

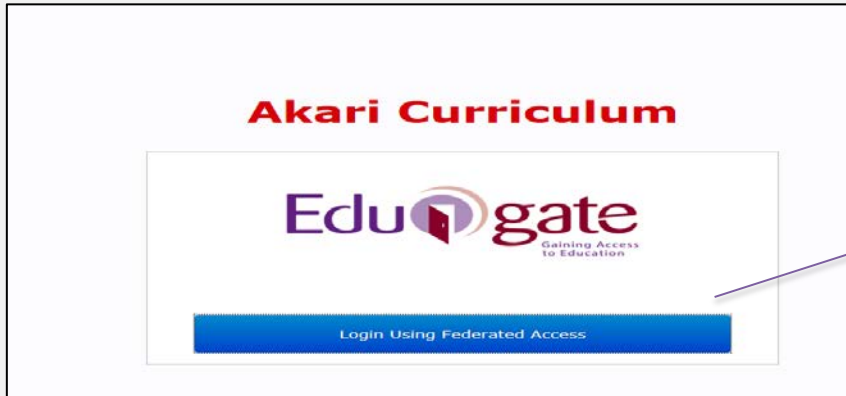
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## Logging into Curriculum Management System

### 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](#) or email Syllabus Team at [syllabus@universityofgalway.ie](mailto:syllabus@universityofgalway.ie).

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

## Creating a New Module

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

Dashboard

Create a Module  
My Modules  
All Modules

Click on Modules and pick 'Create a Module' from the drop down menu

Akari Document allows for the specification of all aspects of Modules and Course Streams including Course Stream and Module learning outcomes. In addition Module content, reading lists, learning resources and other valuable information can be captured once and used in a variety of manners. You have the ability to specify the detail (i.e. type, number and duration of various delivery events such as lectures and tutorials) of multiple module delivery modes in order for example to cover full-time delivery, part-time delivery or other delivery modes.

Assigned Entities

Entity Type:

- 11 Draft Modules
- 3 Pending Approval Modules
- 733 Approved Modules
- 1425 Retired Modules
- 25 Draft Course Streams
- 169 Approved Course Streams

## Filling in the Sections

### Module Code

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

Main Outcomes Assessments Bonds Resources

Affiliated Course Streams None

Module Code

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

Save Module

**DO NOT** enter a code here. The code will be allocated prior to final approval by the College Approver

### Title Short\*

Title Short\*

Enter a short title for the module (max 80 characters).

You must enter a short title for the module (80 characters max)

## Language of Instruction

Use the drop down menu to select the language

Language of Instruction

- Not Set -

The language in which the entity is instructed or taught

## Valid From

This field will be automatically populated

Valid From

2017-18 (01-09-17 – 31-08-18)

This field outlines the date at which the Module becomes active/valid.

## Teaching Period\*

Select the **teaching period** from the drop down menu (*see important information below\**)

Teaching Period\*

Unknown  
Semester 1  
Semester 2  
Trimester 3  
Summer School  
Semester 1 and Semester 2  
Semester 1 and Spring  
12 months long  
15 months long  
Subject  
Not applicable  
Other  
Unknown  
Spring

Who Can Access

Module Owner

Module Discipline\*



\* When the **'Teaching Period'** is selected, the **'Assessment Period'** defined in the **'Module Assessment Breakdown'** with **'Assessments tab'** should be set to the same semester.

The Assessment Period of an Assessment within a given Module **must be consistent with the Teaching Period over which the Module is delivered:**

i.e. The Semester 1 teaching period goes to Semester 1 assessment and the Semester 2 teaching period goes to the Semester 2 assessment. Where an assessment is held at the end of a year this is classified as a year-long module i.e. semester 1 and semester 2

## Who Can Access

A Module Owner can give co-editor rights to another person by clicking on **Add User**

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

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

Add user and then this person can edit the module on your behalf

Add a user

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

Search by Discipline

Search by Name/ID

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	<input type="button" value="Del"/>

## Module Owner

The **Module Owner** is the person who created the Module and who is responsible for submitting the Module for approval

Module Owner

The person who created the Module and who is responsible for submitting the Module for Approval.

## Module Discipline\*

Enter the **Discipline** in which the module resides

Module Discipline\*

Name of the Owing Discipline in which the entity resides

## NFQ Level

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

Choose the **NFQ level** of the module from the drop down, **usually 8, 9 or 10**

NFQ Level

Enter the National Qualification Level associated with this Module

## ECTS Credits

ECTS Credits

Choose the number of Credits that will be earned upon successful completion of this module.

Enter the **ECT value** from the drop down list

## Description

Description

Enter a brief academic description of the Module.

This is a field in which you can enter additional information

## Full Time Equivalent\*

Full Time Equivalent\*

LIST IS EMPTY

The FTE is designed to record which departments are responsible for providing teaching input for any given module. Several departments may contribute to the teaching of a module.

Click on '**Add Content**' to add a Department

Add Department


Discipline\*

Percentage\*

Choose the **relevant discipline** from the drop down menu

Enter the **% of the FTE** for that Discipline. **This will be 100% if only one Discipline is involved**

You can add more Disciplines by clicking on the **ADD** button

 The FTE is designed to record which disciplines are responsible for providing teaching input for any given module. Several departments may contribute to the teaching of a module.

## Acknowledgement

**Acknowledgment**

A free text field allowing a user enter any module acknowledgements that require to be added to the

Additional Information may be entered here as required

## Source

**Source**

A free text field allowing a user enter the primary source or origin of the

Additional information on the primary source or origin of the module may be entered here

## Module Level

**Module Level**

- Not Set -

The module level enables a user to define a module as a pass, common or honours module.

