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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



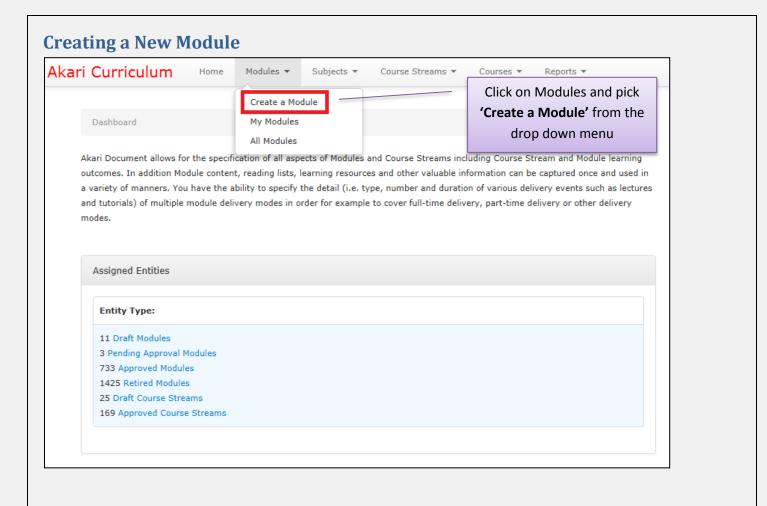
SUPPORT:

There are three types of support channels for this service depending on the issue/request. However, please visit the <u>Curriculum Management FAQ</u> page before logging a support request.

<u>Technical Issues</u>: All Technical issues such as account creation, access to service and performance issues should be directed to the <u>Service Desk</u>.

<u>Curriculum Issues</u>: Curriculum/Syllabus support queries, issues and requests should be directed to the Syllabus Team in <u>Academic Records</u>. Please visit the <u>Akari Helpdesk</u>

CELT: Issues with adding instructors on blackboard should be directed to CELT



Filling in the Sections

Module Code

Main Outcomes Attiliated Course Streams None Module Code	Assessments Bonds Ramources	DO NOT enter a code will be allo final approval I Appro	ocated prior to by the College	Alan Document *	re Module
itle Short*				a short title for characters max)	
Title Short*	Enter a short title for t	the module (max 80 cha	aracters).		
		Curricu	lum Management S	ystem (updated Octobe	er 2017) 3
ick Save Course Stre	at each step, saving me	essage appears	Saving	followed by message	e saved

Language of In	struction		he drop down men elect the language	u to
Language of Instruction	- Not Set - The language in which the entity is instru	ucted or taught		
Valid From Valid From	2017-18 (01-09-17 – 31-08-18)		This field will be popul	-
Teaching Period		Select the teach the drop dov	ve/valid. hing period from wn menu (<i>see</i> rmation below*)	

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.

Summer School

12 months long 15 months long

Not applicable

Subject

Other

Unknown Spring

Who Can Access

Module Owner

Module Discipline*

Semester 1 and Semester 2

Semester 1 and Spring

The Assessment Period of an Assessment within a given Module <u>must be consistent</u> 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

Curriculum Management System (updated October 2017)

ers

or

	Access				/	_	editor	dule Owner can give co- rights to another perso
Vho Can Access	Name		Permission Level	Del			by	clicking on Add User
	Coyle, Sheila (0	023186S)	Edit (Module Owner	r)				
	Add User A Module Owne module	r can assign one	or more editors, memb	ers of staff who o	collaborate with the Mod	ule Owner to cr	eate the conte	nt of the
Add a use	er							
Please sea	rch for the user(s)	you want to add		(close)				ind then this person
Search b	y Discipline	Select		~		С	an edit t	he module on your behalf
Search b	y Name/ID							
A. 14 . 1. 1. 4				ula a R. I	with the Module Owne			
		Akari, Aka	ri (1200286E)		Edit	n Level	Del	
		Akari, Aka	ri (1200286E)			n Level	Del	
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		Akari, Aka	ri (1200286E)			Tł	e Modu who cre	•
	Sheila Coyle			sible for submitti		Tł w	ne Modu who cre ho is res	ated the Module and
Aodule C Module Owner	Sheila Coyle The person wh	o created the Mo	dule and who is response		Edit	oval.	he Modu who cre ho is res the M	ated the Module and ponsible for submitting lodule for approval
Module Owner	Sheila Coyle The person wh	o created the Mo	dule and who is response		Edit	oval.	he Modu who cre ho is res the M	ated the Module and ponsible for submitting lodule for approval

