### Logging into Curriculum Management System

Accessing the Curriculum Management System

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



• Enter Username and Password using staff ID and PC password

NUI Galway Federated Login Logáil Isteach Chónasctha OÉ Gaillimh Username/Ainm Úsáideora:	Use your details to log in i.e your staff ID no and your PC password
Password/Pasfhocal: Login Eclupgete	

#### 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

Curriculum Management System (updated October 2017)

ari Curriculum	Home Modules	<ul> <li>Subjects •</li> </ul>	Course Streams 💌	Courses  Reports
				Click on Modules and pick
	Create a	Module		<b>'Create a Module'</b> from the
Dashboard	My Modu	les		drop down monu
	All Modu	es		arop down menu
and tutorials) of multiple	module delivery modes	in order for example	a har and an failt himse shalls.	
modes. Assigned Entities			e to cover full-time deliv	ery, part-time delivery or other delivery
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### Filling in the Sections

## Module Code

Man Outcomes Affiliated Course Nordule Code I NII - DO NOT ENT	Akari Curriculum Home Modules • 50 Assessments Bonds Resources	Append * Course Streams * Courses * Depend DO NOT enter a code will be all final approval Appr	code here. The ocated prior to by the College over	Akan Document •	
itle Short*			You must enter the module (80	<b>a short title</b> for characters max)	]
Title Short*	Enter a short title for	the module (max 80 ch	aracters).		
		Curricu	Ilum Management S	ystem (updated October 2017)	2
ck Save Course Stre	at each step, saving n	nessage appears	Saving	followed by message saved	1

anguage of li	nstruction Use the drop down menu to select the language	
Language of Instruction	- Not Set -	
	The language in which the entity is instructed or taught	
alid From	This field will <b>be automatica</b>	ally
Valid From	2017-18 (01-09-17 – 31-08-18)	
	This field outlines the date at which the Module becomes active/valid.	

### **Teaching Period\***

8		Select the <b>teaching period</b> from
Teaching Period*		
	Unknown	the drop down menu ( <b>see</b>
	Semester 1	important information below*)
	Semester 2	
	Trimester 3	ere
	Summer School	
Who Can Access	Semester 1 and Semester 2	
	Semester 1 and Spring	ars i
	12 months long	
	15 months long	
Module Owner	Subject	
	Not applicable	
	Other	ior :
	Unknown	
	Spring	
Module Discipline*		Ilscolaiochta CaeillVI

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

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

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Vho Can	Access					A Mo editor	dule Owner can give co- rights to another persor
Who Can Access	Name Coyle, Sheila	(0023186S)	Permission Level Edit (Module Owner)	Del		by	
	Add User A Module Own module	ner can assign one	e or more editors, members	of staff who collabo	orate with the Module Owr	ier to create the conte	nt of the
Add a use	er						
Please sea	rch for the user(s	) you want to add.		(close)		Add user a can edit t	the module on your
Search b	y Discipline	Select	$\checkmark$	/			behalf
Search b	y Name/ID						
A Module C	)wner can assig	n one or more ed	tors, members of staff wh	o collaborate with t	the Module Owner to crea	ate the content of the	module
		Akari, Aka	ri (1200286E)		Edit	×	
/lodule (	Owner					The <b>Modu</b>	ale Owner is the person
Module Owner	Sheila Coyl The person v	e vho created the Mo	odule and who is responsib	le for submitting the	e Module for Approval.	who is res the M	ponsible for submitting
<b>Iodule</b>	Discipl	ine*					
Module D	iscipline'	EN -	English				Enter the <b>Discipline</b>
		Name	of the Owning [	Discipline in	which the enti	ty resides	module resides
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IFQ Lev	el						

	NFQ Level	NI/A	- T	Choose the NFQ leve	el
		N/A		of the module from t	he
		Enter the National Qualification Level a	ssociated with this Mod	drop down, usually	8,
				9 or 10	
		Curriculu	m Management System	(updated October 2017)	1
_	Save Course Stream		Saving		
Clic	k Save Course Stream	at each step, saving message appears	follow	wed by message saved	

### **ECTS Credits**

ECTS Credits	- Not Set -	Enter the <b>ECT value</b> from the drop down
	Choose the number of Credits that will be earned upon successful completion of the	list

# Description

Descriptio	on	Enter a brief academic descript	tion of the Module.	This is a field in which you can enter additiona information
Full Time	Equivale	ed to record which departments are responsible for p teaching of a module.	roviding teaching input for any given module. Choose the relation of the comparison	Click on <b>'Add Content'</b> to add a Department Several departments may evant the drop
Add Depa Discipline Percentag The FTE is de	Choose a field: Cancel Add Cancel Add Cancel Add Cancel Add Cancel Add Cancel Context	departments are responsible for providing teaching input for You can add more Disciplines by clicking on the ADD button	down menu Enter the % of the Discipline. This w only one Disciplin	FTE for that ill be 100% if e is involved
The input for module.	FTE is desig any given m	gned to record which discipline nodule. Several departments r	es are responsible for prov nay contribute to the tead	riding teaching hing of a
II:-I- Save Cou	urse Stream	ach ston, saving massage array	Curriculum Management S	ystem (updated October 2017) 5

### 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 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 $\checkmark$ - Not Set -The module level enables a user to define a module as a pass, common or honours module. (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 <b>1.4 non-lab</b> as the standard default	
	For all other modules		
	choose from the drop		
	down menu		
	Cu	rriculum Management System (u	pdated October 2017) 6
Click Save Course Stream at each s	step, saving message appears	Saving followe	d by message saved