This field should be left blank, however, **see exceptions below**



### Exceptions:

- Phd Research Discipline i.e. a '0' ECTS Research Discipline Module or a
- Phd Generic or
- Where modules are linked to a programme which is a continuous calculator, **at which time please contact our helpdesk [here](#) and we will advise**

## Module Data This is a required field for all modules

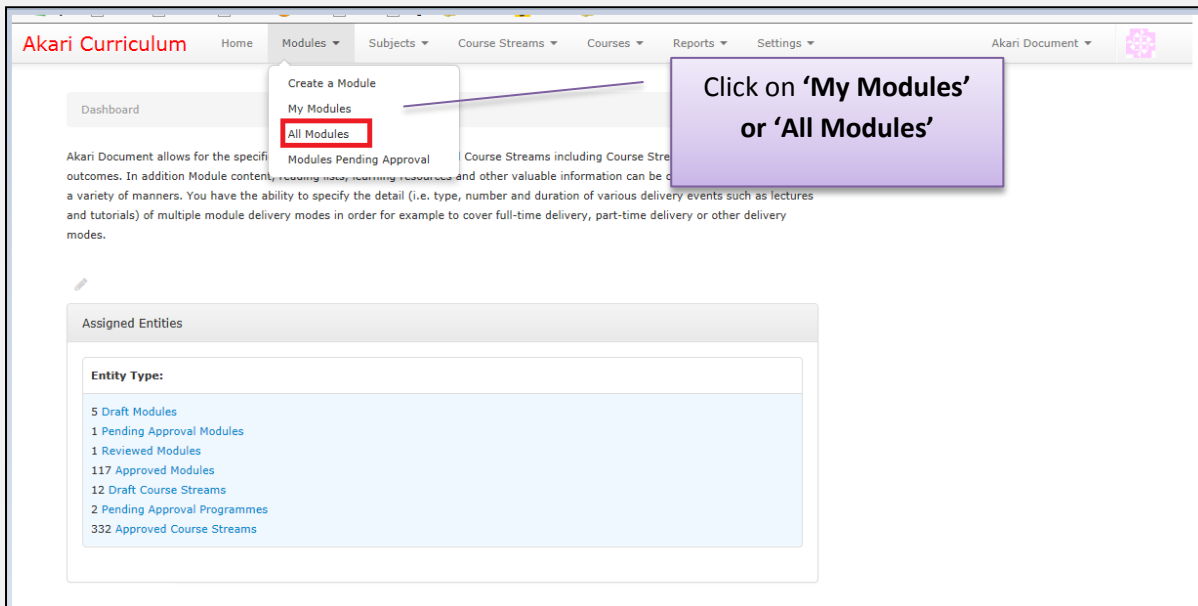
**Module Data\***

- Not Set -  
2.3 - 1 CLINICAL MEDICINE  
1.7 - 2 LAB  
1.3 - 3 FIELD WORK  
1 - 4 NON LAB

For all other modules choose from the drop down menu

For Non-Lab modules enter **1.4 non-lab** as the standard default

# Updating an Existing Module



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

Dashboard

Create a Module  
My Modules  
**All Modules**  
Modules Pending Approval

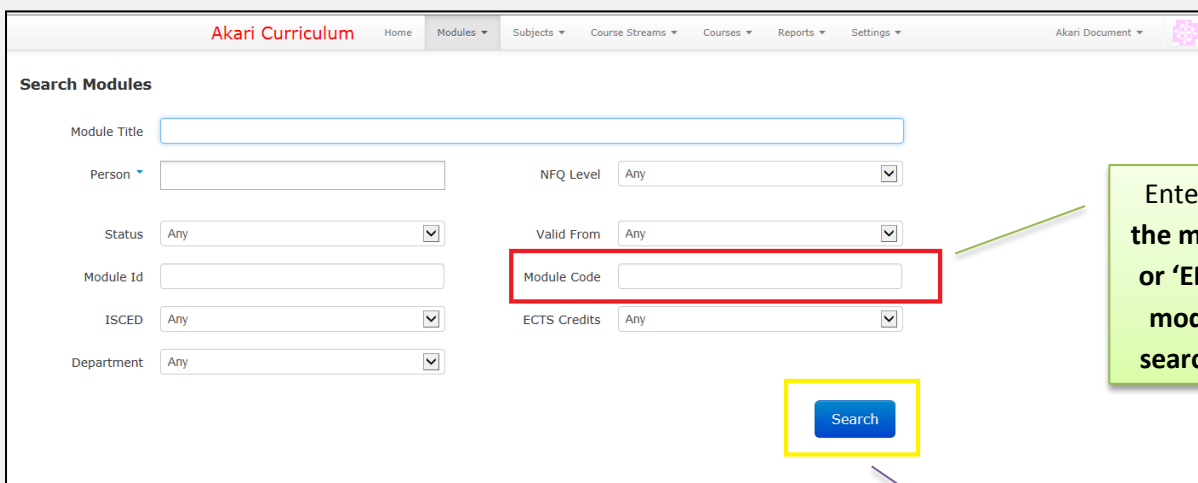
Click on 'My Modules' or 'All Modules'

Akari Document allows for the specification of module content, learning resources and other valuable information can be specified in a variety of manners. You have the ability to specify the detail (i.e. type, number and duration of various delivery events such as lectures and tutorials) of multiple module delivery modes in order for example to cover full-time delivery, part-time delivery or other delivery modes.

