Table of Contents

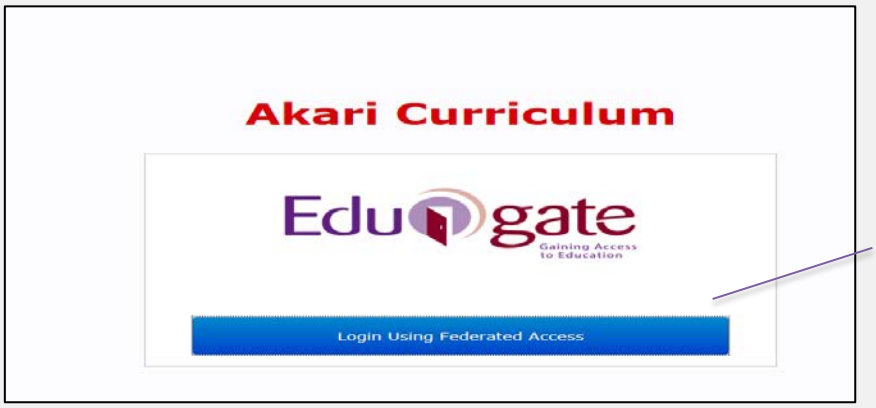
Creating a New Module 3
Updating an Existing Module 8
Adding Learning Outcomes 14
Editing Existing Learning Outcomes 15
Adding Assessment Details – for a new module 17
How to Edit Assessments 19
How to Add Bonds 23
Adding, Editing and Deleting Resources 25
Using the Workload Tab 28
The Finish Screen 31

Logging into Curriculum Management System

Accessing the Curriculum Management System

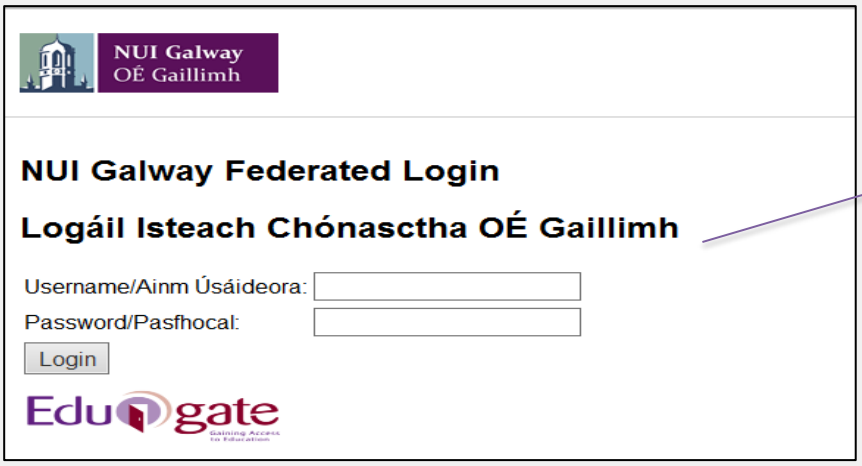
- **To access AKARI** click https://nuig.akarisoftware.com/curriculum/

- **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:

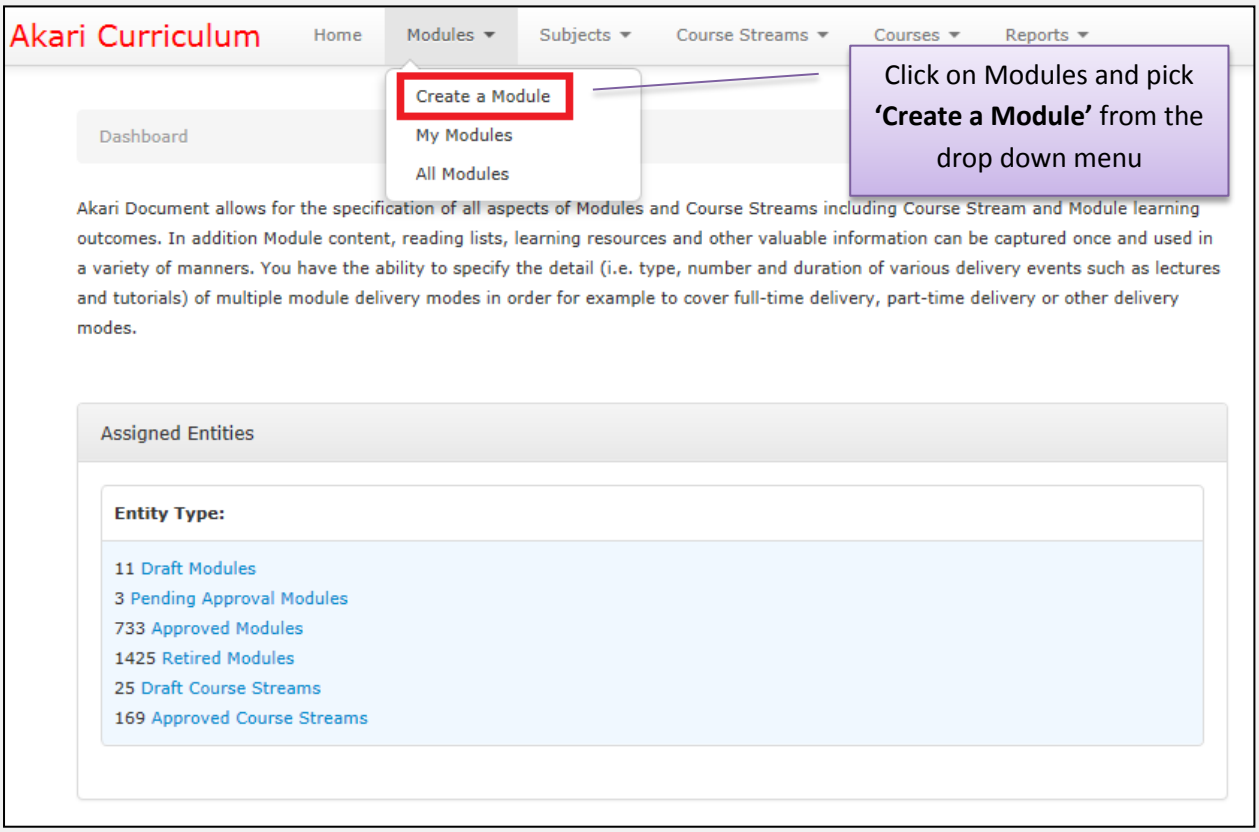
There are three types of support channels for this service depending on the issue/request. However, please visit the Curriculum Management FAQ page before logging a support request.

