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
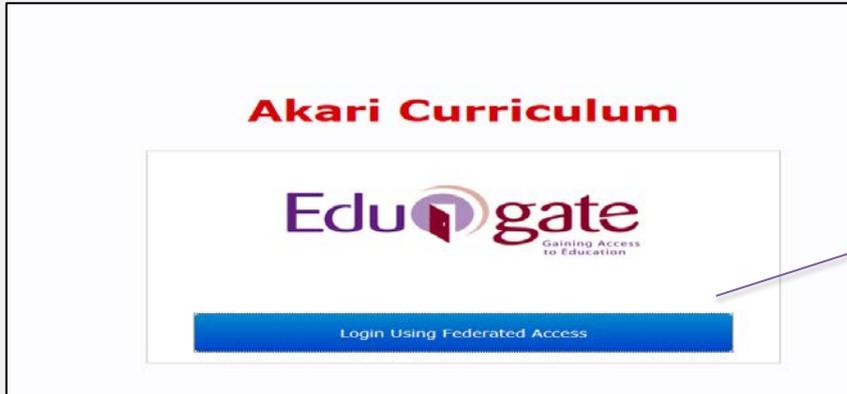
Click on this link

- **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

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 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`

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

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

...ere 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:
- Evening
- 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

Selected:
- 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

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 (00213655)	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**

Add a user

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

Search by Discipline   Select.. ▾

Search by Name/ID   [   ]

> You can search by name and then 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	✗

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**