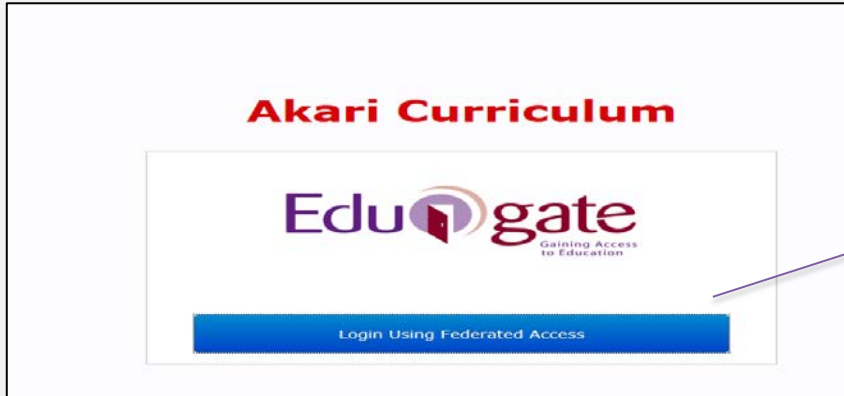


## Logging into Curriculum Management System

### 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

## Using the Workload Tab

Workload

Full Time (0 Items)

Part Time (0 Items)

Click on 'Add Workload Item' to add a new workload

This highlights the breakdown of student workload for a student taking a module.  
To enter a breakdown of the student workload for a full time student taking this Module press 'Add Workload Item' and complete the form presented.

Save Module

## EXAMPLE OF ADDING A LECTURE FOR A 5ect MODULE

New Workload Item

Delivery Type: Full Time

Contact Type: Not Set, Contact, Non Contact

Workload Type

WorkLoad Description

Total Hours

Frequency: Every Week

Learning Outcome: 1. Test test test, 2. Test 2, 3. Test 3, 4. Test 4

Click on 'Contact'

Akari Curriculum

Add Workload Item

Part Time (0 Items)

New Workload Item

Delivery Type: Full Time

Contact Type: Contact

Workload Type: Lecture, Lab, Tutorial, Lecturer-Supervised Learning (Contact), Field Work

WorkLoad Description

Total Hours

Frequency: Every Week

Learning Outcome: 1. Test test test, 2. Test 2, 3. Test 3, 4. Test 4

Select from the dropdown menu for 'Workload Type'

Delivery Type: Full Time

Contact Type: Contact

Workload Type: Lecture

WorkLoad Description:

Total Hours: 12

Frequency: Per Semester

Learning Outcome:
 

- 1. Test
- 2. Test 2
- 3. Test 3
- 4. Test 4

Add in a 'Workload Description'

Add how many hours of lectures per semester

Select 'Frequency' from the dropdown menu

Link it to the relevant 'Learning Outcome'

**NB:** Remember to click here, if you do not click this 'tick' you will lose your content

**EXAMPLE OF ADDING A TUTORIAL FOR A 5ect MODULE**

Delivery Type: Full Time

Contact Type: Contact

Workload Type: Tutorial

WorkLoad Description:

Total Hours: 24


Frequency: Per Semester


Learning Outcome:
 


- 1. Test
- 2. Test 2
- 3. Test 3
- 4. Test 4

**NB:** Remember to click here, if you do not click this 'tick' you will lose your content

## EXAMPLE OF ADDING DIRECTED LEARNING FOR A 5ect MODULE


**Delivery Type** Full Time 

**Contact Type** Non Contact 

**Workload Type** Directed Learning 

**WorkLoad Description**

**Total Hours** 64

**Frequency** Per Semester 

**Learning Outcome**

- 1. Test
- 2. Test 2
- 3. Test 3
- 4. Test 4







✕ ✓

**NB:** Remember to click here, if you do not click this 'tick' you will lose your content

## SUMMARY OF THE WORKLOAD FOR THIS 5ect MODULE

Workload

▼ Full Time (3 items)

| Workload Type     | WorkLoad Description | Learning Outcomes | Total Hours | Frequency             | Average Weekly Learner Workload | Up | Down | Edit  | Del   |
|-------------------|----------------------|-------------------|-------------|-----------------------|---------------------------------|----|------|---|---|
| Lecture           | No Description       | 1                 | 12          | Per Semester          | 1                               | ▼  | ▲    |  |  |
| Tutorial          | No Description       | 1,2               | 24          | Per Semester          | 2                               | ▲  | ▼    |  |  |
| Directed Learning | No Description       | 1,2               | 64          | Per Semester          | 5.33                            | ▲  | ▼    |  |  |
|                   |                      |                   | 100         | (8.33 Hours Per Week) |                                 |    |      |   |   |

[Add Workload Item](#)

► Part Time (0 items)

This highlights the breakdown of student workload for a student taking a module.  
 To enter a breakdown of the student workload for a full time student taking this Module press 'Add Workload Item' and complete the form presented.

[Save Module](#)

Show/Hide Debug:

Click on the 'paperclip' to Edit or the 'x' to Delete