Assigned Entities

Entity Type:

- 5 Draft Modules
- 1 Pending Approval Modules
- 1 Reviewed Modules
- 117 Approved Modules
- 12 Draft Course Streams
- 2 Pending Approval Programmes
- 332 Approved Course Streams



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

Search Modules

Module Title

Person

Status Any

Module Id

ISCED Any

Department Any

NFQ Level Any

Valid From Any

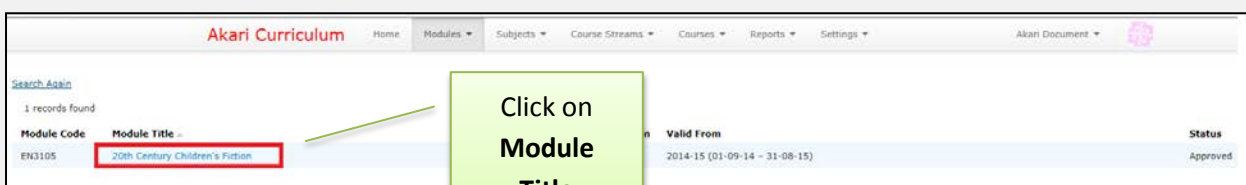
**Module Code**

ECTS Credits Any

Search

Enter the prefix of the module e.g. 'AR' or 'EN' or Enter the module code and search e.g. EN2134

Click on Search



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

Search Again

1 records found

Module Code	Module Title	Valid From	Status
EN3105	20th Century Children's Fiction	2014-15 (01-09-14 - 31-08-15)	Approved

Click on Module Title



Module ID	Module Name	Version	Start Date	End Date	Status
EN247	17th Century Lyric Poetry	1	2014-15	(01-09-14 - 31-08-15)	Approved
EN224	18th Century Irish Drama	1	2014-15	(01-09-14 - 31-08-15)	Retired
ENG202	18th Century Studies <small>View previous versions of this module here</small>	3	2016-17	(01-09-16 - 31-08-17)	Approved
ENG202.E	18th Century Studies <small>Update of ENG202.E: 18th Century Studies (Valid From Sep 2014)</small>	2	2016-17	(01-09-16 - 31-08-17)	Approved
ENG202	18th Century Studies <small>View previous versions of this module here</small>	4	2017-18	(01-09-17 - 31-08-18)	Draft
EN156	19th Century American Literature	1	2014-15	(01-09-14 - 31-08-15)	Retired
EN311	19th Century American Literature	1	2014-15	(01-09-14 - 31-08-15)	Retired
ENG303.E	19th Century American Literature <small>Update of ENG303: 19th Century American Literature (Valid From Sep 2014)</small>	1	2014-15	(01-09-14 - 31-08-15)	Approved
ENG303	19th Century American Literature <small>Update of ENG303: 19th Century American Literature (Valid From Sep 2014)</small>	2	2015-16	(01-09-15 - 31-08-16)	Approved
ENG230.1	19th Century Detective Fiction	1	2014-15	(01-09-14 - 31-08-15)	Approved
ENG230.1I	19th Century Detective Fiction	1	2014-15	(01-09-14 - 31-08-15)	Approved
EN327	19th Century Scottish Writing	1	2014-15	(01-09-14 - 31-08-15)	Retired
EN427	20th Century American Short Stories	1	2014-15	(01-09-14 - 31-08-15)	Retired
EN427.I	20th Century American Short Stories	1	2014-15	(01-09-14 - 31-08-15)	Retired
EN427.II	20th Century American Short Stories	1	2014-15	(01-09-14 - 31-08-15)	Retired
EN3105	20th Century Children's Fiction	1	2014-15	(01-09-14 - 31-08-15)	Approved
EN3106	20th Century Children's Fiction	1	2014-15	(01-09-14 - 31-08-15)	Approved
EN3107	20th Century Children's Fiction	1	2014-15	(01-09-14 - 31-08-15)	Approved
EN3108	20th Century Children's Fiction	1	2014-15	(01-09-14 - 31-08-15)	Approved
ENG231.1	20th Century Children's Fiction	1	2014-15	(01-09-14 - 31-08-15)	Approved
ENG231.1I	20th Century Children's Fiction	1	2014-15	(01-09-14 - 31-08-15)	Approved
EN375	20th Century Children's Fiction	1	2014-15	(01-09-14 - 31-08-15)	Retired

Click on  
'Create new  
version'

### Are you certain you want to change or modify this module?

EN3105: 20th Century Children's Fiction

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

Update Taught Semester for 201X/201X

Note: The changed module must be submitted for approval and, once approved, will replace the existing version in all courses, etc.

Cancel Confirm

Fill in a brief outline e.g. New Version for Academic year 2017\_18 with Assessment update from Semester 1 to 2 and click on 'Confirm'

Click on  
'Confirm'

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

**SUCCESS** **Module is ready for editing**  
 A new draft of module 'EN3105 - 20th Century Children's Fiction' has been created. The new draft should appear in your "My Draft Modules" list.  
 Next Step: Edit this draft version now...

**Click on 'Edit this draft version now'**

### Search Modules

Module Title

Person       NFQ Level

Status       Valid From

Module Id       Module Code

ISCED       ECTS Credits

Department



- When creating a new version of an existing module **all information will remain the same as last year**, you can review all entries to the fields and tabs and **update as required** for the next academic year.
- A red \* signifies a **required field**, this means these **fields should be completed or** the module **will not** pass the approval process.
- The module code, title and ECTS credits **are locked** as a user cannot change either as it would have a retrospective effect.

**Note:** if you want to change the module code or title for an existing module you have to **create a new module**.

- **Important:** the **Valid From** will be automatically updated to the next academic year when you create a new version of an existing module.

**Valid From**

This field outlines the date at which the Module becomes active/valid.

- **Teaching Period:** This is where a user can edit the taught semester. This will filter down to the assessment tab where users will be restricted from choosing assessment from any other period apart from those which match with the taught semester in the main tab.

Module Level

The module level enables a user to define a module as a pass, common or honours module.