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 or email Syllabus Team at syllabus@nuigalway.ie.

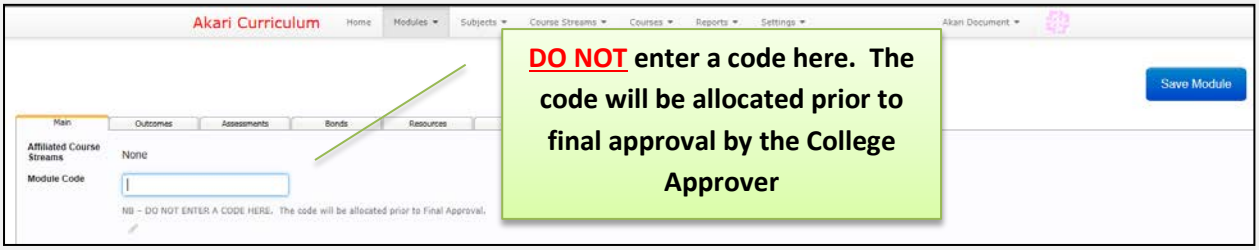
CELT: Issues with adding instructors on blackboard should be directed to CELT

Creating a New Module

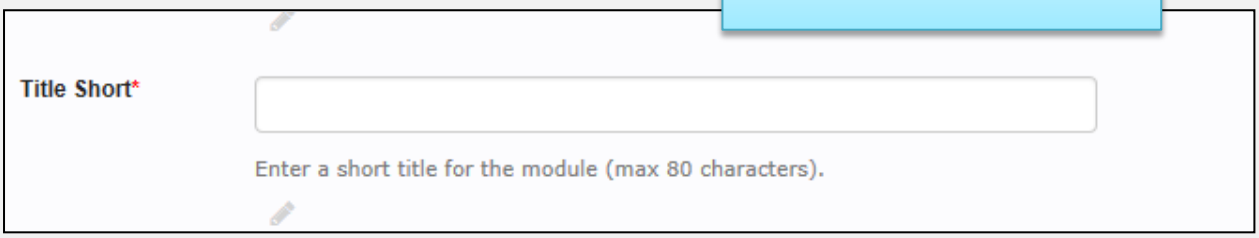


Filling in the Sections

Module Code

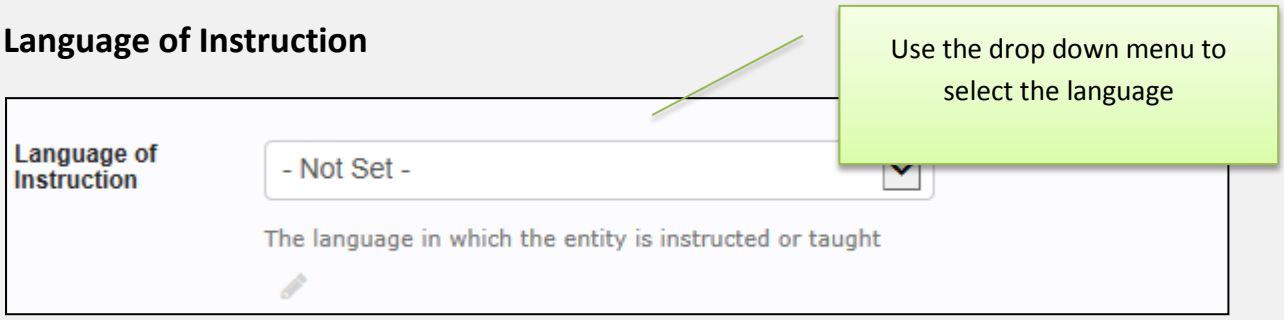


Title Short*

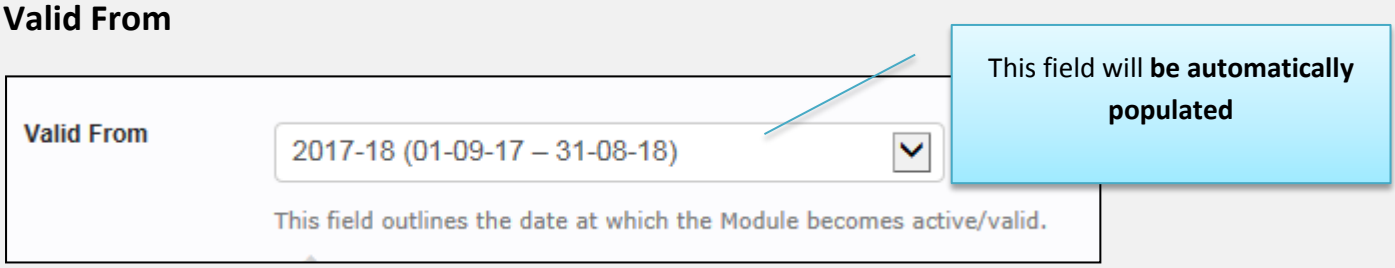


Click Save Course Stream at each step, saving message appears Saving followed by message saved

