	0%	100	0	First Sitting	Semester 1	n/a	2:00	None						
Written Assessment (First Sitting)	0%													

To Edit click on the paperclip, this will open up the 'Update Assessment' section

To Delete click on the 'X'

 \*Only written assessments and computer based assessments are timetabled centrally by the Examinations Office. **If you do not want your modules to be timetabled centrally choose one of the other options.**

## Add Assessment

Assessment Category

\*Use the drop down menu to choose the category

Assessment Type

The options that appear in this field will depend on the Assessment Category chosen. Also, you will notice that the **duration option** will only appear if a written or computer based exam is chosen

Non-Marked (Pass/Fail) ☐

% of Total Mark

If you have more than one assessment please ensure that the % adds up to 100%

Marks Out of

Defaulted to 100

Pass Mark

Enter **40%** where appropriate or you can leave it blank as the information does not go to Quercus

Sitting\*

Choose from **First Sitting** or **Second Sitting**

Assessment Period\*

\*\* Choose from the dropdown menu

Duration

A formal paper assessment is always 2 hours. If the module is not a written paper or computer based the duration will not appear on this screen

Learning Outcomes Please enter some learning outcomes on the Outcomes tab.

Mandatory ☒

Earlier created Learning Outcomes should be linked to the correct assessment


Is Bondable ☒

This can be ignored

This is ticked by default if the assessment is written or computer based



To finish click here, don't forget to save as you go

 \*\* Assessment Period is linked to the 'Teaching Period' on the main tab. You can only choose an assessment which falls within the Teaching Period you choose, e.g. if the teaching period is Semester 2 and then the Assessment Period Options are Semester 2 or Summer or Trimester 2 (Nursing option)

First Sitting

Written Assessment

Add Assessment

Assessment Type	Assessment Description	% of Total Mark	Mark Out of	Pass Mark	Sitting	Assessment Period	Timing	Duration	Learning Outcomes	Mandatory	Is Bondable	Up	Down	Edit	
Paper 1 - Written	n/a	60%	100	0	First Sitting	Semester 2	n/a	2:00	1, 2, 3	Yes	Yes				
Total for Written Assessment (First Sitting)		60%													
Continuous Assessment															
Essay 1	n/a	40%	100	0	First Sitting	Semester 2	n/a	0	None	Yes	No				
Total for Continuous Assessment (First Sitting)		40%													
Total for First Sitting		100%													

When a module assessment is split as per this example please ensure the % of Total Mark add up to 100% for each sitting.



- In the example above the assessment types are both written paper and essay. The written paper is of 2 hours duration. It represents 60% of the assessment. The Continuous Assessment represents 40%. They are marked out of 100 with a pass mark of 40%
- AKARI will tot up the % and display; it should add up to 100%. In the above case this is correctly showing a total for first sitting of 100%.
- There should always be a Second Sitting entry, this generally follows the same entries as per 1<sup>st</sup> Sitting but with an Assessment Period of Autumn

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

## How to Add Bonds

Akari Curriculum

Home Modules Subjects Course Streams Courses Reports

Main Outcomes Assessments **Bonds** Resources Workload Status Log Finish

**Explicit Bonds**

No Explicit Bonds

**Implied Bonds**

No Implied Bonds

Bonded module information is used when scheduling examinations. The application caters for Shared Material Bond (2 physical papers but some questions in common), Common Paper Bond (1 physical paper, all questions in common) and Combined Paper Bond (1 physical paper, 0 questions in common). In the case of a Combined Paper Bond paper 1 of module 'A' and paper 1 of module 'B' are examined separately on the same physical paper. No content is shared.

Show/Hide Debug

Save Module

Save Module

Click on 'Add' bonds

### Implied Bonds

No Implied Bonds

Find Assessments

Type

Use the dropdown menu to choose the type of bond required. The two most used are **Common Paper** or **Shared Material**

Search Modules

Module Title

Level

ISCED

ECTS Credits

Status

Module Id

Module Code

Valid From

Enter Module Code of module you wish to **bond with** and hit Search

Cancel

Search



#### Common Paper Bond –

one paper uploaded with two or more module codes timetabled in one location.

**Shared Material Bond** – two papers uploaded, timetabled at same time, can be different locations, two modules with similar content of questions

Module Id  Module Code

Valid From

EN2123 Studies in the Age of Shakespeare [Approved]

Click on the module in the search box

Click on **Add Modules**

### Add Bonds

EN2134 Media, Culture, Society (CA)

Module Code	Module Title	Assessment Type	Assessment Description	Add
EN2123	Studies in the Age of Shakespeare [Approved]	Paper 1 - Written	n/a	<input type="button" value="+"/>

Click on the **plus** icon

Click on **Close**



Follow the same process to add a bond to the second sitting assessment if there is a requirement to have a bond also in the second sitting

**When you have created your bond click on the Save Module icon**

**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, Editing and Deleting Resources



You can enter reference material here such as reading lists, journal articles or resources such as websites

### Indicative Content

Click on 'Add Content'