Module Data\*

**NB:** Click on **'Save Module'** after each step



If you are a Module Owner and you would like to give co-editor rights to another person you can go to the **'Who can Access'** field and click on **'Edit'**

**Who Can Access**

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

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

Then click on **'Add User'**

Then Add your user

Add a user

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

Search by Discipline

Search by Name/ID

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

You can then add your new user, you can search by name then click on **'Add'** the person can then edit the module on your behalf

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

**Who Can Access**


Name	Permission Level	Del
Akari, Akari (1200286E)	Edit	<input type="button" value="X"/>

You can delete users by clicking on the **'X'**



## Editing Sections


### Module Discipline\*

Module Discipline\*  

Name of the Owing Discipline in which the entity resides

Enter the **Discipline** in which the module resides



NFQ Level\*: for more information on NFQ levels see <http://www.nfq-qqi.com/>

NFQ Level  

Enter the National Qualification Level associated with this Module.

Choose the **NFQ level** of the module from the drop down, **usually 8, 9 or 10**

### ECTS Credits

ECTS Credits   

Choose the number of Credits that will be earned upon successful completion of this Module.

ECTS will already be populated; this field is locked you cannot change the ECTS for an existing module

### Description



Description

Enter a brief academic description of the Module.

This is a field in which you can enter additional information

### Full Time Equivalent\*


Full Time Equivalent

Discipline*	%	Edit	Del
English	100		
Total		100.00%	

The FTE is designed to record which departments are responsible for providing teaching input for any given module. Several departments may contribute to the teaching of a module.

This field will be pre-populated, to update click on '**Add Content**'

Add Department

Discipline\*  


Percentage\*

The FTE is designed to record which departments are responsible for providing teaching input for any given

Choose the relevant discipline from the drop down menu

Enter the **% of the FTE** for that Discipline. **This will be 100% if only one Discipline involved**

You can add more Discipline by clicking on the **ADD** button

 The FTE is designed to record which disciplines are responsible for providing teaching input for any given module. Several departments may contribute to the teaching of a module.

## Acknowledgement

Acknowledgment

A free text field allowing a user enter any module acknowledgements that require to be added to the module.

Additional Information may be entered here as required

## Source

Source

A free text field allowing a user enter the primary source or origin of the module.

Additional information on the primary source or origin of the module may be entered here

## Module Level

Module Level

The module level enables a user to define a module as a pass, common or honours module.

This field is **locked** and **cannot be changed**

## Module Data: This is a required field for all modules

Module Data

- 2.3 - 1 CLINICAL MEDICINE
- 1.7 - 2 LAB
- 1.3 - 3 FIELD WORK
- 1 - 4 NON LAB

For Non-Lab modules enter **1.4 non-lab** as standard default

For all other modules choose from the drop down menu

When you have completed the fields on the screen click

Save Module

Please also remember to **Save Module at each step.**

# Adding Learning Outcomes

When you have entered all the Learning Outcomes for this module, **click on Save Module**

# Editing Existing Learning Outcomes

#	Learning Outcome Description	Up	Down	Edit	Del
1	Test test test		▼		✕
2	Test 2	▲	▼		✕
3	Test 3	▲	▼		✕
4	Test 4	▲			✕

[Add New Learning Outcome](#)

Test ~~test~~ test

[Cancel](#) [Update](#)

Learning outcomes are statements of what a student is expected to know understand and be able to demonstrate after successful completion of a process of learning.  
Enter one learning outcome in the text box and then press 'Add'. In general a Module should have 5 or less learning outcomes.

[Save Module](#)

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

[Save Module](#)

Main | **Outcomes** | Assessments | Bonds | Resources | Workload | Status Log | Finish

Outcomes **Upon successful completion of this Module the student will be able to:**

#	Learning Outcome Description	Up	Down	Edit	Del
1	Test test test		▼		✕
2	Test 2	▲	▼		✕
3	Test 3	▲	▼		✕
4	Test 4	▲			✕

[Add New Learning Outcome](#)

Learning outcomes are statements of what a student is expected to know understand and be able to demonstrate after successful completion of a process of learning.  
Enter one learning outcome in the text box and then press 'Add'. In general a Module should have 5 or less learning outcomes.

[Save Module](#)

Click on the 'paperclip' to **Edit**

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

Main | **Outcomes** | Assessments | Bonds | Resources | Workload | Status Log | Finish

Outcomes **Upon successful completion of this Module the student will be able to:**  
No learning outcomes found

[Add New Learning Outcome](#)

Add a New Learning Outcome

[Cancel](#) [Add](#)

Learning outcomes are statements of what a student is expected to know understand and be able to demonstrate after successful completion of a process of learning.  
Enter one learning outcome in the text box and then press 'Add'. In general a Module should have 5 or less learning outcomes.

Edit your content here and click on **update**

Main Outcomes Assessments Bonds Resources Workload

Outcomes

Upon successful completion of this Module the student will be able to:

#	Learning Outcome Description	Up	Down	Edit
1	Test		▼	✎
2	Test 2	▲	▼	✎
3	Test 3	▲	▼	✎
4	Test 4	▲	▼	✎

Add New Learning Outcome

Learning outcomes are statements of what a student is expected to know understand and be able to demonstrate after successful completion of a process of learning.

Enter one learning outcome in the text box and then press 'Add'. In general a Module should have 5 or less learning outcomes.

