Table of Content

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
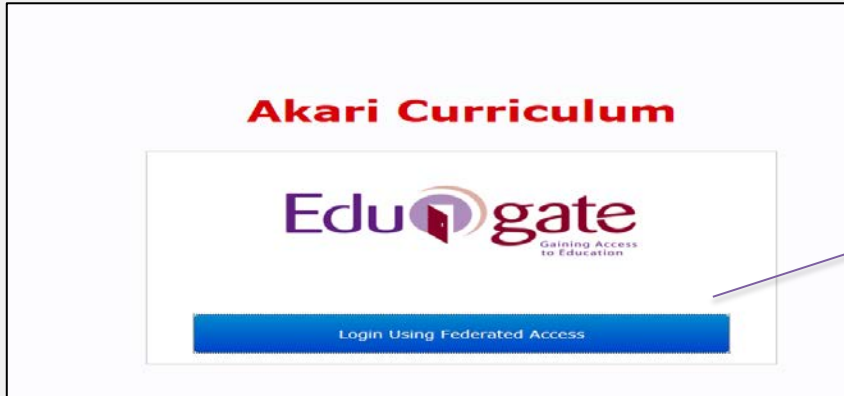
Click on this link

- **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 to Education

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

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SUPPORT:
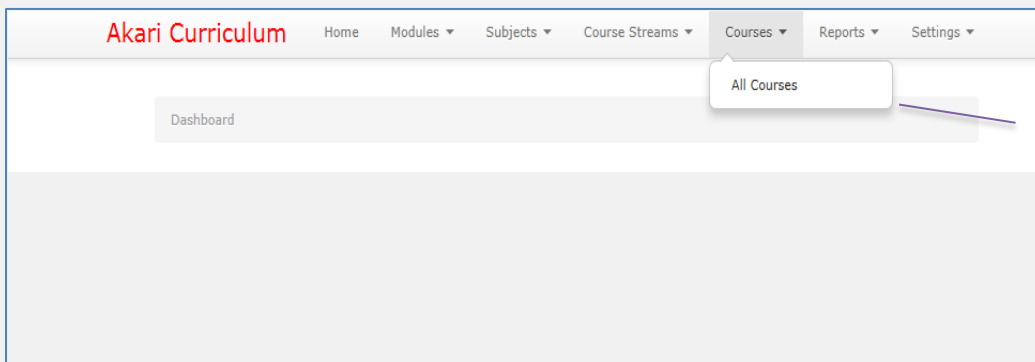
There are three types of support channels for this service depending on the issue/request. However, please visit the Curriculum Management FAQ page before logging a support request.

Technical Issues: All Technical issues such as account creation, access to service and performance issues should be directed to the Service Desk.
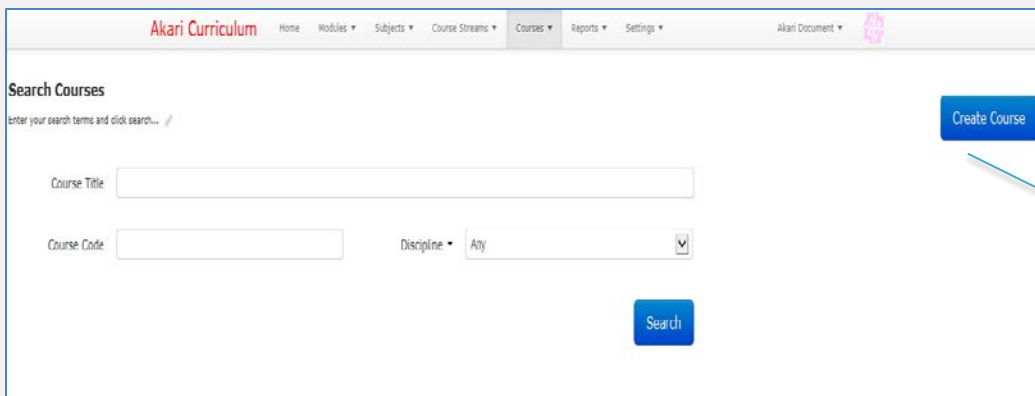
Curriculum Issues: Curriculum/Syllabus support queries, issues and requests should be directed to the Syllabus Team in Academic Records. Please visit the Akari Helpdesk or email Syllabus Team at syllabus@universityofgalway.ie.