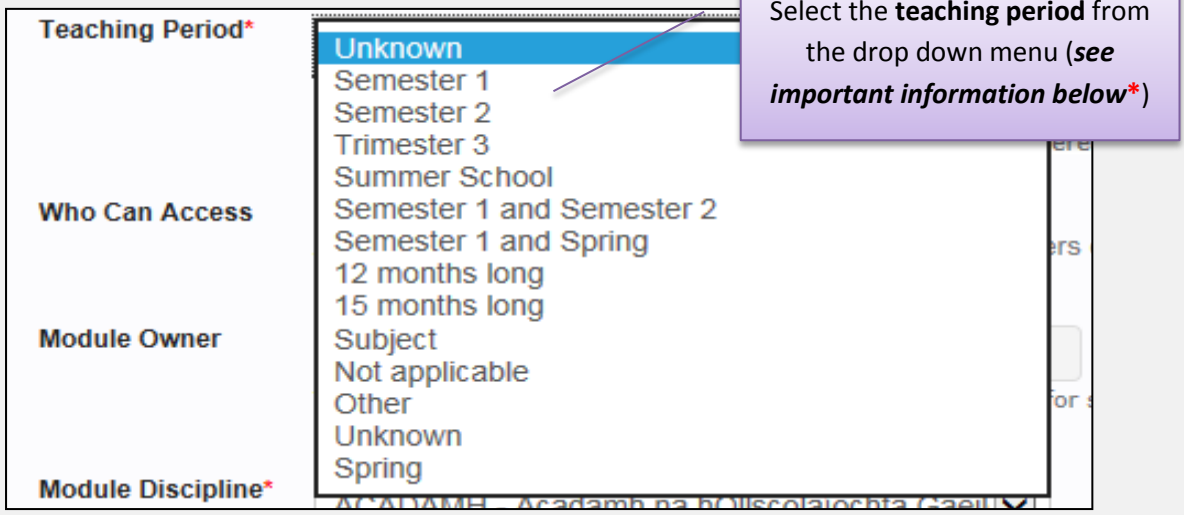
Language of Instruction



Valid From



Teaching Period*



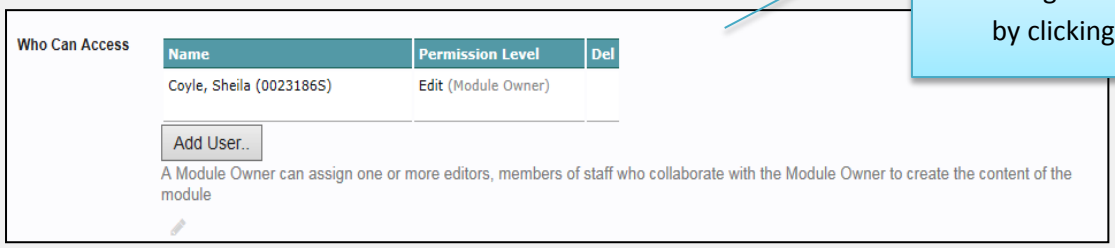
* When the ***'Teaching Period'*** is selected, the ***'Assessment Period'*** defined in the ***'Module Assessment Breakdown'*** with ***'Assessments tab'*** should be set to the *same semester.*

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

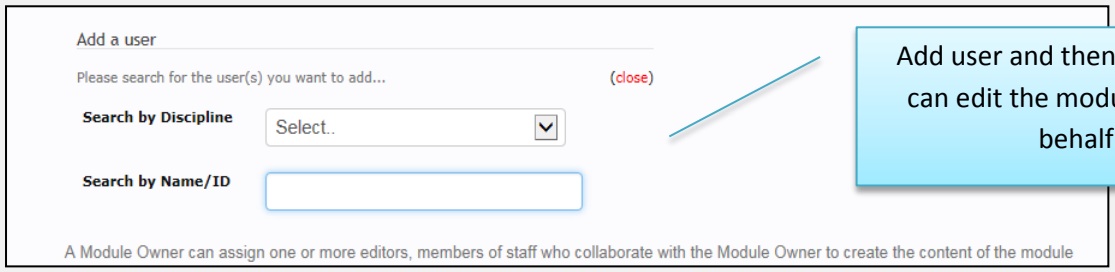
i.e. The Semester 1 teaching period goes to Semester 1 assessment and the Semester 2 teaching period goes to the Semester 2 assessment. Where an assessment is held at the end of a year this is classified as a year-long module i.e. semester 1 and semester 2

Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**

Who Can Access

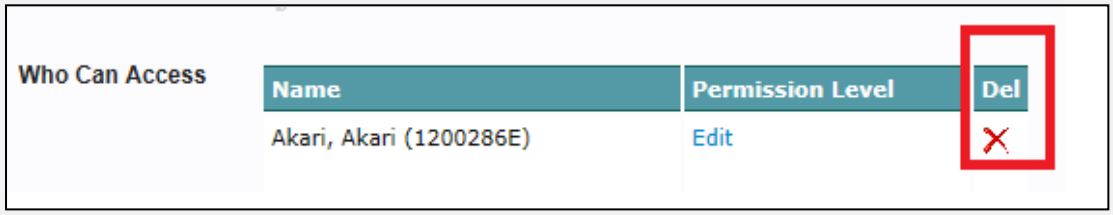


A Module Owner can give co-editor rights to another person by clicking on **Add User**