Show/Hide Debug: Save Module

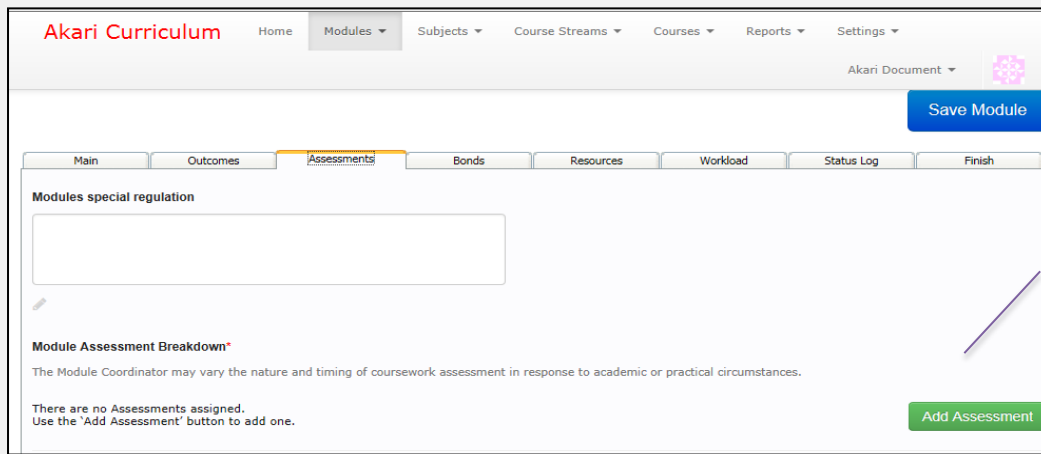
You can change the order of the learning outcomes by clicking the up or down buttons

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





# Adding Assessment Details – for a new module



Click on **Add Assessment** to create a new assessment for the module

**\*Only written assessments and computer based assessments are timetabled centrally by the Examinations Office. If you do not want your modules to be timetabled centrally choose one of the other options.**

### Add Assessment

**Assessment Category**

**Assessment Type**

**Non-Marked (Pass/Fail)**

**% of Total Mark**

**Marks Out of**  Defaulted to 100

**Pass Mark**

**Sitting\***

**Assessment Period\***

**Duration**

**Learning Outcomes**

- 1. Test test test
- 2. Test 2
- 3. Test 3
- 4. Test 4

**Mandatory**

**Is Bondable**

**\*Use the drop down menu to choose the category**

The options that appear in this field will depend on the Assessment Category chosen. Also, you will notice that the duration option will only appear if a written or computer based exam is chosen

If you have more than one assessment please ensure that the % adds up to 100%

Enter 40% where appropriate or you can leave it blank as the information does not go to Quercus

Choose from **First Sitting** or **Second Sitting**

**\*\*Choose from the dropdown menu**

**\*\* Assessment Period** is linked to the 'Teaching Period' on the **main tab**. You can only choose an assessment which falls within the Teaching Period you have chosen, e.g. if the teaching period is Semester1 then the Assessment Period Option is Semester 1

A formal paper assessment is always 2 hours. If the module is not a written paper or computer based the duration will not appear on this screen

Learning Outcomes **should be linked to the correct assessment**

This can be ignored

This is ticked by default if the assessment is written or computer based

**NB: To finish click here, if you do not click this 'tick' you will lose your content**

Add Assessment

### First Sitting

#### Written Assessment

Assessment Type	Assessment Description	% of Total Mark	Mark Out of	Pass Mark	Sitting	Assessment Period	Timing	Duration	Learning Outcomes	Mandatory	Is Bondable	Up	Down	Edit
Paper 1 - Written	n/a	60%	100	0	First Sitting	Semester 2	n/a	2:00	1, 2, 3	Yes	Yes			
Total for Written Assessment (First Sitting)		60%												

When a module assessment is split as per this example please ensure the % of Total Mark add up to 100% for each sitting.

#### Continuous Assessment

Assessment Type	Assessment Description	% of Total Mark	Mark Out of	Pass Mark	Sitting	Assessment Period	Timing	Duration	Learning Outcomes	Mandatory	Is Bondable	Up	Down	Edit	Del
Essay 1	n/a	40%	100	0	First Sitting	Semester 2	n/a	0	None	Yes	No				X
Total for Continuous Assessment (First Sitting)		40%													
Total for First Sitting		100%													



- In the example above the assessment types are both written paper and essay. The written paper is of 2 hours duration. It represents 60% of the assessment. The Continuous Assessment represents 40%. They are marked out of 100 with a pass mark of 40%
- AKARI will tot up the % and display; it should add up to 100%. In the above case this is correctly showing a total for first sitting of 100%.
- There should always be a Second Sitting entry, this generally follows the same entries as per 1<sup>st</sup> Sitting but with an Assessment Period of Autumn

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

# How to Edit Assessments

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

Dashboard

Create a Module  
My Modules  
**All Modules**  
Modules Pending Approval

**Click on 'My Modules' or 'All Modules'**

Akari Document allows for the specification of module delivery modes and other valuable information can be captured in a variety of manners. You have the ability to specify the detail (i.e. type, number and duration of various delivery events and tutorials) of multiple module delivery modes in order for example to cover full-time delivery, part-time delivery and other modes.

