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**

Akari Curriculum

Edu gate
Gaining Access to Education

Login Using Federated Access
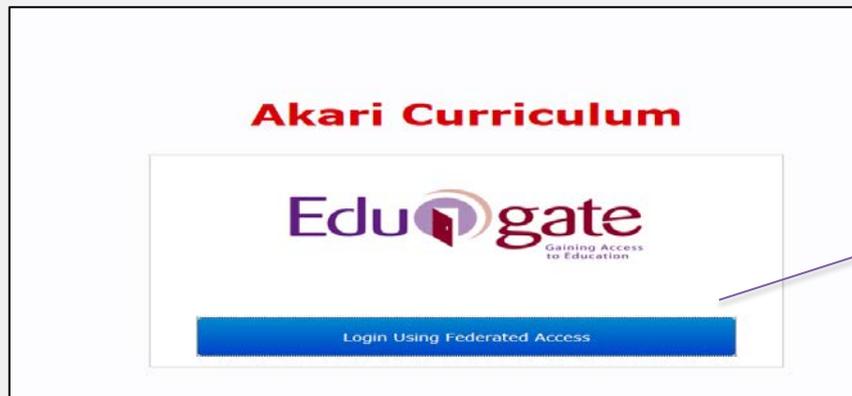
Click on this link

- **Enter Username and Password using staff ID and PC password**

NUI Galway Federated Login

Logáil Isteach Chónasctha OÉ Gaillimh

Username/Ainm Úsáideora:
Password/Pasfhocal:
Login

Edu gate

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 Akari Helpdesk

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

Creating a New Module

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

---

Module Code

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

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

Title Short*

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
	Semester 1 and Semester 2
	Semester 1 and Spring
Who Can Access	12 months long
	15 months long
Module Owner	Subject
	Not applicable
	Other
	Unknown
	Spring
Module Discipline*	ACADAMH - Acadamh na hOllscolaiochta Gaeil ▼

ⓘ * 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 semester.</u>

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

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

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

Who Can Access

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

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.

Module Owner

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

Module Discipline*

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

NFQ Level

NOTE: For more information on NFQ levels see http://www.nfq-qqi.com/

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

Click [Save Course Stream] **at each step, saving message appears** [⟳ Saving] **followed by message saved**

ECTS Credits

ECTS Credits — Not Set — ▼

Choose the number of Credits that will be earned upon successful completion of thi[...]

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 m[...]

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.

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

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 t

> 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 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 **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

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