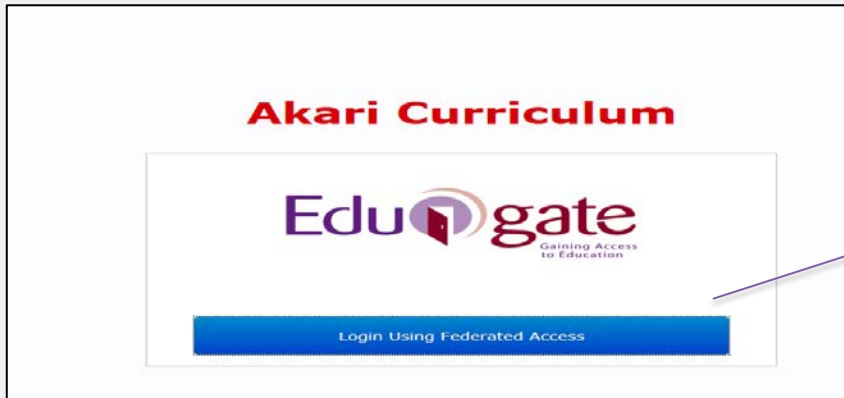


Logging into Curriculum Management System

Accessing the Curriculum Management System

- To access AKARI click <https://nuig.akarisoftware.com/curriculum/>
- Log in using the Federated Access



- Enter Username and Password using staff ID and 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

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**'

Module Id	Module Code	Module Title	INFO	Type	ECTS Credits	Requisites	Is	Stream	Def
11109	MS325	MS320 Business Information Systems (Approved)		OPTIONAL	5	+			
36811	GR305	GR305 Legal German (Approved)		OPTIONAL	10	+			
36172	SH332	SH302 Spanish Language I (Beginners) (Approved)		OPTIONAL	10	+			
36117	GR338	GR338 Beginners German for B. Corp Law and BCL students (Approved)		OPTIONAL	10	+			
36174	SH340	SH340 Intermediate Spanish Language (Approved)		OPTIONAL	10	+			
34651	AF104	AF104 Introduction to Financial Accounting (Approved)		CORE	5				
8727	LW331	LW331 Irish Legal Systems (Approved)		CORE	5				
36109	IT305	IT305 Italian (Approved)		WOTONLINE	10				

You can expand or collapse the years as required

The Options Available to you at this stage are:

Update or Change the Module Type

Semester 2

Add Elective Regulation

Module Id	Module Code	Module Title	INFO	Type	ECTS Credits	Requisites	Up	Down	Del
36011	GR006	GR006 Legal German (Approved) [View]	🔍	OPTIONAL	10				
36172	SH002	SH002 Spanish Language I (Beginners) (Approved) [View]	🔍	OPTIONAL	10				
36117	GR038	GR038 Beginners German for B. Corp Law and BCL students (Approved) [View]	🔍	OPTIONAL	10				
30174	SH040	SH040 Intermediate Spanish Language (Approved) [View]	🔍	OPTIONAL	10				
36109	IT005	IT005 Italian (Approved) [View]	🔍	NOTONLINE	10				
0701	LW009	LW009 Legal French (Approved)	🔍	Optional	10	+			
				Cancel					
11110	MS121	MS121 Business Information Management (Approved)	🔍	OPTIONAL	5	+	▲	▼	✕
0701	LW007.01	LW007.01 Legal Methods & Research (Approved)	🔍	Core	5				
				Cancel					
0799	LW062	LW062 Tort (Approved)	🔍	CORE	10		▲	▼	✕
471	AY005	AY005 Introduction to Management Accounting (Approved)	🔍	CORE	5		▲	▼	✕
0716	LW118	LW118 Contract (Approved)	🔍	CORE	10		▲	▼	✕
0714	LW117	LW117 Constitutional Law (Approved)	🔍	CORE	10		▲		✕

Add Modules/Subjects to Year 1..

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.

