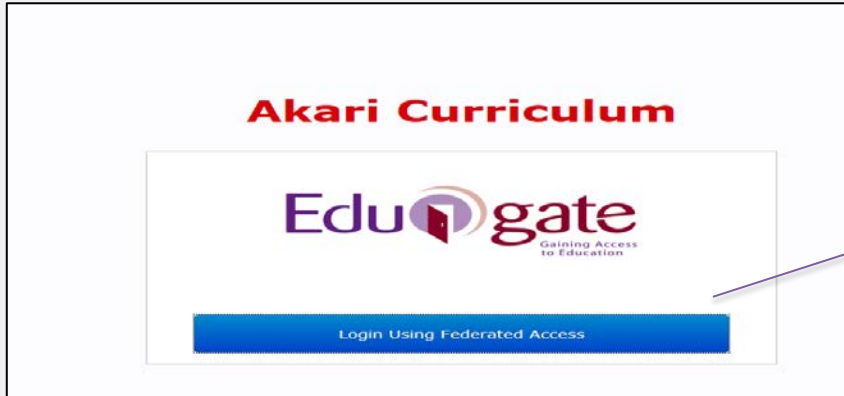


Logging into Curriculum Management System

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:

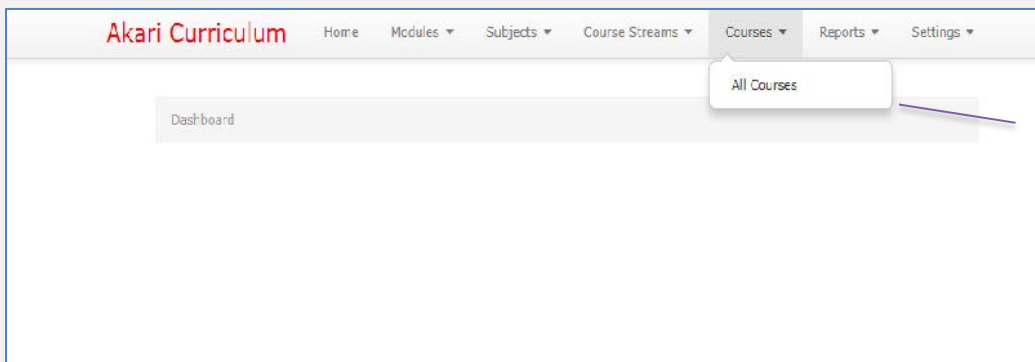
There are three types of support channels for this service depending on the issue/request. However, please visit the [Curriculum Management FAQ](#) page before logging a support request.

Technical Issues: All Technical issues such as account creation, access to service and performance issues should be directed to the [Service Desk](#).

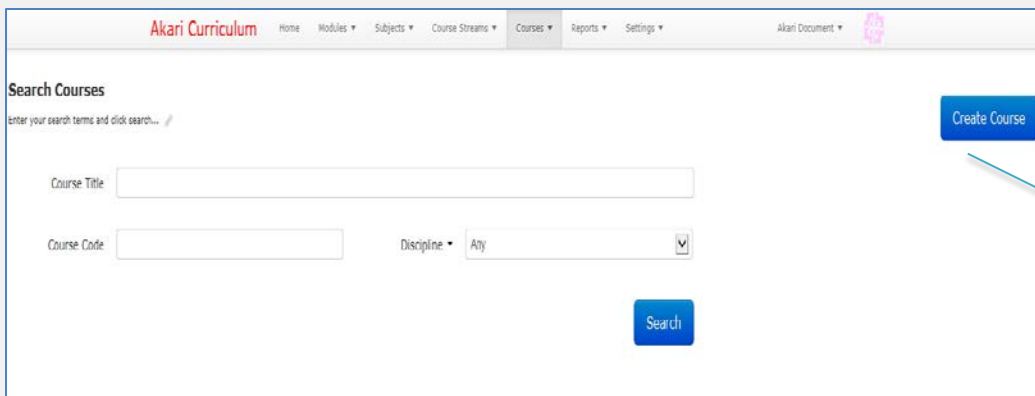
Curriculum Issues: Curriculum/Syllabus support queries, issues and requests should be directed to the Syllabus Team in [Academic Records](#). Please visit the [Akari Helpdesk](#).

