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**
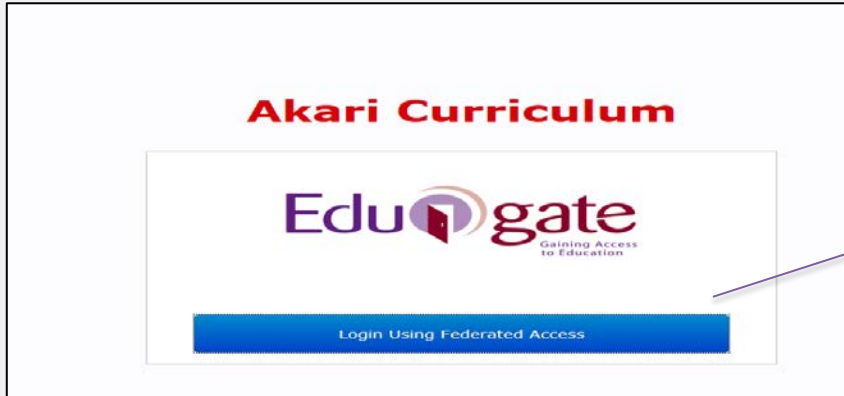
Click on this link

- **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

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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

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

Course Instance # `1`

> **Level:** This will be populated automatically

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 ⌄`

> HELPFUL TIPS 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

Start Date `01/09/2017`

End Date `31/08/201`

> Not applicable for now

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