Curriculum Management System (updated October 2017) 5 Click Save Course Stream at each step, saving message appears followed by message saved		NFQ Level	N/A of t	noose the NFQ level the module from the op down, usually 8, 9 or 10	
	Clic	Save Course Stream	Savinn		

ECTS Credits

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Description

	-		ciplines are responsible nents may contribute to		R
Full Time Equivalent*	contribute to the teaching of rtment Choose a field: re* I Cancel Add signed to record which departments You ca by click	a module.	discip down Enter the Discipline only one Dlines button	to add or given module. Several department the relevant line from the drop menu % of the FTE for th e. This will be 100% Discipline is involv	hat % if yed
Descriptio		a brief academic d	escription of the Module.		This is a field in which you can enter additior information

Acknowledgement Acknowledgment Additional Information may be entered here as A free text field allowing a user enter any module acknowledgements that require to be added to the required Source s Additional information on Source the primary source or origin of the module may be entered here A free text field allowing a user enter the primary source or origin of t **Module Level** This field should be left blank, however, see exceptions below Module Level - Not Set - \checkmark The module level enables a user to define a module as a pass, common or honours module. h (i)**Exceptions:** Phd Research Discipline i.e. a '0' ECTS Research Discipline Module or a Phd Generic or Where modules are linked to a programme which is a continuous calculator, at which time please contact our helpdesk here and we will advise

Module Data This is a required field for <u>all modules</u>

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		
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Click Save Course Stream at each s	tep, saving message appears	Saving follow	ed by message saved

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	urses ▼ Reports ▼ Settings ▼ Akari D	Document 🔻
Create a Module Cashboard My Modules	Click on 'My Modules' or 'All Modules'	
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Assigned Entities		
Entity Type:		
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1 Reviewed Modules 117 Approved Modules 12 Draft Course Streams		

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	ury Studies			3	2016-17 (01-09-16 - 31-08-17)) Approved	
15th Cent	revious versions of this module here			2 		i dovice	
G202.E Update	e of ENG202.E: 18th Century Studies [Valid From Sep 2014]			2	2016-17 (01-09-16 - 31-08-17)) Approved	
	rury Studies previous versions of this module here			4	2017-18 (01-09-17 - 31-08-18)) Draft	
156 19th Cent	ury American Literature			1	2014-15 (01-09-14 - 31-08-15)) Retired	
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3303.E 19th Cent	ury American Literature			1	2014-15 (01-09-14 - 31-08-15)) Approved	
	ury American Literature e of ENG303: 19th Century American Literature (Valid From S	ep 2014]		2	2015-16 (01-09-15 - 31-08-16)) Approved	
	ury Detective Fiction			1	2014-15 (01-09-14 - 31-08-15)) Approved	
5230.11 19th Cent	ury Detective Fiction			1	2014-15 (01-09-14 - 31-08-15)) Approved	
27 19th Cent	ury Scottish Writing			1	2014-15 (01-09-14 - 31-08-15)) Retired	
27 20th Cent	ury American Short Stories			-1	2014-15 (01-09-14 - 31-08-15)) Retired	
	ury American Short Stories			1	2014-15 (01-09-14 - 31-00-15)	111120000	
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Search
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 <u>Valid From</u> 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 f	field	outlines	the	date	at	which	the	Module	becomes	active/	vali	d
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• **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.

	Curriculum Management S	ystem (updated October 2017)	10
Click Save Course Stream at each step, saving message appears	Saving	followed by message saved	

Module Level	• Not Set -	NB: Click on 'Save Module' after <u>each</u>
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Incertifice Debug:		Save Module

	re a Module Owner and you we the 'Who can Access' field and		tor rights to another
Vho Can Access A Module Own	[[det]] er can assign one or more editors, members of staff w	ho collaborate with the Module Owner t	to create the content of the module
Add User A Module Owner can assign o	one or more editors, members of staff who col	Then click on 'Add l	Jser'
Add a user Please search for the user(s Search by Discipline Search by Name/ID A Module Owner can assig	s) you want to add Select	(close)	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 ec	ditors from the list in the same	way.	
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			You can delete users by clicking on the 'X'
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Editing Sections			
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	Name of the Owning Discipline in which the entity resides		module resides
	1]	
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	G.		
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Description			
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			you can enter additional
			information
	Enter a brief academic description of the Module.		
Full Time Equiv	alent*		
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Add Content	Tetal 100.00%	click on <u>'</u>	Add Content'
	ord which departments are responsible for providing teaching input for any given module. Several departments may contribute to the teaching of a modu	ıle.	
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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.