Enter your heading and description text

Link it to the relevant learning outcome

**NB:** Remember to click here, if you do not click this 'tick' you will lose your content



See below for an example of a completed entry; do not forget to **save as you go**

## Indicative Content

Heading	Indicative Description	Learning Outcomes	Up	Down	Edit	Del
Lectures on Early Modern Literature	In lectures, students are exposed to and provided with the skills to independently analyse a range of sixteenth and seventeenth British literature written by Shakespeare and his early modern contemporaries.	None				
Independent analysis of Early Modern Literature	Students apply the knowledge and skills they have learned from lectures by writing two essays related to literature written by Shakespeare and his contemporaries.	None				

Add Content

Heading\*

Indicative Description

Learning Outcomes

- ☐ 1. Discuss the historical contexts in which Early Modern Literature was written
- ☐ 2. Be conversant about a diverse range of genres, texts and authors from the period
- ☐ 3. Practice the craft of writing by responding to literary texts in rhetorically effective ways
- ☐ 4. Gain proficiency in the use of appropriate theories and methodologies to explore historical literature
- ☐ 5. Gain the critical skills and knowledge to be adequately prepared for further literature-related study
- ☐ 6. Analyse how audience and purpose impact the structure and content of literary texts
- ☐ 7. Demonstrate an awareness of how language and meaning are shaped by culture and context
- ☐ 8. Engage in critical inquiry and reflection

To add an item of indicative content click add and enter a heading and brief description in the form provided.

You can **prioritise** entries, **edit** and **delete** them here

**NB:** Remember to click here, if you do not click this 'tick' you will lose your content

## Book List

### Book List

LIST IS EMPTY

Add Book

Enter the recommended and supplementary texts for this module. If entering an ISBN number, please enter the 10 or 13 digits of the number with NO hyphens or spaces.

Click on 'Add Book' to add books to your reading list

### Book List

Type

Book

Recommended William Shakespeare, *Hamlet*, Folger Shakespeare Library, Simon & Schuster [ISBN:978074347712]

Supplementary Bill Bryson, *Shakespeare: The World as Stage*, Harper Perennial [ISBN:978006167369]

#### Add Book Resource

Reference Type ☒ Recommended ☐ Supplementary

ISBN

Author/Editor/Issuing Body

Year of Issue

Title of Publication

Edition

Chapters

Publisher

Place of Publication

Pages

Type in the **ISBN number** of the book and it will **automatically populate the fields**

**NB:** Remember to click here, if you do not click this 'tick' you will lose your content



You can add **additional books** by repeating the steps above



You can **add articles** and **other recourses** in the same manner using the relevant buttons

#### Article/Paper List

LIST IS EMPTY

Add Article

Enter the recommended and supplementary articles for this module.

#### Other Resources

LIST IS EMPTY

Add Resource

Enter the recommended and supplementary reference items for this module.

Save Module

Show/Hide Debug:

**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!**

## Using the Workload Tab

The screenshot shows the 'Workload' tab selected in the top navigation bar. Below the navigation bar, there are two sections: 'Full Time (0 items)' and 'Part Time (0 items)'. A green button labeled 'Add Workload Item' is visible in the 'Full Time' section. A purple callout box with an arrow pointing to the button contains the text: 'Click on 'Add Workload Item' to add a new workload'. At the bottom right, there is a blue button labeled 'Save Module'. Below the 'Add Workload Item' button, there is a text box with the following text: 'This highlights the breakdown of student workload for a student taking a module. To enter a breakdown of the student workload for a full time student taking this Module press 'Add Workload Item' and complete the form presented.'

### EXAMPLE OF ADDING A LECTURE FOR A 5ect MODULE

The screenshot shows the 'New Workload Item' form. The 'Delivery Type' is set to 'Full Time'. The 'Contact Type' dropdown menu is open, showing options: 'Not Set', 'Contact', and 'Non Contact'. A purple callout box with an arrow pointing to the 'Contact' option contains the text: 'Click on 'Contact''. The 'Workload Type' dropdown menu is also open, showing options: 'Lecture', 'Lab', 'Tutorial', 'Lecturer-Supervised Learning (Contact)', and 'Field Work'. The 'WorkLoad Description' field is empty. The 'Total Hours' field is empty. The 'Frequency' dropdown menu is set to 'Every Week'. The 'Learning Outcome' section has four checkboxes: '1. Test test test', '2. Test 2', '3. Test 3', and '4. Test 4'. At the bottom right, there is a green button labeled 'Save'.

The screenshot shows the 'New Workload Item' form with the 'Workload Type' dropdown menu open. The 'Delivery Type' is set to 'Full Time'. The 'Contact Type' dropdown menu is set to 'Contact'. The 'Workload Type' dropdown menu is open, showing options: 'Lecture', 'Lab', 'Tutorial', 'Lecturer-Supervised Learning (Contact)', and 'Field Work'. A purple callout box with an arrow pointing to the 'Lecture' option contains the text: 'Select from the dropdown menu for 'Workload Type''. The 'WorkLoad Description' field is empty. The 'Total Hours' field is empty. The 'Frequency' dropdown menu is set to 'Every Week'. The 'Learning Outcome' section has four checkboxes: '1. Test test test', '2. Test 2', '3. Test 3', and '4. Test 4'. At the bottom right, there is a green button labeled 'Save'.