Assigned Entities

Entity Type:

- 5 Draft Modules
- 1 Pending Approval Modules
- 1 Reviewed Modules
- 117 Approved Modules
- 12 Draft Course Streams
- 2 Pending Approval Programmes
- 332 Approved Course Streams

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

[Search Again](#)

1 records found

Module Code	Module Title	Version	Valid From	Status
EN3105	20th Century Children's Fiction	1	2014-15 (01-09-14 - 31-08-15)	Approved

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

**Search Modules**

Module Title:

Person:

Status: Any

Module Id:

ISCED: Any

Department: Any

NFQ Level: Any

Valid From: Any

**Module Code**:

ECTS Credits: Any

**Search**

**Click on Search**

Enter the prefix of the module e.g. 'AR' or 'EN' or Enter the module code and search e.g. EN2134

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

[Search Again](#)

1 records found

Module Code	Module Title	Version	Valid From	Status
EN3105	20th Century Children's Fiction	1	2014-15 (01-09-14 - 31-08-15)	Approved

**Click on Module Title**

2 records found

Module Code	Module Title	Version	Valid From
EN3105	20th Century Children's Fiction	1	2014-15 (01-09-14 - 31-08-15)
EN3105	20th Century Children's Fiction	2	2017-18 (01-09-17 - 31-08-18)

**Click on Edit**

- View Module
- Edit**
- Download Module
- Create an un-related Module copy
- Assign Module Instructors
- View Affiliated Course Streams
- Application Administrator Options
- Set Conditional Approval
- Set To Retired

Main Outcomes Assessments Bonds Status Log Finish

Modules special regulation

When you click the Assessment tab you will see the module assessment

Module Assessment Breakdown\*


The Module Coordinator may vary the nature and timing of coursework assessment in response to academic or practical circumstances.

Add Assessment

First Sitting

Continuous Assessment

Assessment Type	Assessment Description	% of Total Mark	Mark Out of	Pass Mark	Sitting	Assessment Period	Timing	Duration	Learning Outcomes	Mandatory	Is Bondable	Up	Down
Continuous Assessment	N/A	100%	0	0	First Sitting	Semester 1	n/a	0	None	No	No		



 At this stage you can **edit** the existing assessment or **delete** the assessment and start again, to see the 'Edit' and 'Del' button scroll across to the right hand side of your screen.

Module Assessment Breakdown\*

The Module Coordinator may vary the nature and timing of coursework assessment in response to academic or practical circumstances.

Add Assessment

Assessment


Assessment Description	% of Total Mark	Mark Out of	Pass Mark	Sitting	Assessment Period	Timing	Duration	Learning Outcomes	Mandatory	Is Bondable	Up	Down	Edit	Del
n/a	0%	100	0	First Sitting	Semester 1	n/a	2:00	None						

Written Assessment (First Sitting) 0%

To Add click on the Add Assessment button to create a new assessment for the module

To Edit click on the paperclip, this will open up the 'Update Assessment' section

To Delete click on the 'X'

 \*Only written assessments and computer based assessments are timetabled centrally by the Examinations Office. **If you do not want your modules to be timetabled centrally choose one of the other options.**

## Add Assessment

Assessment Category

**\*Use the drop down menu to choose the category**

Assessment Type

The options that appear in this field will depend on the Assessment Category chosen. Also, you will notice that the **duration option will only appear if a written or computer based exam is chosen**

Non-Marked (Pass/Fail)

% of Total Mark

If you have more than one assessment please ensure that the % adds up to 100%

Marks Out of

Defaulted to 100

Pass Mark

Enter **40%** where appropriate or you can leave it blank as the information does not go to Quercus

Sitting\*


Choose from **First Sitting or Second Sitting**

Assessment Period\*

\*\*Choose from **the dropdown menu**

Duration

A formal paper assessment is always 2 hours. If the module is not a written paper or computer based the duration will not appear on this screen

 \*\* Assessment Period is linked to the 'Teaching Period' on the main tab. You can only choose an assessment which falls within the Teaching Period you choose, e.g. if the teaching period is Semester 2 and then the Assessment Period Options are Semester 2 or Summer or Trimester 2 (Nursing option)

Learning Outcomes *Please enter some learning outcomes on the Outcomes tab.*

Earlier created Learning Outcomes should be linked to the correct assessment

Mandatory

This can be ignored

Is Bondable

This is ticked by default if the assessment is written or computer based



To finish click here, don't forget to save as you go

Add Assessment

### First Sitting

#### Written Assessment

Assessment Type	Assessment Description	% of Total Mark	Mark Out of	Pass Mark	Sitting	Assessment Period	Timing	Duration	Learning Outcomes	Mandatory	Is Bondable	Up	Down	Edit
Paper 1 - Written	n/a	60%	100	0	First Sitting	Semester 2	n/a	2:00	1, 2, 3	Yes	Yes			
Total for Written Assessment (First Sitting)		60%												

When a module assessment is split as per this example please ensure the % of Total Mark add up to 100% for each sitting.

#### Continuous Assessment

Assessment Type	Assessment Description	% of Total Mark	Mark Out of	Pass Mark	Sitting	Assessment Period	Timing	Duration	Learning Outcomes	Mandatory	Is Bondable	Up	Down	Edit	Del
Essay 1	n/a	40%	100	0	First Sitting	Semester 2	n/a	0	None	Yes	No				X
Total for Continuous Assessment (First Sitting)		40%													
Total for First Sitting		100%													



- In the example above the assessment types are both written paper and essay. The written paper is of 2 hours duration. It represents 60% of the assessment. The Continuous Assessment represents 40%. They are marked out of 100 with a pass mark of 40%
- AKARI will tot up the % and display; it should add up to 100%. In the above case this is correctly showing a total for first sitting of 100%.
- There should always be a Second Sitting entry, this generally follows the same entries as per 1<sup>st</sup> Sitting but with an Assessment Period of Autumn

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



# How to Add Bonds

Akari Curriculum

Home Modules Subjects Course Streams Courses Reports

Save Module

Main Outcomes Assessments **Bonds** Resources Workload Status Log Finish

**Explicit Bonds**  
No Explicit Bonds

**Implied Bonds**  
No Implied Bonds

Bonded module information is used when scheduling examinations. The application caters for Shared Material Bond (2 physical papers but some questions in common), Common Paper Bond (1 physical paper, all questions in common) and Combined Paper Bond (1 physical paper, 0 questions in common). In the case of a Combined Paper Bond paper 1 of module 'A' and paper 1 of module 'B' are examined separately on the same physical paper. No content is shared.