	Curriculum Management	System (updated October 2017)	12
Click Save Course Stream at each step, saving message appear	Saving	followed by message saved	

You can add more Discipline

by clicking on the **ADD** button

Acknowledgement Acknowledgment Additional Information may be entered here as A free text field allowing a user enter any module acknowledgements that require to be added to the module. required Source Additional information on Source the primary source or origin of the module may be entered here A free text field allowing a user enter the primary source or origin of the module. **Module Level** This field is locked Module Level ۵ - Not Set - \checkmark and cannot be changed The module level enables a user to define a module as a pass, common or honours module. 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 Save Module When you have completed the fields on the screen click Please also remember to Save Module at each step.

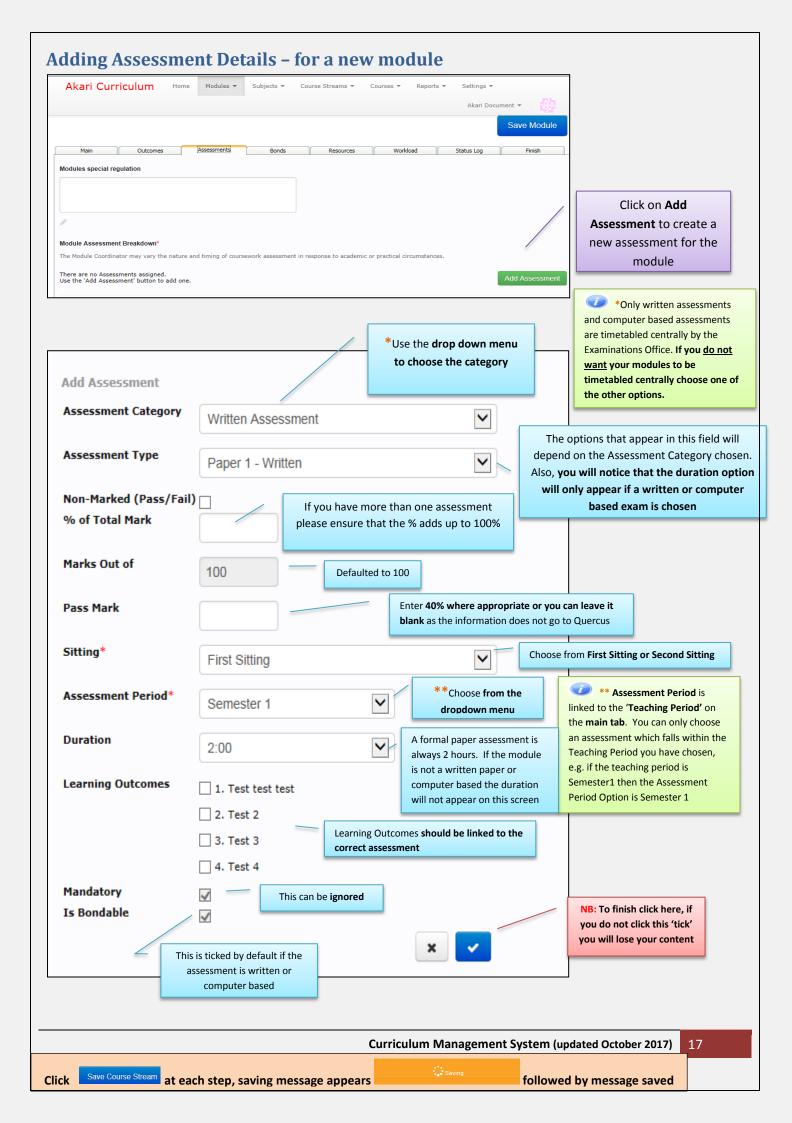
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Click Save Course Stream at each step, saving message appears	Saving	followed by message saved	