CELT: Issues with adding instructors on blackboard should be directed to CELT
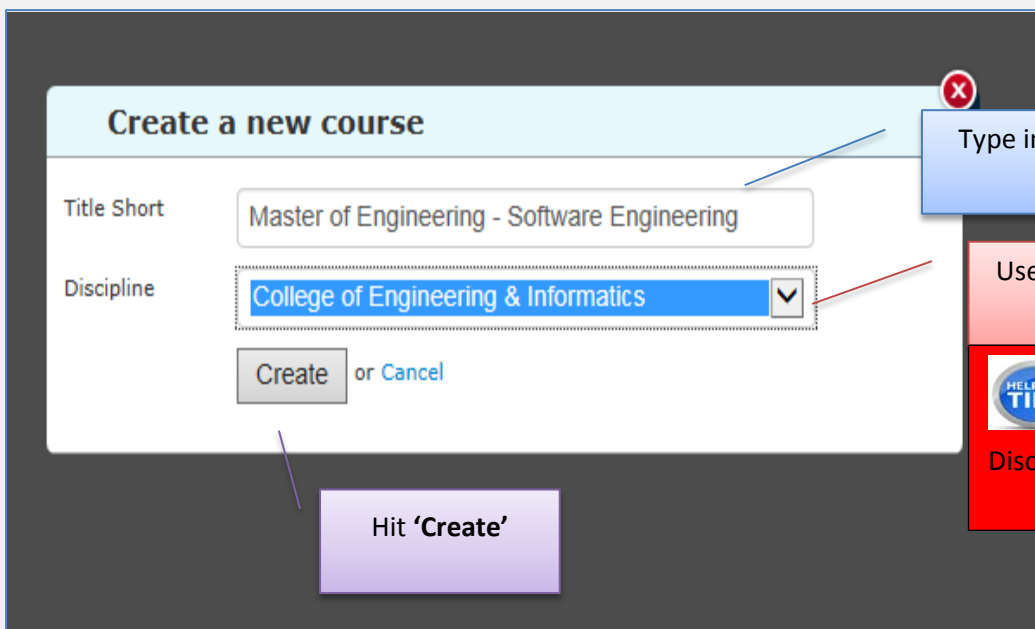
Creating a New Course

Akari Curriculum   Home   Modules ▼   Subjects ▼   Course Streams ▼   **Courses ▼**   Reports ▼   Settings ▼

All Courses

Dashboard

> Click on the courses dropdown and select '**All Courses**'

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

Search Courses

Enter your search terms and click search...

Create Course

Course Title

Course Code   Discipline ▼ Any

Search

> Click on '**Create Course**'

Create a new course

Title Short   Master of Engineering - Software Engineering

Discipline   College of Engineering & Informatics

Create   or Cancel

> Type in the Course Description here

> Use the drop down to select the **College** in this field

> **HELPFUL TIPS** Do **NOT** select a Discipline, it must be a College

> Hit '**Create**'

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

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

Main

Affiliated Course Streams

Course Stream Code	Course Stream Title
n/a	

Create Course Stream

Course Title*

Master of Engineering - Software Engineering

Characters Left : 211
This is the title of the course and appears on official documentation (max 80 characters)

Course Code

NB – DO NOT ENTER A CODE HERE. The code will be allo...

> Enter Course Code **NB**: **for College Administrators ONLY**

Lock Title

☐ Only available to administrators. If checked, the Title can not be edited by users.

Discipline

ENGINEERING - College of E ▼

The name of the discipline in which the course resides.

> Already populated with previous College entry

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

Discipline   ENGINEERING - College of E ▼
The name of the discipline in which the course resides.