Show/Hide Detail Save Module

Locked for editing for you since 1:35 PM - Last checked 11:43:33

Click on 'Add' bonds

## Implied Bonds

No Implied Bonds

Find Assessments

Type

Search Modules

Module Title

Level  ISCED

ECTS Credits  Status

Module Id  Module Code

Valid From

Choose a field

Cancel Search

Use the dropdown menu to choose the type of bond required. The two most used are **Common Paper** or **Shared Material**

Enter Module Code of module you wish to **bond with** and hit Search

**Common Paper Bond** – one paper uploaded with two or more module codes timetabled in one location.

**Shared Material Bond** – two papers uploaded, timetabled at same time, can be different locations, two modules with similar content of questions

Module Id  Module Code

Valid From

EN2123 Studies in the Age of Shakespeare [Approved]

Click on the module in the search box


Click on **Add Modules**

**Add Bonds**  
EN2134 Media, Culture, Society (CA)

Module Code	Module Title	Assessment Type	Assessment Description	Add
EN2123	Studies in the Age of Shakespeare [Approved]	Paper 1 - Written	n/a	<input style="background-color: #4CAF50; color: white; border: none; padding: 2px 5px;" type="button" value="+"/>

Click on the **plus icon**

Click on **Close**

 Follow the same process to add a bond to the second sitting assessment if there is a requirement to have a bond also in the second sitting

**When you have created your bond click on the Save Module icon**

**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, Editing and Deleting Resources



You can enter reference material here such as reading lists, journal articles or resources such as websites

### Indicative Content

The screenshot shows the 'Resources' tab in the Akari Curriculum system. A purple callout box points to the 'Add Content' button in the 'Indicative Content' section. The page also shows sections for 'Book List', 'Article/Paper List', and 'Other Resources', each with an 'Add' button. A 'Save Module' button is visible in the top right corner.

This screenshot shows the 'Add Content' form. A purple callout box points to the 'Add Content' button. Another purple callout box points to the 'Heading\*' text input field, with the instruction 'Enter your heading and description text'. A third purple callout box points to the 'Indicative Description' text area, with the instruction 'Link it to the relevant learning outcome'. Below the description field is a list of learning outcomes: '1. Test', '2. Test 2', '3. Test 3', and '4. Test 4', each with an unchecked checkbox. At the bottom of the form are 'x' and '✓' buttons. A red callout box points to the '✓' button with the text: 'NB: Remember to click here, if you do not click this 'tick' you will lose your content'. A footer note reads: 'To add an item of indicative content click add and enter a heading and brief description in the form provided.'



See below for an example of a completed entry; do not forget to **save as you go**

You can **prioritise** entries, **edit** and **delete** them here

Indicative Content

Heading	Indicative Description	Learning Outcomes	Up	Down	Edit	Del
Lectures on Early Modern Literature	In lectures, students are exposed to and provided with the skills to independently analyse a range of sixteenth and seventeenth British literature written by Shakespeare and his early modern contemporaries.	None				
Independent analysis of Early Modern Literature	Students apply the knowledge and skills they have learned from lectures by writing two essays related to literature written by Shakespeare and his contemporaries.	None				

Add Content

Heading\*

Indicative Description

Learning Outcomes

- 1. Discuss the historical contexts in which Early Modern Literature was written
- 2. Be conversant about a diverse range of genres, texts and authors from the period
- 3. Practice the craft of writing by responding to literary texts in rhetorically effective ways
- 4. Gain proficiency in the use of appropriate theories and methodologies to explore historical literature
- 5. Gain the critical skills and knowledge to be adequately prepared for further literature-related study
- 6. Analyse how audience and purpose impact the structure and content of literary texts
- 7. Demonstrate an awareness of how language and meaning are shaped by culture and context
- 8. Engage in critical inquiry and reflection

To add an item of indicative content click add and enter a heading and brief description in the form provided.

**NB: Remember to click here, if you do not click this 'tick' you will lose your content**

## Book List

Book List

LIST IS EMPTY

Add Book

Click on 'Add Book' to add books to your reading list

Enter the recommended and supplementary texts for this module. If entering an ISBN number, please enter the 10 or 13 digits of the number with NO hyphens or spaces

Book List

Type	Book
Recommended	William Shakespeare, <i>Hamlet</i> , Folger Shakespeare Library, Simon & Schuster [ISBN:978074347712]
Supplementary	Bill Bryson, <i>Shakespeare: The World as Stage</i> , Harper Perennial [ISBN:978006167369]

Add Book Resource

Reference Type  Recommended  Supplementary

ISBN

Author/Editor/Issuing Body

Year of Issue

Title of Publication

Edition

Chapters

Publisher


Place of Publication

Pages

Type in the **ISBN number** of the book and it will **automatically populate the fields**

**NB: Remember to click here, if you do not click this 'tick' you will lose your content**

Enter the recommended and supplementary texts for this module. If entering an ISBN number, please enter the 10 or 13 digits of the number with NO hyphens or spaces

 You can add **additional books** by repeating the steps above



You can **add articles** and **other recourses** in the same manner using the relevant buttons

#### Article/Paper List

LIST IS EMPTY

Add Article

Enter the recommended and supplementary articles for this module. ✎

#### Other Resources

LIST IS EMPTY

Add Resource

Enter the recommended and supplementary reference items for this module. ✎

Save Module

Show/Hide Debug:

**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!**

## Using the Workload Tab

The screenshot shows the 'Workload' tab selected in a navigation menu. Below the menu, there are two sections: 'Full Time (0 Items)' and 'Part Time (0 items)'. A green 'Add Workload Item' button is visible in the 'Full Time' section. A purple callout box with a white border and a pointer to the button contains the text: 'Click on 'Add Workload Item' to add a new workload'. At the bottom right, there is a blue 'Save Module' button. At the bottom left, there is a 'Show/Hide Debug:' link.