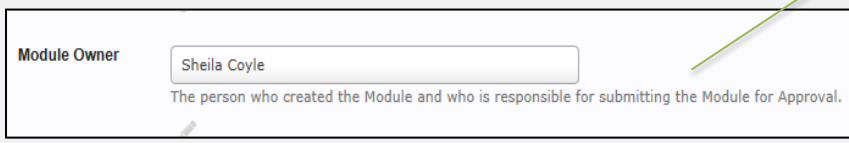


Add user and then this person can edit the module on your behalf

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

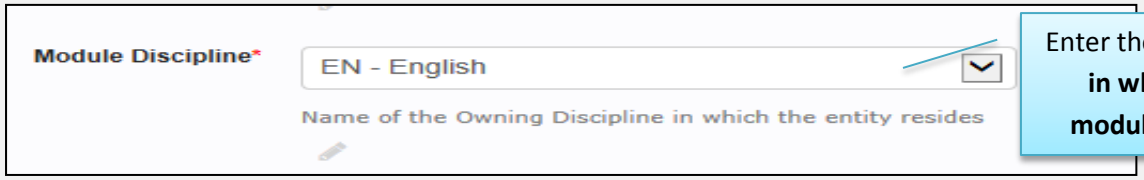


Module Owner



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

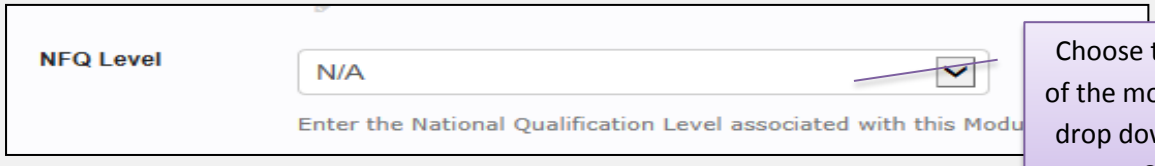
Module Discipline*



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

NFQ Level

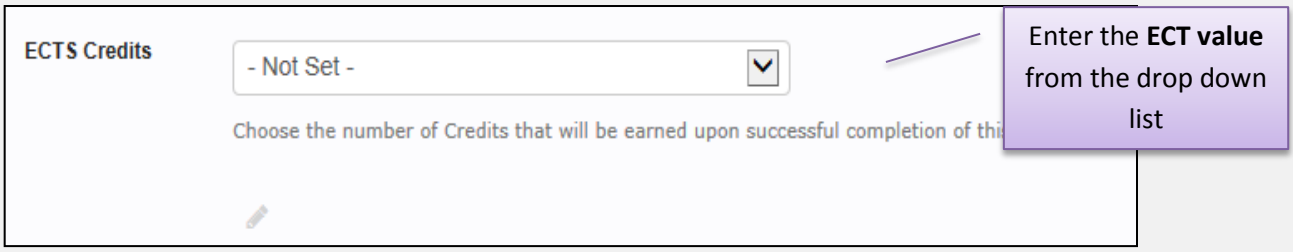
NOTE: For more information on NFQ levels see http://www.nfq-qqi.com/



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

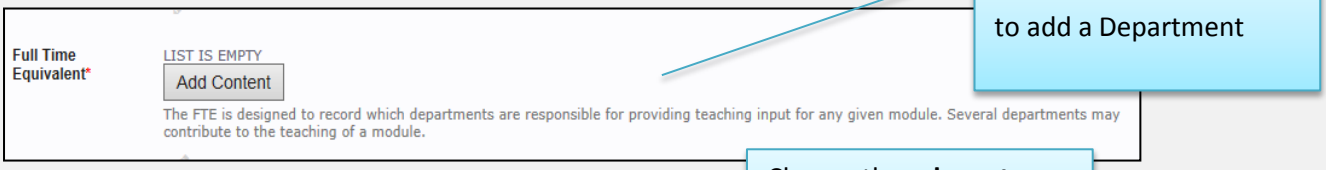
Click Save Course Stream at each step, saving message appears Saving followed by message saved

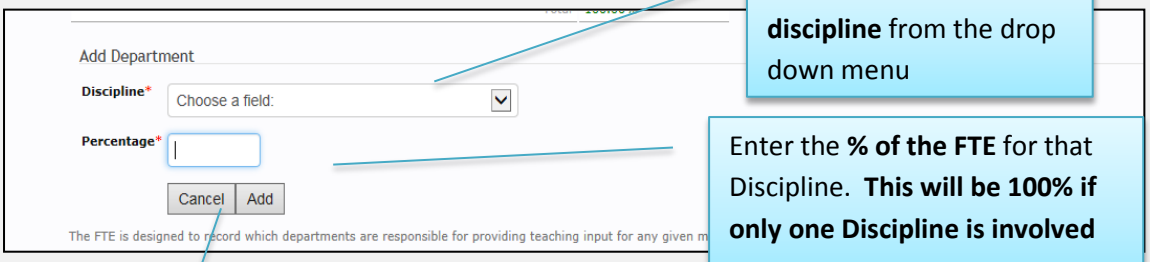
ECTS Credits



Description

Full Time Equivalent*





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.

Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**

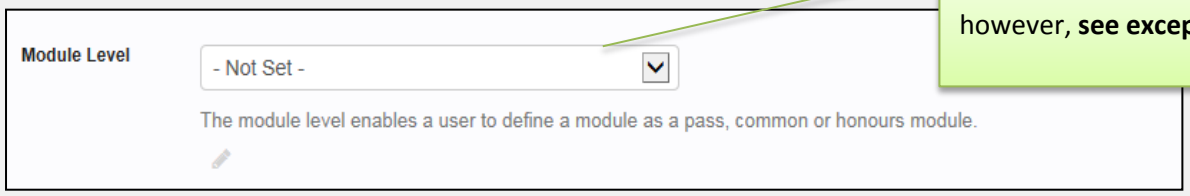
Acknowledgement

Additional Information may be entered here as required

Source

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

Module Level



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**

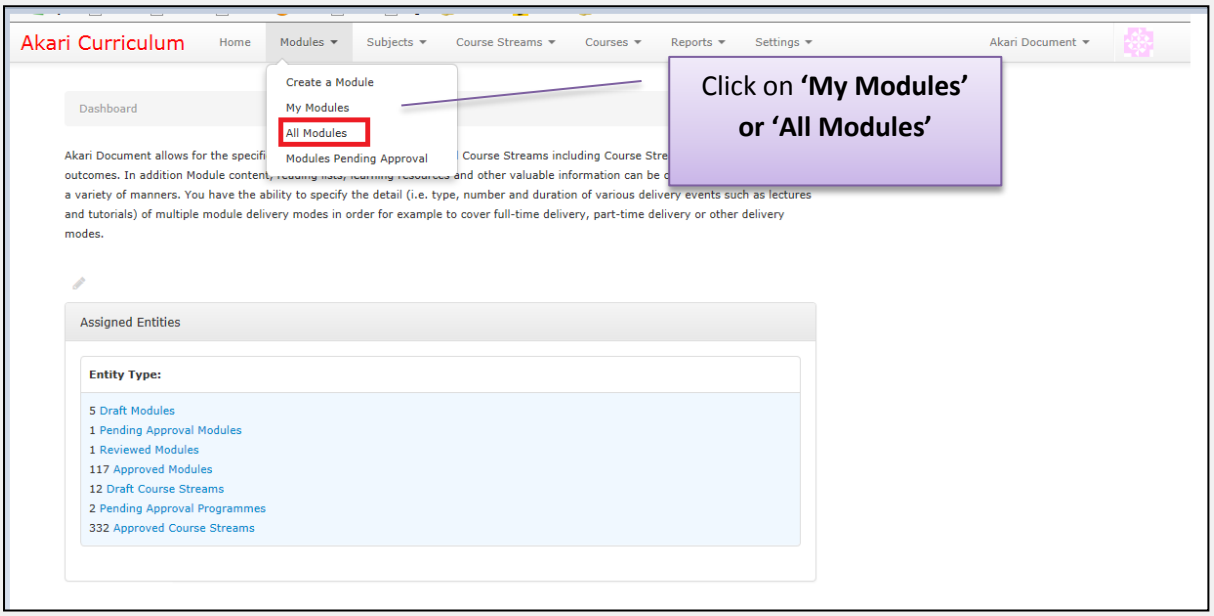
Module Data This is a required field for **all modules**