Course Level
- Not Set -
Undergraduate
Certificate
Bachelor
Doctorate
Masters
Diploma
Higher Diploma
No award
Qualify
Postgraduate
Access Course
Masters - Taught
Masters - Research
ISS Test
Postgraduate Certificate
Postgraduate Diploma
No award - Postgraduate

> Enter course level e.g. Masters taught, Research etc

Mode of Delivery*   Selected

This is how the course will be delivered to its intended audience.

Number of Course Instances*   1 ▼
This dropdown will define the minimum duration of the course.

Course Description
This field defines all members of staff who have access to edit the course. This access is granted by the course sponsor.
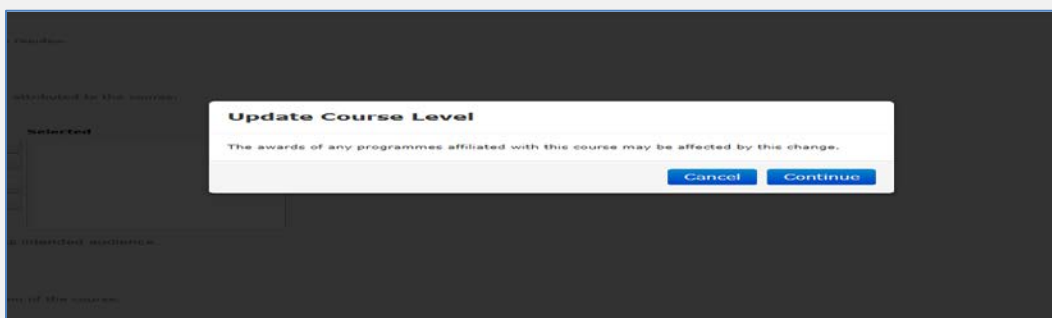
Course Sponsor*   Coyle, Sheila (00231865) (EDIT)
Identifies the Dean of College in which this course resides and ultimately the person who is chief supporter of the course.

Course Award*   Name   Del
No awards found for this course

Update Course Level

The awards of any programmes affiliated with this course may be affected by this change.

Cancel   Continue

> ℹ When you select the course level this prompt will come up, hit **Continue**

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

Mode of Delivery*

Available
- Academic Support
- Defer Place
- Distance Education
- Evening
- Full Time
- Full Time (Continuous Progra
- ISS Test
- Part Time
- Part Time (Continuous Progr
- Research

Selected

> | >> | < | <<

This is how the course will be delivered to its intended audience.

Select Full or Part-time and **click the arrow** to move it to the 'Selected' box

Number of Course Instances*

1 ▼

This dropdown will define the minimum duration of the course.

Select from the dropdown the duration of the course i.e. 1 or 2 years

Course Description

This field defines all members of staff who have access to edit the course. This access is granted by the course sponsor.

Enter a short Course Description

Course Sponsor*

Coyle, Sheila (0023186S) (EDIT)
Identifies the Dean of College in which this course resides and ultimately the person who is chief supporter of the course.

This section will be populated with the name of the user who created the New Course

Course Award*

Name	Del
No awards found for this course	

Add Award

The qualifications that students will achieve by completing t

The course level field must be defined for awards to be adde

Click on **'Add Award'**

Course Award*

Name	Del
No awards found for this course	

Add an Award

Please search for the awards(s) you want to add. Awards are also filtered by the course level selected above.

[Cancel]

Search by Awarding Body   - Select -

Search by Award/Code   Master of en   ×

> Type in the title of the course and it will bring up a list for you to select from

**Search Results
3 results found**

#	Name	Add
1.	276 - Degree of Master of Engineering	⊕
2.	277 - Degree of Master of Engineering Design	⊕
3.	278 - Degree of Master of Engineering Science	⊕

> Click on Add against the correct award

The qualifications that students will achieve by completing the affiliated course streams.

The course level field must be defined for awards to be added

---

Who Can Access

Name	Permission Level	Del
Coyle, Sheila (0023186S)	Edit (Module Owner)	

[Add User..]

A Module Owner can assign one or more editors, members of staff who collaborate with the Module O module

> Here you can search for and add Editors; users who will be contributing to the set-up of this Course and Stream

---

Add a user

Please search for the user(s) you want to add...   (close)

Search by Discipline   Select..