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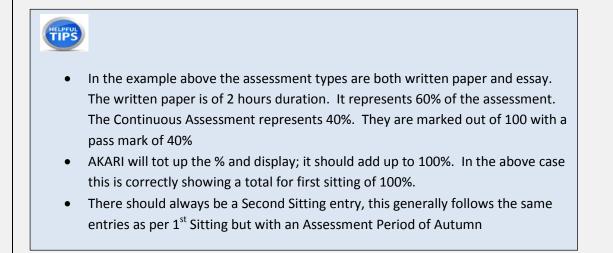
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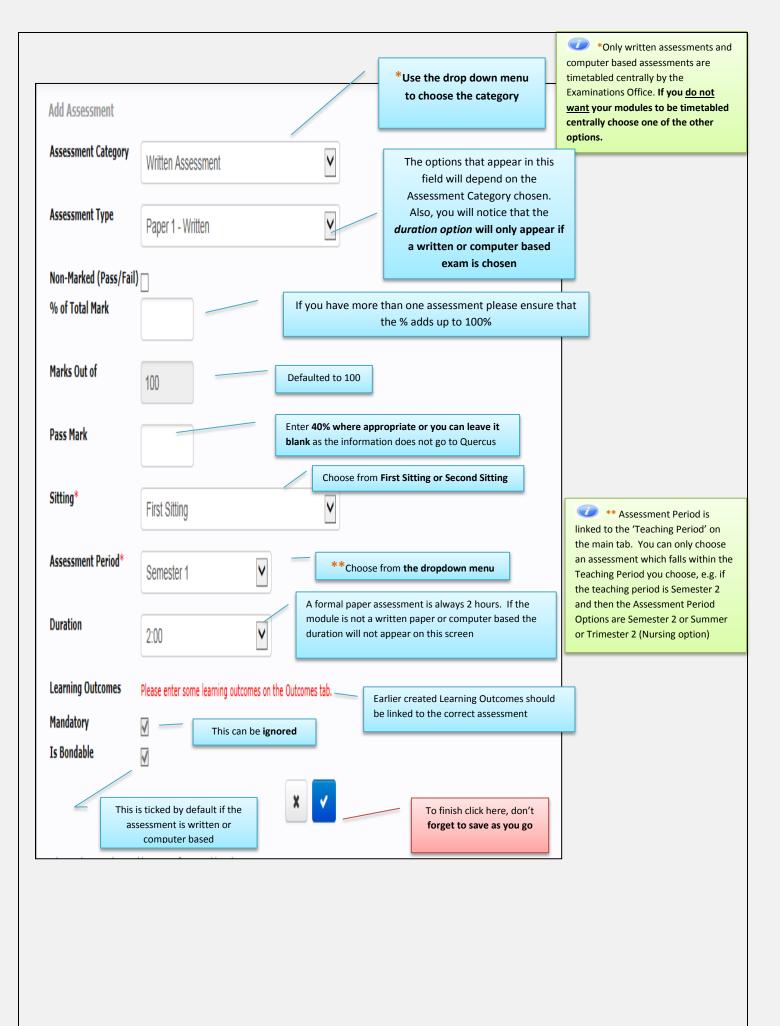


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Enter the recom	nmended and s	pplementary texts f	or this mod	lule. If enterin	ig an ISBN numb	er, please enter	the 10 or 13 d	igits of the nu	mber with M	10 hyphen:	s or spaces			
J]		
Book List												1		
Туре	Book													
Recommended		akespeare, <i>Hamlet</i> ,					74347712]							
Supplementar	y Bill Bryson	, Shakespeare: The	World as St	age, Harper P	erennial [ISBN:9]	78006167369]								
Add Book R	esource					/	Тур	e in the	ISBN	numb	er of	the		
Reference Ty	уре	Recomment	nded OS	upplement	ary		boo	k and it	will a	utom	atical	ly		
					-	J	рор	ulate th	ne fiel	ds				
	or/Issuing Bo											1		
Year of Issue														
Title of Publi	ication													
Edition														
Chapters														
Publisher														
Place of Pub	lication													
Pages								NB: Rem here, if y						
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Enter the recom	imended and su	pplementary texts fo	or this modu	ule. If entering	g an ISBN numbe	er, please enter t	he 10 or 1	you	r conter	it	aces.			
Y	ou can a	dd additic	onal b	ooks by	repeatir	ng the sto	eps abo	ve						
						Cur	riculum	Manage	ement	Syste	n (upd	lated Oc	tober 2017)	26
	in Course Di	om.						Saving						
Click Sav	ve Course Stre	at each	step, s	aving m	lessage ap	opears				foll	owed	by mes	sage saved	

Vou can add articles and other recourses in the same manner using the relevant buttons	9
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**!