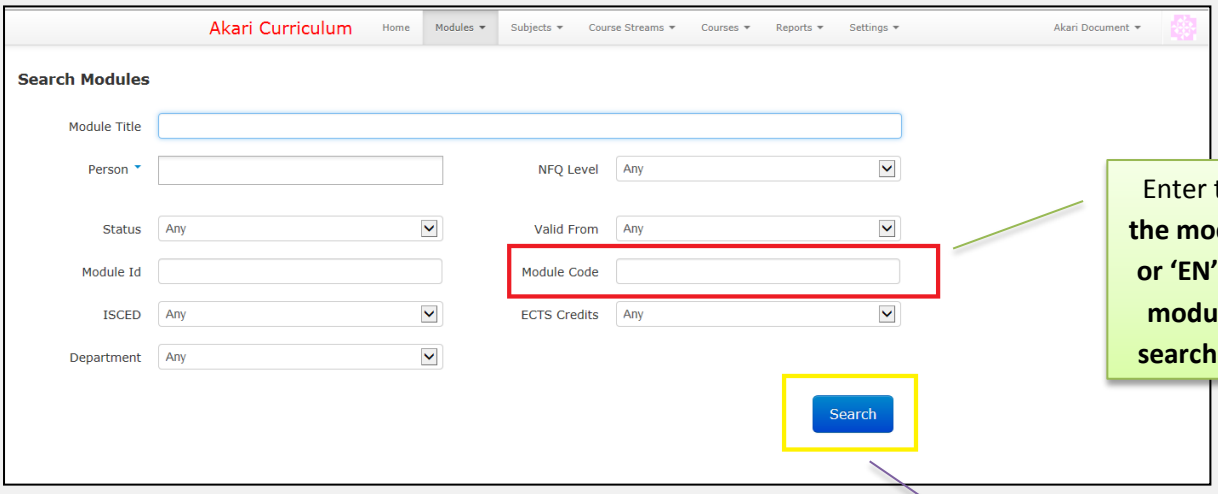
For Non-Lab modules enter **1.4 non-lab** as the standard default

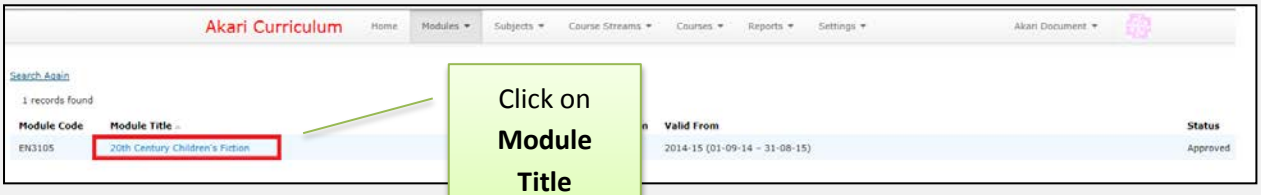
For all other modules choose from the drop down menu

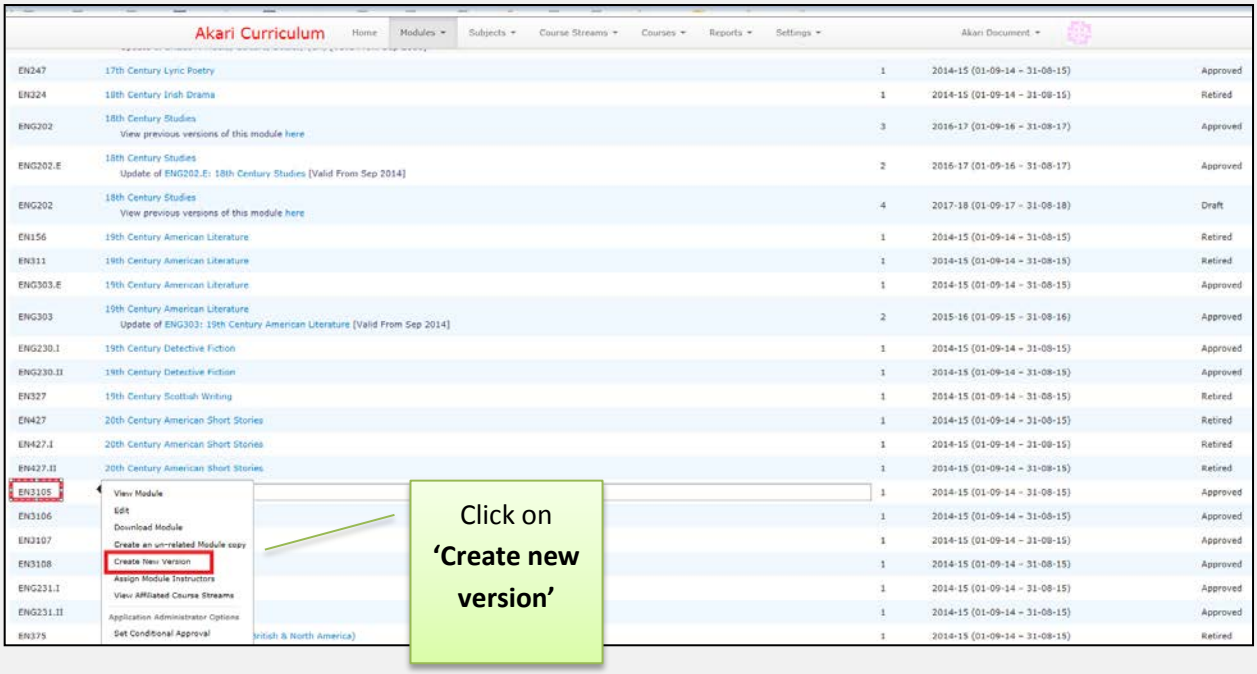
Click Save Course Stream at each step, saving message appears Saving followed by message saved