Search by Name/ID

> Select by name and click on **Add**

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

NOTE: You can also *delete* editors from the list in the same way.

Who Can Access

Name	Permission Level	Del
Akari, Akari (1200286E)	Edit	✗

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

Create Course Stream

> ℹ️
> - Once you have completed the Course set up the next step is to create a New Course Stream
> - A Course Stream is where you add the Course Instance and the Modules

Click on **'Create Course Stream'**

HELPFUL TIPS

Once you create a new course stream a column will open with pre-populated information from the Course, ensure that you choose the correct valid from year

Click on **'Create'**

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

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

INFO	Course Stream created successfully

Main

Affiliated Course Streams

Course Stream Code	Course Stream Title
	Master of Engineering - Software Engineering (Draft)

Create Course Stream

You will see your New Course Stream under the **Course Stream Title description,** which you can now **click on**

The New Course Stream main page will appear

You can follow the Training Documents on 'Updating a Course Stream' for the next steps

BACK   EDIT   DOWNLOAD   BOOK OF MODULES   LEARNING OUTCOMES   SUBMIT FOR APPROVAL   DELETE   COPY   TIMING OF ASSESSMENTS   REJECT PROGRAMME

DRAFT

Master of Engineering - Software Engineering

Awards	
No Programme Award Assigned	

Course Stream Code:		Mode of Delivery:	Taught - Full Time	No. of Semesters :	
NFQ Level:	9	EQF Level:	7	EHEA Level:	Second Cycle
Embedded Award:	No				

Valid From:	2016-17 (01-09-16 – 31-08-17)
Course:	Master of Engineering - Software Engineering
Discipline:	College of Engineering & Informatics
Course Stream Director:	Sheila Coyle
Educational Aim of Course Stream:	n/a
Clearing House Code:	

PAGE BREAK

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

Updating a New or Existing Course Stream – Main Tab

Akari Curriculum — Home | Modules ▾ | Subjects ▾ | Course Streams ▾ | Courses ▾ | Reports ▾ | Settings ▾

Main | Stream Outcomes | Course Instance | Modules | PO De...

Course Stream Code
CL1
NB – DO NOT ENTER A CODE HERE. The code will be allocated prior to Final Approval

> This code will be completed by the **College Approver**.

> See here for the University of Galway Coding convention document

Course Stream Title*
CL1 Bachelor of Corporate Law
Characters Left : 226
Enter the full title for the course stream (max 80 characters) - e.g. BA1 Bachelor of Arts Degree

> The '**Course Stream Title**' is the Course Stream Description which should be preceded with the course stream code

Course Stream Short Title
Enter a short title for the course stream

> This is not required

Clearing House Code

Clearing House Code	Edit	Del
1. n/a	✎	✗

Add External Code
Any external code, which is affiliated with a course stream such as CAO. Multipl...

> Click '**Add External Code**' to add in the CAO code for UG Courses or the PAC code for Postgrad Courses

Language of Instruction
- Not Set -
The language in which the entity is instructed or taught

> Please enter English as the default and Irish where appropriated

Valid From
2017-18 (01-09-17 – 31-08-18)
This field outlines the date at which the course stream becomes active/valid.

> This field will automatically populate

Course
CL - Bachelor of Corporate Law Degree
The parent course which the course stream is affiliated with can be selected via the course dropdown field.

> The Course should automatically populate, if not you can search in the dropdown box and choose the Course from there

Discipline
BUSINESS_LAW - College of Business, Public I▾
Name of the Owning Discipline in which the entity resides

> Use the drop down to select the **College** in this field

> Do **NOT** select a Discipline, it must be a College

Course Stream level
8 (EQF 6, EHEA First Cycle)
NFQ level of the course stream

> Choose the NFQ level

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

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

Location: NUIG

The location in which the course stream is held or taught.