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

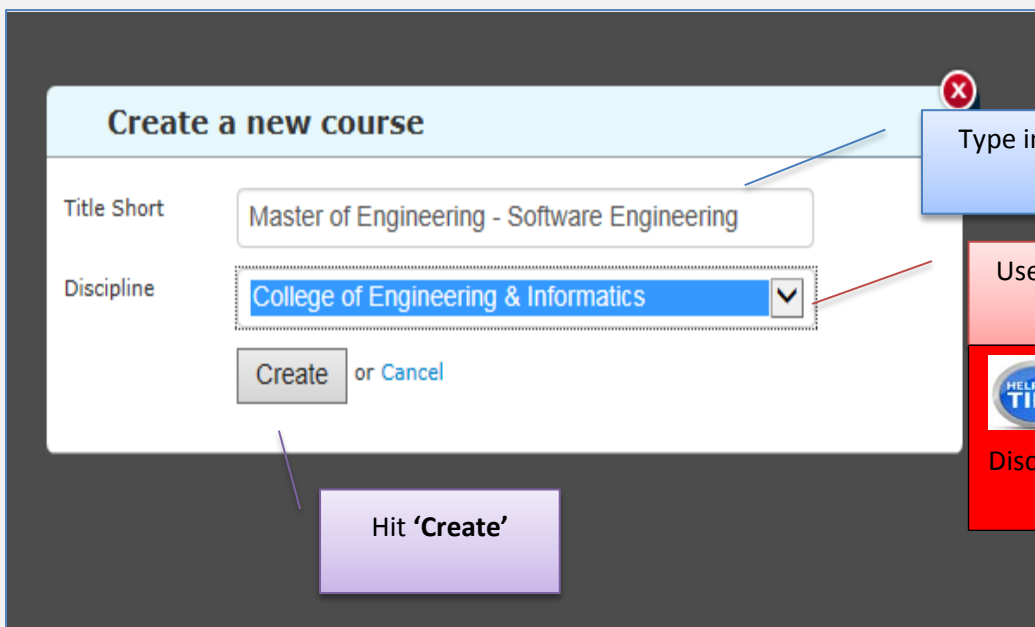
Creating a New Course



Click on the courses dropdown and select 'All Courses'



Click on 'Create Course'



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'

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 allocated by the college administrators.

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

Already populated with previous College entry

The name of the discipline in which the course resides.

Akari Curriculum

Discipline: ENGINEERING - College of E

Course Level: **Undergraduate**

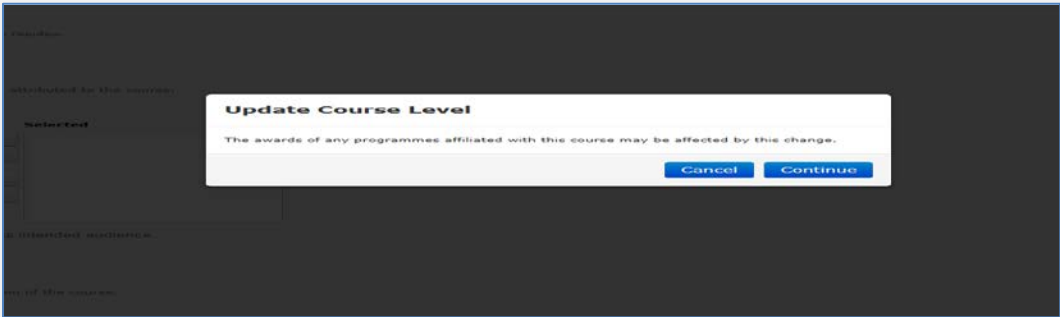
Mode of Delivery: **Masters - Taught**

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

Number of Course Instances: 1

Course Sponsor: Coyle, Sheila (00231865) (EDIT)

Course Award: No awards found for this course



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



Mode of Delivery*

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

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

Number of Course Instances*

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.

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

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

Enter a short Course Description

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 the course

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

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

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 | |

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

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

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

Click on Add against the correct award

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 Owner to create the content of the 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 | |