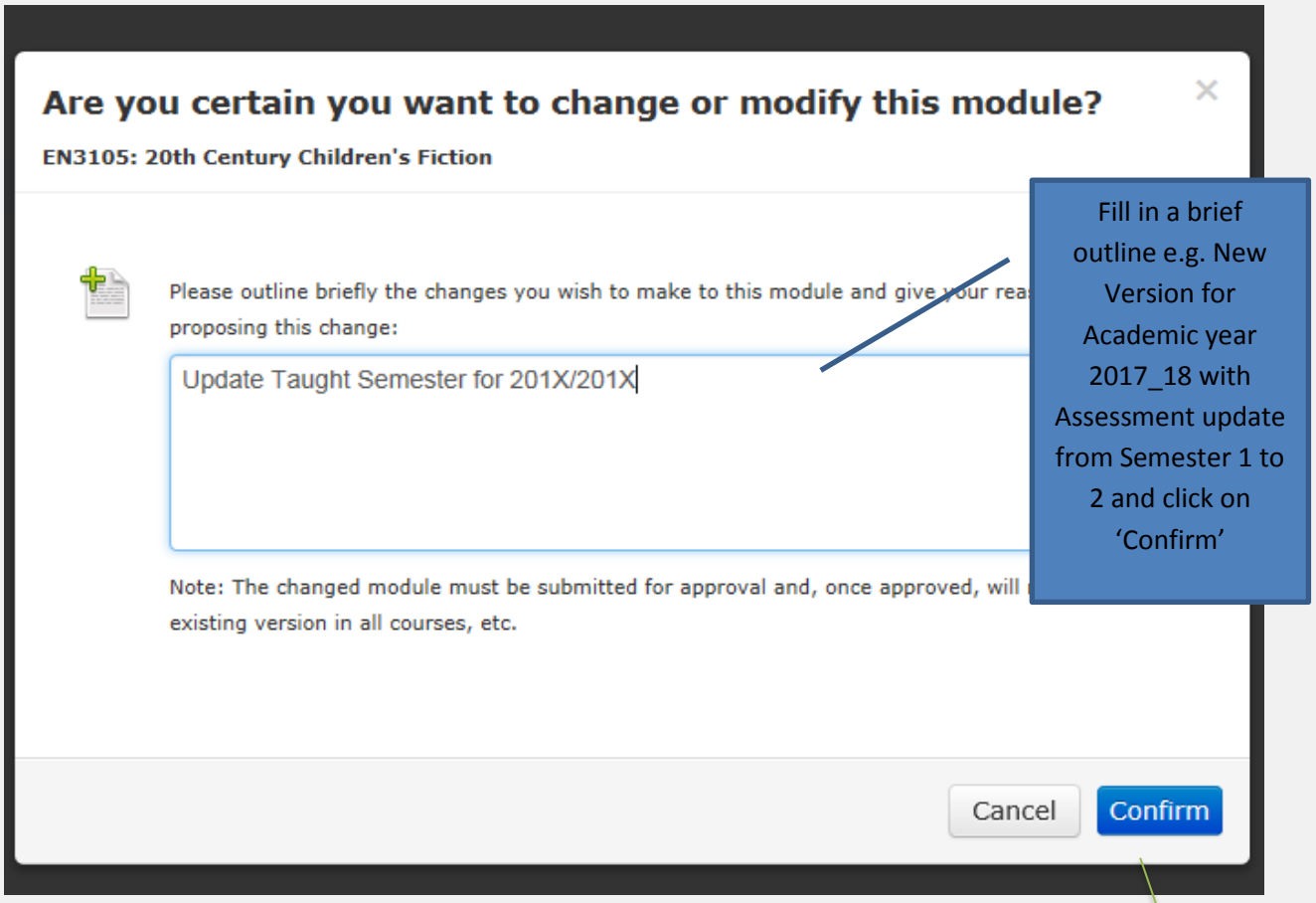
Updating an Existing Module



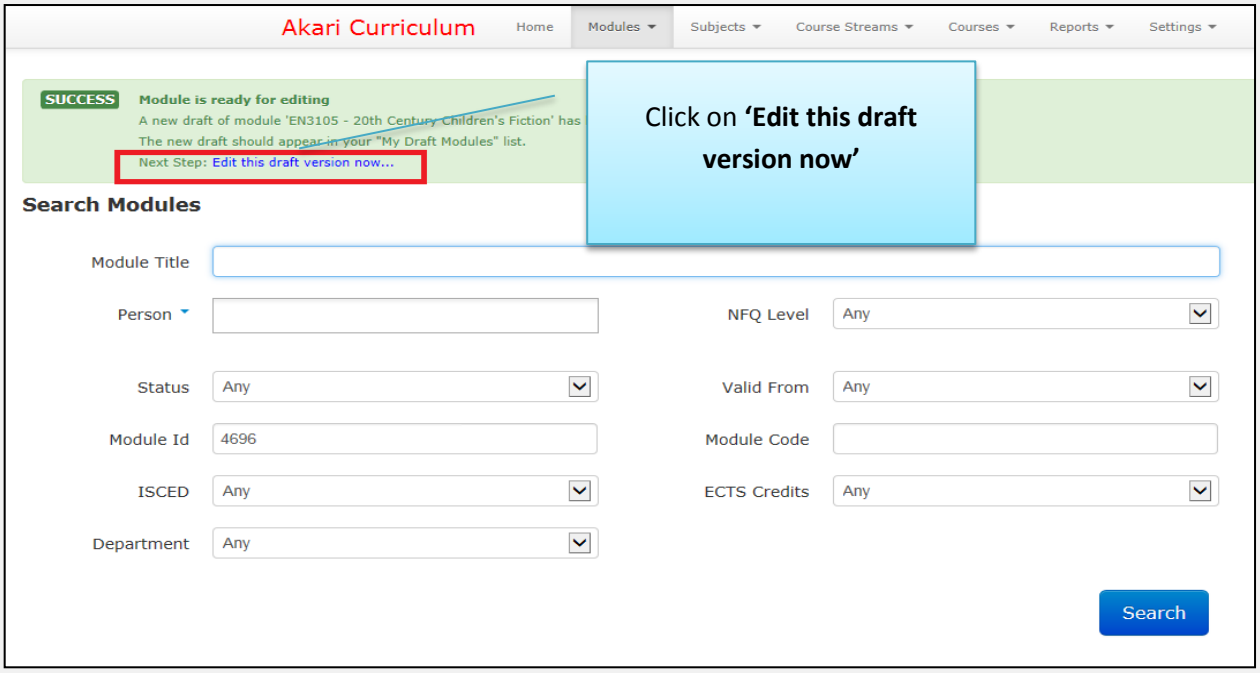








Click Save Course Stream at each step, saving message appears Saving followed by message saved

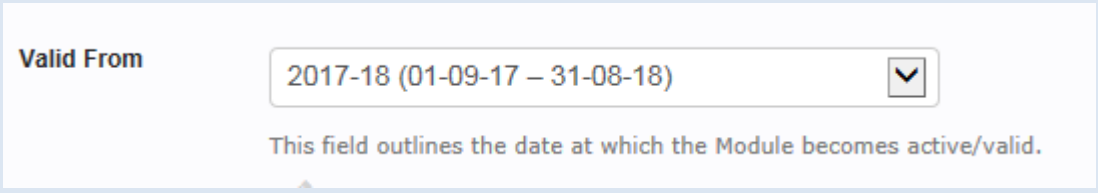


HELPFUL TIPS

- 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.

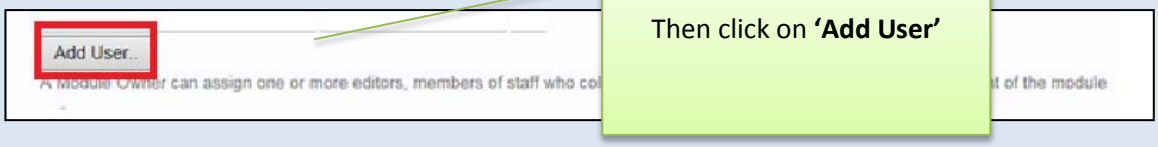


- **Teaching Period:** This is where a user can edit the taught semester. This will filter down to the assessment tab where users will be restricted from choosing assessment from any