Enter location

Mode of Delivery*

Available		Selected
Evening	>	Full Time
Full Time (Continuous Programme)	>>	
ISS Test		
Part Time	<	
Part Time (Continuous Programme)	<<	
Research		
Research -Full Time		
Special Maths Exam		
Taught & Minor Dissertation (F/T)		
Taught - Full Time		

Mode of delivery for this Course Stream

Please make sure you choose only ONE Mode of Delivery here and click on the arrow to bring it across to the 'Selected' table on the right

Semesters Per Course Instance*   2

This dropdown defines how many semesters per course instance exist in relation t

Enter '2' if there are two semesters i.e. Semester 1 and Semester 2

Number of Course Instances*   3

This dropdown will define the minimum duration of the course stream

Enter the number of years in the Course Stream

Educational Aim of Course Stream

Short academic description of the overall aim of the Course Stream

Not a required field, you have the option to leave blank or complete

Embedded Award   ☐

Check the box if the Course Stream

Tick here, if for example, you have a four year UG course and there is an Award after first year and maybe second year or both i.e. Certificate after year 1, Diploma after year 2

This field should be populated with the user who has been entered as the Course Sponsor under Course

Course Stream Director*   (EDIT)
The person who is chief supporter of the course stream

Who Can Access

Name	Def
Conroy, Patricia (01200781E)	X
Coyle, Sheila (00221865)	
ELWOOD, TARA (00253875)	X
FLYNN, CARMEL (01069175)	X
HOWLEY, IMELDA (00212655)	X
NOONE-KELLY, CLAIRE (00219875)	X
O'BRIEN, ELIZABETH (01099235)	X
Toner, Emer (00017615)	X

Add User..

Allows the Course Director to specify who can edit this course stream. Only the course stream director and those nominated may edit the course stream.

Here you can add a number of Editors i.e. people who may be working with you in creating/editing this course stream. You can add by choosing 'Add User' or 'Delete' by clicking on 'X'

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

You can search by name and then click on **'Add'**

NOTE: You can also *delete* editors from the list in the same way.

Important Notice: Please ensure you *save your updates after each step* and *only exit* the screen when you see the green box. Otherwise your data may not be saved!

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

Updating an Existing Course Stream for the Next Academic Year

NB: This Document is specific to **Level 1 structures**

Click on the **'Course Streams'** dropdown and select either **'My Course Streams'** or **'All Course Streams'**

Under the **'All Course Streams'** Enter in the Course Stream Code and Search

Course Stream Code is the Course Code and the numeric for the stream in question

Click on the most recent version of the stream

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

Click on **'Create New Version'**

Are you certain you want to change or modify this programme?

CL1: CL1 Bachelor of Corporate Law

Please outline briefly the changes you wish to make to this Course Stream and give your reasons for proposing this change:

Updates for 201X

You can enter the details for the update here

Note: The changed Course Stream must be submitted for approval and once approved will replace the existing version in all Courses etc

Cancel   Confirm

Click on **'Confirm'**

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

SUCCESS Programme ready for editing
A new draft of programme 'CL1 - CL1 Bachelor of Corporate Law' has been created.
The new draft should appear in your "Draft" list below. Next Step: Edit this draft version now...

> You can edit this version of the Course Stream by clicking on the **'Edit this draft version now'** and it will open the main screen

Search Course Stream

Enter your search terms and click search...

Field	Value	Field	Value
Course Stream Title			
NFQ Level	Any	Person	
Status	Any	Valid From	Any
Course Stream ID	3932	Course Stream Code	
Course	Any	Locations	Any
Award	Any	Awarding Body	Any
Discipline	Any		
Clearing House Code	Any		

Search

> This will create a draft version of the Course Stream for September of the next academic year

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

Main | Stream Outcomes | Course Instance | Modules | PO Delivery | Status Log | Final

Course Stream Code
CL1
NB – DO NOT ENTER A CODE HERE. The code will be allocated prior to Final Approval

Course Stream Title*
CL1 Bachelor of Corporate Law

Characters Left : 226
Enter the full title for the course stream (max 80 characters) - e.g. BA1 Bachelor of Arts Degree

Course Stream Short Title

Enter a short title for the course stream

Clearing House Code

Clearing House Code	Edit	Del
1. n/a	✎	✗

Add External Code
Any external code, which is affiliated with a course stream such as CAO. Multiple Clearing House C

Language of Instruction
- Not Set -
The language in which the entity is instructed or taught

Valid From
2017-18 (01-09-17 – 31-08-18)
This field outlines the date at which the course stream becomes active/valid.