### EXAMPLE OF ADDING A LECTURE FOR A 5ect MODULE

The screenshot shows the 'New Workload Item' form. The 'Delivery Type' is set to 'Full Time'. The 'Contact Type' dropdown menu is open, showing options: 'Not Set', 'Contact', and 'Non Contact'. A purple callout box with a white border and a pointer to the 'Contact' option contains the text: 'Click on 'Contact''. Other fields include 'Workload Type', 'WorkLoad Description', 'Total Hours', 'Frequency' (set to 'Every Week'), and 'Learning Outcome' (with checkboxes for '1. Test test test', '2. Test 2', '3. Test 3', and '4. Test 4').

The screenshot shows the 'New Workload Item' form with the 'Contact Type' set to 'Contact'. The 'Workload Type' dropdown menu is open, showing options: 'Lecture', 'Lab', 'Tutorial', 'Lecturer-Supervised Learning (Contact)', and 'Field Work'. A purple callout box with a white border and a pointer to the 'Lecture' option contains the text: 'Select from the dropdown menu for 'Workload Type''. Other fields are the same as in the previous screenshot.

Delivery Type: Full Time  
 Contact Type: Contact  
 Workload Type: Lecture  
 WorkLoad Description:   
 Total Hours: 12  
 Frequency: Per Semester  
 Learning Outcome:
 

- 1. Test
- 2. Test 2
- 3. Test 3
- 4. Test 4

Add in a 'Workload Description'  
 Add how many hours of lectures per semester  
 Select 'Frequency' from the dropdown menu  
 Link it to the relevant 'Learning Outcome'  
 NB: Remember to click here, if you do not click this 'tick' you will lose your content


**EXAMPLE OF ADDING A TUTORIAL FOR A 5ect MODULE**


Delivery Type: Full Time  
 Contact Type: Contact  
 Workload Type: Tutorial  
 WorkLoad Description:   
 Total Hours: 24  
 Frequency: Per Semester  
 Learning Outcome:
 


- 1. Test
- 2. Test 2
- 3. Test 3
- 4. Test 4

NB: Remember to click here, if you do not click this 'tick' you will lose your content

## EXAMPLE OF ADDING DIRECTED LEARNING FOR A 5ect MODULE


**Delivery Type** Full Time 

**Contact Type** Non Contact 

**Workload Type** Directed Learning 

**WorkLoad Description**

**Total Hours** 64

**Frequency** Per Semester 

**Learning Outcome**

- 1. Test
- 2. Test 2
- 3. Test 3
- 4. Test 4







✕ ✓

**NB:** Remember to click here, if you do not click this 'tick' you will lose your content

## SUMMARY OF THE WORKLOAD FOR THIS 5ect MODULE

Workload

▼ Full Time (3 items)

Workload Type	WorkLoad Description	Learning Outcomes	Total Hours	Frequency	Average Weekly Learner Workload	Up	Down	Edit	Del
Lecture	No Description	1	12	Per Semester	1	▼			
Tutorial	No Description	1,2	24	Per Semester	2	▲	▼		
Directed Learning	No Description	1,2	64	Per Semester	5.33	▲			
			100	(8.33 Hours Per Week)					

[Add Workload Item](#)

► Part Time (0 items)

This highlights the breakdown of student workload for a student taking a module.  
 To enter a breakdown of the student workload for a full time student taking this Module press 'Add Workload Item' and complete the form presented.

[Save Module](#)

Show/Hide Debug:

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

# The Finish Screen

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

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

**Update Status**

Submit For Approval

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

Here are your options to finish the process

**Save And Exit**

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

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

**Save and Preview**

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

**Save and Preview:** This will give you a preview of the module

## Example of the Preview function

Module Details

Title Short:	Test Module DRAFT		
Module Code:	n/a		
ECTS Credits:	5		
NFQ Level:	EQF Level:	EHEA Level:	
Valid From:	2017-18 (01-09-17 - 31-08-18)		
Teaching Period:	Semester 1		
Module Delivered in	No Course Streams		
Module Owner:	CARMEL FLYNN		
Module Discipline:	ACADAMH Acadamh na hUllscoláiochta Gacilge		
Module Data:	1 4 NON LAB		
Module Description:	no description provided		

Learning Outcomes

On successful completion of this module the learner will be able to:

LO1	Test
LO2	Test 2

## Update Status

Submit For Approval

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

You must make sure that all required data has been provided before submitting the module for approval

### Discussion Notes

You can also add in notes in 'Discussion Notes' for the Module Co-ordinator who will be looking at the module before submitting it for College approval

## What Happens Now?

My Draft Modules

My Pending Modules

My Reviewed Modules

My Approved Modules

My Draft Modules

You can leave your module in draft and the **'EDIT'** option will be available to you until such time as you wish to Submit for Approval

My Pending Modules

Once your module is in **'My Pending Modules'** a Co-ordinator has two options:

- They can **'Set to Review'** or **'Revert to Draft Status'**

A Co-ordinator is classified as any user who has been given Co-ordinator permissions on AKARI and who is also in the same discipline as you

My Reviewed Modules

If the Co-ordinator is happy with the content etc. they will **'Set to Reviewed'**. You will then see your module in **'My Reviewed Modules'**



## My Approved Modules

The next step is that the College Approver can choose to '**Give Full Approval**' to the module. The module will then be finalised and will go to the message queue between AKARI and Quercus ready to be approved



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