Save Course Stream



The main three types to choose online are **Core, Optional, Group Not Available**

Core – If you make the module 'Core', every student who registers for this stream/instance will be **automatically** registered for that module

Optional - If you make a module 'optional', this means that the student has a choice between choosing it or any other optional module to build up their ECTS to the ECTS for the Year/Course Instance i.e. 60 ECTS

Group Not Available to Select Online – This is used where a module is available on the curriculum but you do not want it to be made available online at registration, this relates to some modules where there maybe, for example, a quota

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

Add Modules/Subjects to Year 1..

Year 2 (Module Count 18)

Year 3 (Module Count 30)



Add a New Module/Subject

Select **Module**

ADD MODULE/SUBJECT TO

Year # 1 Subject n/a

Type Optional

SEARCH FOR MODULE/SUBJECT

Title

Level Any ISCED Choose a field

Valid From 2017-10 (01-09-17 - 31-08-18) Status Any

ID Code ec1100

ECTS Credits Any

SEARCH RESULTS

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

Select 'Module'

Type in the module code and Search

Hit Search

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 [Draft]

Cancel Add

Select the module and hit 'Add'

Semester 1

Add Elective Regulation

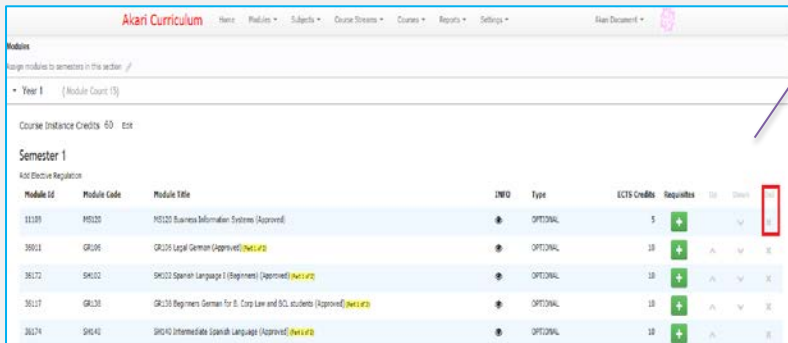
Module ID	Module Code	Module Title	INFO	Type	ECTS Credits	Requisites	Up	Down	Del
11109	MS120	MS120 Business Information Systems (Approved)		OPTIONAL	5	+			X
36911	GR106	GR106 Legal German (Approved) View Info		OPTIONAL	10	+			X
36172	SH102	SH102 Spanish Language I (Beginners) (Approved) View Info		OPTIONAL	10	+			X
36137	GR138	GR138 Business German for B. Corp Law and BCL students (Approved) View Info		OPTIONAL	10	+			X
36174	SH140	SH140 Intermediate Spanish Language (Approved) View Info		OPTIONAL	10	+			X
36386	EC1100	EC1100 Skills for Economics (Draft)		OPTIONAL	5	+			X
34851	AY104	AY104 Introduction to Financial Accounting (Approved)		CORE	5				
8727	LW131	LW131 Irish Legal Systems (Approved)		CORE	5				
36189	IT105	IT105 Italian (Approved) View Info		NONONLINE	10				

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

The 'Type' will default to Optional



Delete a Module



Module Id	Module Code	Module Title	INFO	Type	ECTS Credits	Requisites	Stream
11189	MS100	MS100 Business Information Systems (Approved)		OPTIONAL	5		X
38911	GR106	GR106 Legal German (Approved) <i>(New)</i>		OPTIONAL	18		X
38172	SK102	SK102 Spanish Language I (Beginners) (Approved) <i>(New)</i>		OPTIONAL	18		X
38117	GR130	GR130 Beginner German for B. Corp Law and BCL students (Approved) <i>(New)</i>		OPTIONAL	18		X
38174	SK140	SK140 Intermediate Spanish Language (Approved) <i>(New)</i>		OPTIONAL	18		X

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



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

Prerequisite – please see the training manual for instructions

Existing Modules



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 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!