> You can now edit the draft version

> **HELPFUL TIPS**
>
> **Main Tab** – As this is an existing Course Stream all the fields are populated based on the previous academic years entries, therefore there is no requirement to update the contents of this tab unless there is a change since last year
>
> **Stream Outcomes** – The stream outcomes can be edited from year to year, see doc on Stream outcomes
>
> **Course Instance** – No updates required as this information will have copied over from the previous version, see doc on Course Instances updates
>
> **Modules** - All the existing modules will be listed under the Modules tab, see doc on updating modules tab.
>
> **PO Delivery** – The PO Delivery can be edited from year to year
>
> **Final** – Save and Exit to edit again or Submit for Approval

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

How to Update a New or Existing Course Stream – Stream Outcomes

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

Click here to add a new **Stream Outcome**

'Edit' or **'Add'** information

Select the appropriate '**Outcome Type'** from the drop down list

Hit **'Update'**

Important Notice: Please ensure you *save your updates after each step* and *only exit* the screen when you see the green box. Otherwise your data may not be saved!

Adding or Updating a Course Instance

| Main | Stream Outcomes | **Course Instance** | Modules | PO Delivery | Status Log | Final |

Course Instances

The stages of the course stream

▼ Year1

Level: This will be populated automatically

Course Instance #   `1`

Level   `1` ▼

Course Instance   `1CL1`

College Approver can add the Course Instance here **in line with the Coding Convention**

Course Instance   `p4311_y1 - CL1 Bachelor of Co...`

*ISCED   `Law (421)` ▼

Please enter the **ISCED code** from the Drop down menu

Course Instance Award   `- Choose Award -` ▼

Only enter the award in the year the **students will graduate**

Location   `NUIG` ▼

Start Date   `01/09/2017`

End Date   `31/08/201`

Not applicable for now

Select NUIG from the drop down list if you are outside University of Galway but require your modules to be centrally timetabled by the Examinations Office

Thesis is required   ☐

Publish On Web   ☑

Not applicable for now

Active?   **Active**

Student Quota   `0`

Result Entry Level   `- Choose -` ▼

Not applicable for now

Important Notice: Please ensure you *save your updates after each step* and *only exit* the screen when you see the green box. Otherwise your data may not be saved!

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

How to Update a New or Existing Course Stream – Modules Tab

New Course Instance

Enter Course Instance Credits i.e. 60 ECTS for an UG Year of study

New - Click on Add Modules to under the 'Modules Tab' to build the curriculum for each year of course

Existing Course Instance

Existing - All existing modules will be listed under the 'Modules Tab'

You can expand or collapse the years as required

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

The Options Available to you at this stage are:

Update or Change the Module Type

Click on the field under **'Type'**, in the drop down menu, you will see all the options available. Choose 'Optional' and hit **'Save Course Stream'**

You will notice that when a module is changed from **Core to Optional** a new button appears under Requisites ➕

NOTE: Requisites can only be added to modules which are Optional, see training notes on updating a requisite.

Add Newly Created Module to a Course Instance i.e. Year 1

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

Add a New Module/Subject

Select: Module

Select 'Module'

ADD MODULE/SUBJECT TO

Year #: 1   Subject: n/a

Type: Optional

SEARCH FOR MODULE/SUBJECT

Title: Title

Level: Any   ISCED: Choose a field

Valid From: 2017-18 (01-09-17 – 31-08-18)   Status: Any

Type in the module code and Search

ID: ID   Code: ec1100

[Search]

Hit Search

SEARCH RESULTS

EC1100 Skills for Economics [Approved]
EC1100 Skills for Economics [Draft]

HELPFUL TIPS In this example you will see that two modules came back in the search, the **'Approved'** version and the **'Draft'** version of EC1100