	Curriculum Management S	system (updated October 2017)	27
Click Save Course Stream at each step, saving message appear	Saving	followed by message saved	

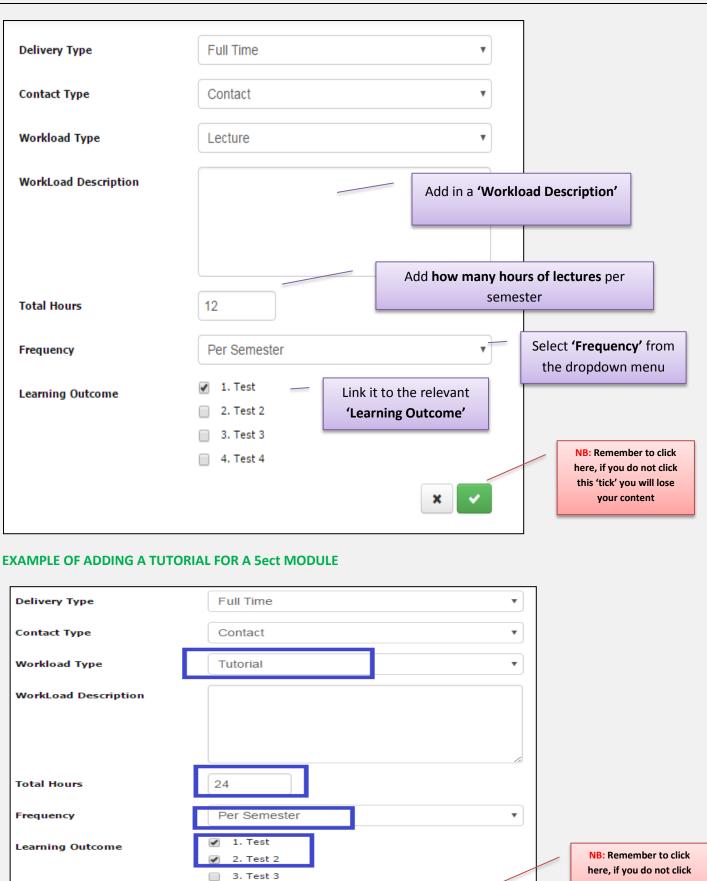
Using the Workload Tab	
Main Outcomes Assessments Bo	ands Resources Workload Status Log Finish
Full Time (0 items) Add Workload Item	Click on 'Add Workload Item' to add a new workload
Part Time (0 items)	
This highlights the breakdown of student workload for a student taking	g a module.
	ng this Module press 'Add Workload Item' and complete the form presented.
Show/Hide Debug:	

EXAMPLE OF ADDING A LECTURE FOR A 5ect MODULE

ot Set ontact on Contact				Click on '(Contact'
ostaro					
very Week		~			
1. Test test test					
2. Test 2					
	1. Test test test	1. Test test test	1. Test test	1. Test test	1. Test test

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Akari Curriculum	Home Modules • Subjects • (Course Streams *	Courses *	Reports *		345
Add Workload Item						
 Part Time (0 items) 						
New Workload Item						
Delivery Type	Full Time	\sim			Select	from th
Contact Type	Contact	~			dranda	
Workload Type	Lecture				dropdo	
WorkLoad Description	Tutorial Lecturer-Supervised Learning (Conta	ct)			for 'W	orkloa
	Field Work				Ту	/pe'
Total Hours						•
Frequency	Every Week	~				
Learning Outcome	1. Test test 2. Test 2					
	3. Test 3 4. Test 4					