other period apart from those which match with the taught semester in the main tab.

Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**

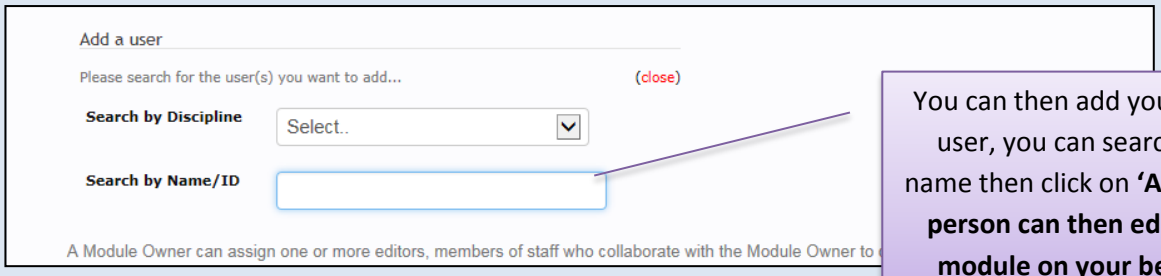
NB: Click on **'Save Module'** after <u>each step</u>

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'**



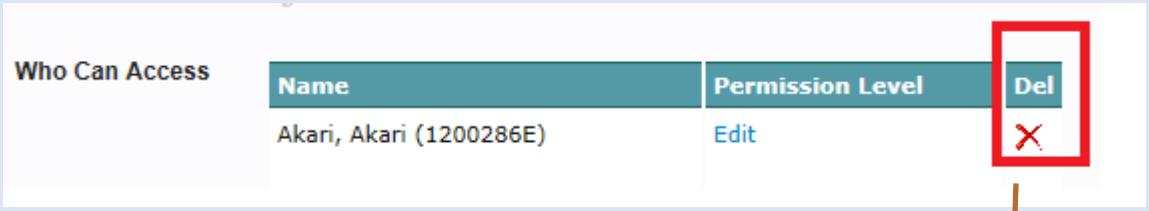
Then click on **'Add User'**

Then Add your user



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**

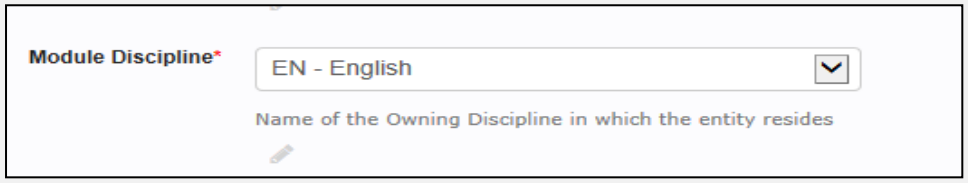
You can also ***delete*** editors from the list in the same way.



