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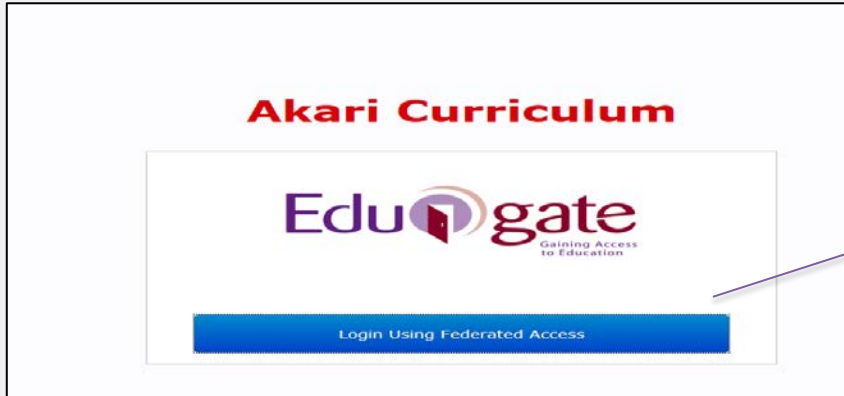
- **Enter Username and Password using staff ID and PC password**

NUI Galway Federated Login

Logáil Isteach Chónasctha OÉ Gaillimh

Username/Ainm Úsáideora:
Password/Pasfhocal:
Login

Edu gate
Gaining Access for Future access

Use your details to log in i.e your staff ID no and your PC password

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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

How to Edit Assessments

Click on **'My Modules'** or **'All Modules'**

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

Click on **Search**

Click on **Module Title**

Click on **Edit**

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		

i 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.

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

Add Assessment

sessment

t	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					✎	✕
ritten Assessment (First Sitting)	0%														

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

To **Delete** click on the **'X'**

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

Add Assessment

Assessment Category
Written Assessment

Use the drop down menu to choose the category

*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.*

Assessment Type
Paper 1 - Written

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
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

** 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)

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
Please enter some learning outcomes on the Outcomes tab.

Earlier created Learning Outcomes should be linked to the correct assessment

Mandatory ☑

This can be **ignored**

Is Bondable ☑

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**

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

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

HELPFUL TIPS

- 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 1st 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**!

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