Delivery Type: Full Time  
 Contact Type: Contact  
 Workload Type: Lecture  
 WorkLoad Description:   
 Total Hours: 12  
 Frequency: Per Semester  
 Learning Outcome:
 

- ☒ 1. Test
- ☐ 2. Test 2
- ☐ 3. Test 3
- ☐ 4. Test 4

Add in a 'Workload Description'  
 Add how many hours of lectures per semester  
 Select 'Frequency' from the dropdown menu  
 Link it to the relevant 'Learning Outcome'  
 NB: Remember to click here, if you do not click this 'tick' you will lose your content

X ✓

### EXAMPLE OF ADDING A TUTORIAL FOR A 5ect MODULE

Delivery Type: Full Time  
 Contact Type: Contact  
 Workload Type: Tutorial  
 WorkLoad Description:   
 Total Hours: 24  
 Frequency: Per Semester  
 Learning Outcome:
 

- ☒ 1. Test
- ☒ 2. Test 2
- ☐ 3. Test 3
- ☐ 4. Test 4

NB: Remember to click here, if you do not click this 'tick' you will lose your content

X ✓

## EXAMPLE OF ADDING DIRECTED LEARNING FOR A 5ect MODULE

**Delivery Type** Full Time

**Contact Type** Non Contact

**Workload Type** Directed Learning

**WorkLoad Description**

**Total Hours** 64

**Frequency** Per Semester

**Learning Outcome**

- ☒ 1. Test
- ☒ 2. Test 2
- ☐ 3. Test 3
- ☐ 4. Test 4

✕ ✓

**NB:** Remember to click here, if you do not click this 'tick' you will lose your content

## SUMMARY OF THE WORKLOAD FOR THIS 5ect MODULE

Workload

▼ Full Time (3 items)

Workload Type	WorkLoad Description	Learning Outcomes	Total Hours	Frequency	Average Weekly Learner Workload	Up	Down	Edit	Del
Lecture	No Description	1	12	Per Semester	1		▼		✕
Tutorial	No Description	1,2	24	Per Semester	2	▲	▼		✕
Directed Learning	No Description	1,2	64	Per Semester	5.33	▲			✕
			100	(8.33 Hours Per Week)					

[Add Workload Item](#)

► Part Time (0 items)

This highlights the breakdown of student workload for a student taking a module.  
To enter a breakdown of the student workload for a full time student taking this Module press 'Add Workload Item' and complete the form presented.

[Save Module](#)

Show/Hide Debug:

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

## The Finish Screen

Main
Outcomes
Assessments
Bonds
Resources
Workload
Status Log

Finish

Save And Exit
Save and Preview

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

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

Here are your options to finish the process

### Update Status

Submit For Approval

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

Save And Exit

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

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

Save and Preview

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

**Save and Preview:** This will give you a preview of the module

## Example of the Preview function

BACK
EDIT
DOWNLOAD
SUBMIT FOR APPROVAL
COPY
ASSIGN MODULE INSTRUCTORS
NO AFFILIATED COURSE STREAMS

Module View

### Test Module

#### Module Details

Title Short:	Test Module	DRAFT
Module Code:	n/a	
ECTS Credits:	5	
NFQ Level:	EQF Level:	EHEA Level:
Valid From:	2017-18 (01-09-17 - 31-08-18)	
Teaching Period:	Semester 1	
Module Delivered In	No Course Streams	
Module Owner:	CARMEL FLYNN	
Module Discipline:	ACADAMH Acadamh na hUllscoláiochta Gacilge	
Module Data:	1 4 NON LAB	
Module Description:	no description provided	

#### Learning Outcomes

On successful completion of this module the learner will be able to:

LO1	Test
LO2	Test 2
LO3	Test 3

## Update Status

Submit For  
Approval

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

You must make sure that all required data has been provided before submitting the module for approval

### Discussion Notes

You can also add in notes in **'Discussion Notes'** for the Module Co-ordinator who will be looking at the module before submitting it for College approval

## What Happens Now?

My Draft Modules

My Pending Modules

My Reviewed Modules

My Approved Modules

My Draft Modules

You can leave your module in draft and the **'EDIT'** option will be available to you until such time as you wish to Submit for Approval

My Pending Modules

Once your module is in **'My Pending Modules'** a Co-ordinator has two options:

- They can **'Set to Review'** or **'Revert to Draft Status'**

A Co-ordinator is classified as any user who has been given Co-ordinator permissions on AKARI and who is also in the same discipline as you

My Reviewed Modules

If the Co-ordinator is happy with the content etc. they will **'Set to Reviewed'**. You will then see your module in **'My Reviewed Modules'**



## My Approved Modules

The next step is that the College Approver can choose to '**Give Full Approval**' to the module. The module will then be finalised and will go to the message queue between AKARI and Quercus ready to be approved



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