- The **'Approved'** version is the last Approved version
- The **'Draft' or 'Pending Approval'** versions are modules awaiting full approval
- For this example; earlier in the process you may have created a new version [Create New Version] of an existing module to update it for the next academic year, i.e. changed the method of assessment or added work load items etc., this module could be in 'Draft' or 'Pending Approval'. *Please be aware that you can go ahead and add the module to a course stream while they are in draft or pending*
- For this example I will choose the (Draft) version of the module and **'Add'**

SEARCH RESULTS

EC1100 Skills for Economics [Approved]
EC1100 Skills for Economics [Draft]

Create New Module...   [Cancel] [Add]

Select the module and hit 'Add'

Semester 1

Add Elective Regulation
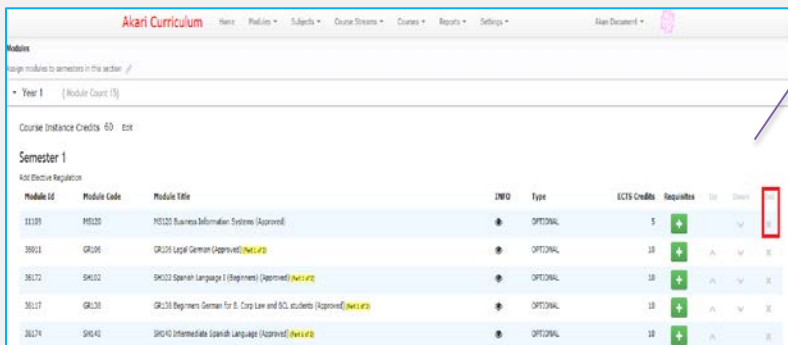
Module Id	Module Code	Module Title	INFO	Type	ECTS Credits	Requisites	Up	Down	Del
11109	MS120	MS120 Business Information Systems (Approved)	👁	OPTIONAL	5	+		v	x
36011	GR106	GR106 Legal German (Approved) (Part 1 of 2)	👁	OPTIONAL	10	+	^	v	x
36172	SH102	SH102 Spanish Language I (Beginners) (Approved) (Part 1 of 2)	👁	OPTIONAL	10	+	^	v	x
36117	GR138	GR138 Beginners German for B. Corp Law and BCL students (Approved) (Part 1 of 2)	👁	OPTIONAL	10	+	^	v	x
36174	SH140	SH140 Intermediate Spanish Language (Approved) (Part 1 of 2)	👁	OPTIONAL	10	+	^	v	x
36286	EC1100	EC1100 Skills for Economics [Draft]	👁	OPTIONAL	5	+	^		x
34651	AY104	AY104 Introduction to Financial Accounting (Approved)	👁	CORE	5			v	x
8727	LW131	LW131 Irish Legal Systems (Approved)	👁	CORE	5		^		x
36189	IT105	IT105 Italian (Approved) (Part 1 of 2)	👁	NGTONLINE	10				

The module will be added under Semester 1 as the module is a Semester 1 module

ⓘ The 'Type' will default to Optional

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

Delete a Module

Click on the **'X'** beside the module in question, this will delete the module from the stream/course instance

HELPFUL TIPS Always remember to hit the Save Course Stream button at the top or at the bottom of the page

Requisite – please see the training manual for instructions

Existing Modules

i Where there is a new version of an existing module which is already on the course stream/instance i.e. Take GR106 above for example…..

- If you have created a new version of a module it *will not be visible under the course stream*

- The system only allows a *single version to be active at any point of time*. This means that when a new version of a Module is created; it only becomes live and consequently replaces the current version when it is approved and its Valid From date comes into effect. Then, the list of affiliated Course Streams will re-appear in the Module Main tab.

- If a module is already attached to the course stream and has a new version in the pipeline then the course sponsor doesn't have to do anything to the course stream - the new version will replace the old one automatically. If an Owner/Editor click on the title of any such module in the Modules tab then they will see a narrative that a Draft version of the module exists or you will have at least received an email if a new version is Approved.