	Curriculum Management System (updated October 2017)			
Click Save Course St	ream at each step, saving message appears	Saving	followed by message saved	



here, if you do not click this 'tick' you will lose your content

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4. Test 4

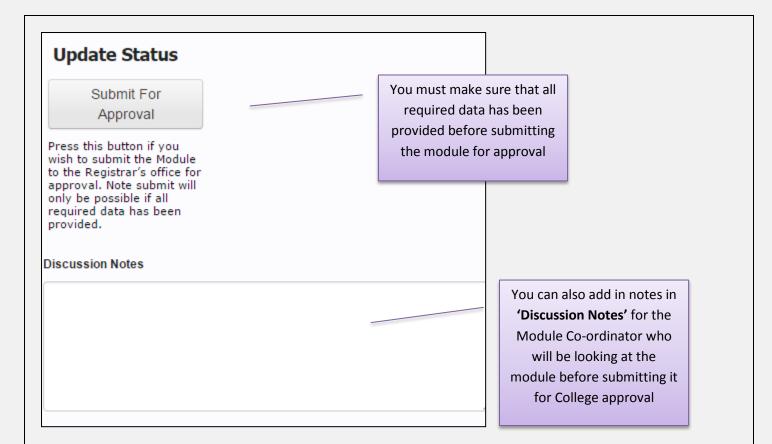
		DIRECTED	LEARNII										
Delivery T	Гуре		Full	Time						¥]		
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Workload	Туре		Direc	ted Lea	arning					•			
WorkLoad	Description	n											
										10			
Total Hou	irs		64										
Frequency	Y		Per S	Semeste	er					T			
Learning	Outcome		_	Test Test 2									
			_	Test 2								NB: Rer	nember to click
			_	Test 4						/			you do not clicl :k' you will lose
												уо	ur content
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orkload		ORKLOAD	FOR THIS	S 5ect N	10DULE				×			yo Click c	
		DRKLOAD	FOR THIS	S Sect N	1ODULE Average Week	dy Learner Workload	Up	Down	Edit	Del	1	Click c apercli or the	on the o' to Edit 'x ' to
orkload • Full Time (3 it Workload	tems) WorkLoad	Learning	Total	Frequency		-	Up	Down		Del	4,	Click c	on the o' to Edit 'x ' to
orkload ▼ Full Time (3 it Workload Type	tems) WorkLoad Description	Learning Outcomes	Total Hours	Frequency Per		Workload	Up				a,	Click c apercli or the	on the o' to Edit 'x ' to
orkload ▼ Full Time (3 it Workload Type Lecture	tems) WorkLoad Description No Description	Learning Outcomes 1	Total Hours 12	Frequency Per Semester Per		Workload 1				×	4,	Click c apercli or the	on the o' to Edit 'x ' to
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Main Ou		
Finish	utcomes Assessments	Bonds Resources Workload Status Log
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: This saves the
Save And E	Exit	module but does not send it
ress this button to	o save	anywhere. So you can go back and
he Module. You m his module subsec	ay edit	edit it again if you wish
y pressing the edi n the main screen	it button	
-		
Save and Prev	/iew	Save and Preview: This will
		give you a preview of the

Example of the Preview function

NUI Galway OÉ Gaillimh	Test Module		
Module Details			
Title Short: Test Module DRAF			
Module Code: n/a			
ECTS Credits: 5			
NFQ Level: EQI	Level:	EHEA Level:	
Valid From: 2017-18 (01-09-17			
Teaching Period: Semester 1			
Module Delivered in No Course Stream	5		
Module Owner: CARMEL FLYNN			
Module Discipline: ACADAMH - Acada	mh na hOllscolaíochta Gaei	ilge	
Module Data: 1 - 4 NON LAB			
Module Description: no description prov	rided		
Learning Outcomes			
On successful completion of this module the	earner will be able to:		
LO1 Test			
LO2 Test 2			

	Curriculum Management System (updated October 2017)		
Click Save Course Stream at each step, saving message appears	Saving	followed by message saved	



What Happens Now?

My Draft Modules My Pending Modu	ules 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 ' <i>Set to Review</i> ' or ' <i>Revert to Draft Status'</i> 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'
	Curriculum Management System (updated October 2017) 32
Click Save Course Stream at each step, saving m	nessage appears followed by message saved



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.

	Curriculum Management System (updated October 2017)		
Click Save Course Stream at each step, saving message appears	Saving	followed by message saved	