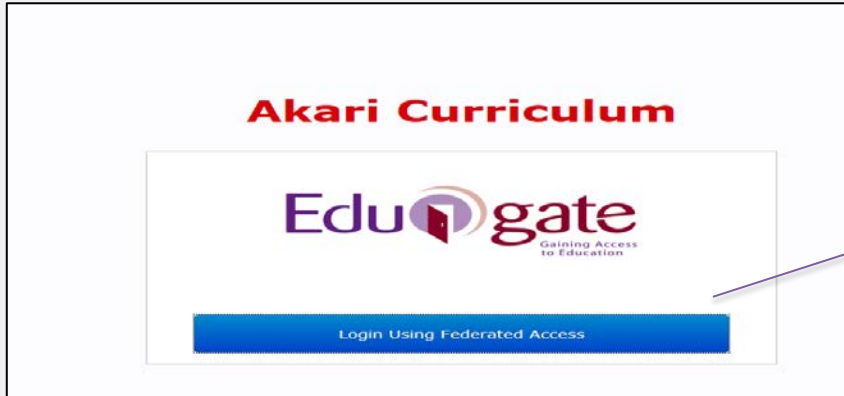


Logging into Curriculum Management System

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 [Akari Helpdesk](#)

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

Updating an Existing Module

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 content, learning outcomes. In addition Module content, learning outcomes and other valuable information can be specified 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:

- 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

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Search Modules

Module Title

Person

Status

Module Id

ISCED

Department

NFQ Level

Valid From

Module Code

ECTS Credits

Search

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

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

[Search Again](#)

1 records found

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

Click on Module Title

Akari Curriculum					
Module ID	Module Name	Version	Start Date	End Date	Status
EN247	17th Century Lyric Poetry	1	2014-15	(01-09-14 - 31-08-15)	Approved
EN224	18th Century Irish Drama	1	2014-15	(01-09-14 - 31-08-15)	Retired
ENG202	18th Century Studies <small>View previous versions of this module here</small>	3	2016-17	(01-09-16 - 31-08-17)	Approved
ENG202.E	18th Century Studies <small>Update of ENG202.E: 18th Century Studies (Valid From Sep 2014)</small>	2	2016-17	(01-09-16 - 31-08-17)	Approved
ENG202	18th Century Studies <small>View previous versions of this module here</small>	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 <small>Update of ENG303: 19th Century American Literature (Valid From Sep 2014)</small>	1	2014-15	(01-09-14 - 31-08-15)	Approved
ENG303	19th Century American Literature <small>Update of ENG303: 19th Century American Literature (Valid From Sep 2014)</small>	2	2015-16	(01-09-15 - 31-08-16)	Approved
ENG230.1	19th Century Detective Fiction	1	2014-15	(01-09-14 - 31-08-15)	Approved
ENG230.1I	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
EN427.1	20th Century American Short Stories	1	2014-15	(01-09-14 - 31-08-15)	Retired
EN427.1I	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
ENG231.1	20th Century Children's Fiction	1	2014-15	(01-09-14 - 31-08-15)	Approved
ENG231.1I	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.

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

Module Id

ISCED

Department

NFQ Level

Valid From

Module Code

ECTS Credits



- 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

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*

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

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 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...

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	<input type="button" value="X"/>

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 <http://www.nfq-qqi.com/>

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

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

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.**