- **For this year** the modules which are in 'awaiting processing' will not go from the 'Awaiting Processing' Tab into the 'Approved' tab until the data the data has gone via the Akari message links over to the student record system, at which time the Akari system will be closed to edits.

- A user should be able to view the pdf which should show the updated details of the course stream. There is development happening in relation to this at the moment so I will update this document as there is more clarity from Akari.

Important Notice: Please ensure you *save your updates after each step* and *only exit* the screen when you see the green box. Otherwise your data may not be saved!

How to Update a New or Existing Course Stream – PO Delivery

Select **'All'** from the drop down list

Select the appropriate '**Outcome Type**' from the drop down list

All the modules with the Programme Outcome options will appear

Hovering over PO1, PO2 etc will indicate the Stream Outcome to which it is linked

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

Optional								
Semester 1	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
MS120 Business Information Systems (Approved)	☐	☐	☐	☐	☐	☐	☐	☐

Tick the box relating to the relevant Stream outcome

You can check the information here and click **'Finished'**

You will see that it is linked

Semester 3	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
MK204 Marketing Principles (Approved)	☐	☐	☐	☐	☐	☐	☑	☐

Important Notice: Please ensure you *save your updates after each step* and *only exit* the screen when you see the green box. Otherwise your data may not be saved!

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

The Finish Screen

Main	Stream Outcomes	Course Instance	Modules	PO Delivery	Status Log	Final

Save And Exit

Press this button to save the Course Stream. You may edit this Course Stream subsequently by pressing the edit button on the main screen.

Print Preview

Click here for a printer friendly version of this Course Stream. To print the module select print from your browser's file menu.

Here are your options to finish the process

Update Status

Submit For Approval

Reject

Press this button if you wish to submit the Course Stream to the Registrar's office for approval. Note submit will only be possible if all required data has been provided.

Course Stream Extra Information

Save And Exit

Press this button to save the Course Stream. You may edit this Course Stream subsequently by pressing the edit button on the main screen.

Save and Exit: This saves the Course Stream and Instances but *does not send* it anywhere. So you can go back and edit it again if you

---

Course Stream Extra Information

You can also add in notes in **'Course Stream Extra Information'**.

Print Preview

Click here for a printer friendly version of this Course Stream. To print the module select print from your browser's file menu.

Print Preview: This will give you a preview of the course stream and instances

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

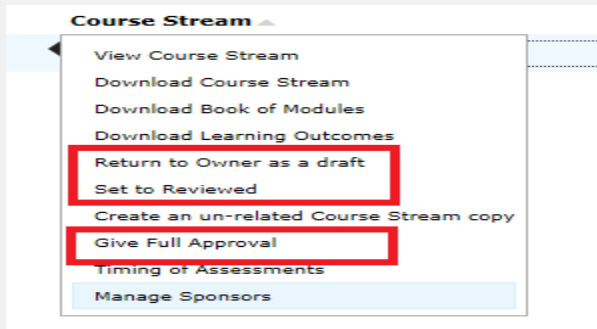**Example of the Preview function**

What Happens Now?

Please ensure that all updates are completed before submitting the course stream for approval.

'Submit For Approval' will move your course stream from 'My Draft Course Stream' to 'My Pending Course Stream'.

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

Course Stream ▲

View Course Stream
Download Course Stream
Download Book of Modules
Download Learning Outcomes
Return to Owner as a draft
Set to Reviewed
Create an un-related Course Stream copy
Give Full Approval
Timing of Assessments
Manage Sponsors

My Pending Course Streams

The Final Approver in your College has three options:

'**Set to Review'** – This will move the course stream to   My Reviewed Course Streams

'**Revert to Draft Status'** – This will move the course stream back to   My Draft Course Streams

'**Give Full Approval'** – This will move the course stream to   My Awaiting Programmes

Once a course stream is in the 'My Awaiting Programmes' tab the approval process is complete. The course stream will go to the message queue between AKARI and Quercus ready to be accepted and approved by Quercus during integration.

ⓘ   Once the Course stream receives final approval, it will be moved to '**My Approved Course Stream'** tab. AKARI is generally *CLOSED* when this step happens.

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