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

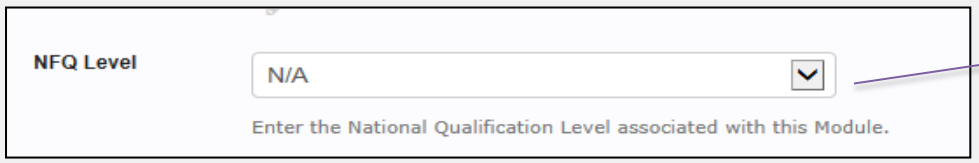
Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**

Module Discipline*



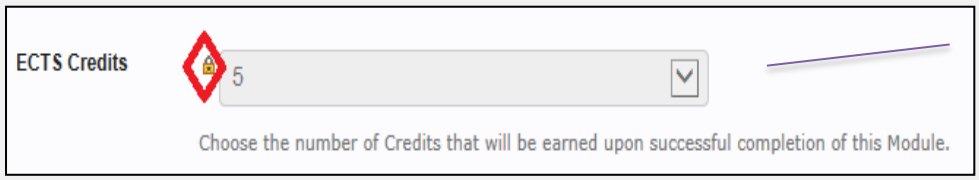
Enter the **Discipline in which the module resides**

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



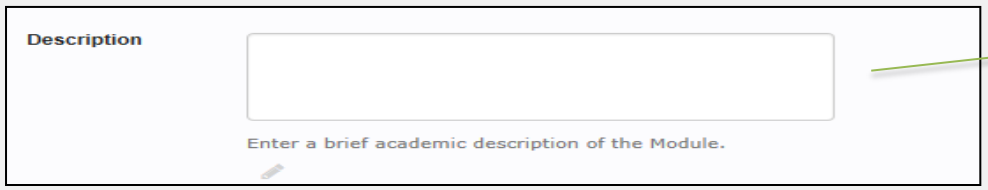
Choose **the NFQ level** of the module from the drop down, **usually 8, 9 or 10**

ECTS Credits



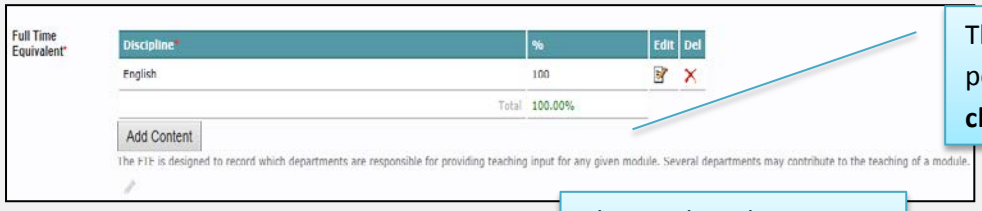
ECTS will already be populated; this field is locked you cannot change the ECTS for an existing module

Description

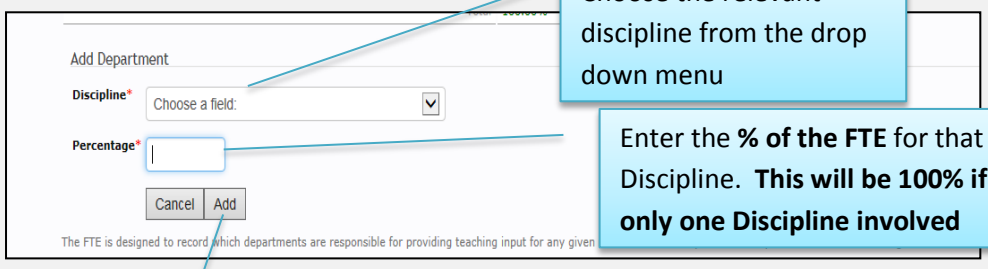


This is a field in which you can enter additional information

Full Time Equivalent*



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



Choose the relevant discipline from the drop down menu

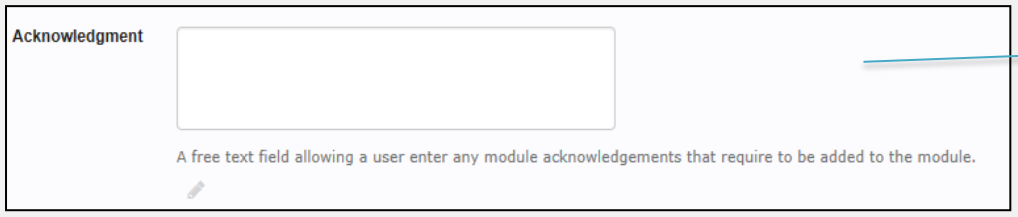
Enter the **% of the FTE** for that Discipline. **This will be 100% if only one Discipline involved**

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.

Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**

Acknowledgement

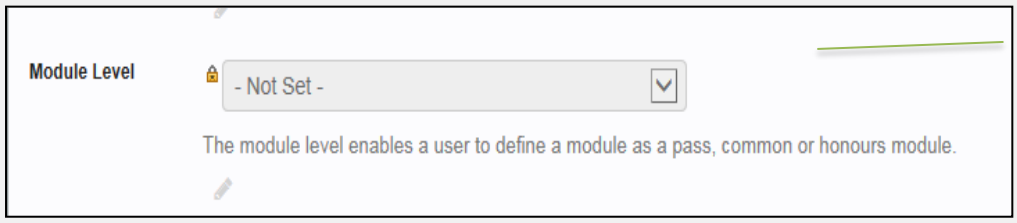


Additional Information may be entered here as required

Source

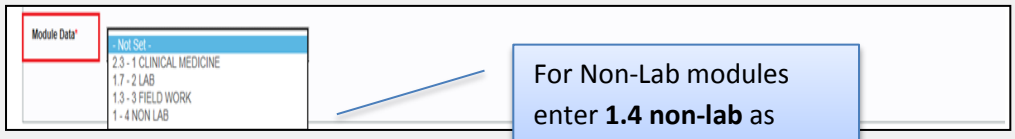
Additional information on the primary source or origin of the module may be entered here

Module Level



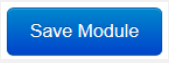
This field is **locked** and **cannot be changed**

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

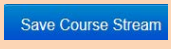


For Non-Lab modules enter **1.4 non-lab** as standard default

For all other modules choose from the drop down menu

When you have completed the fields on the screen click 

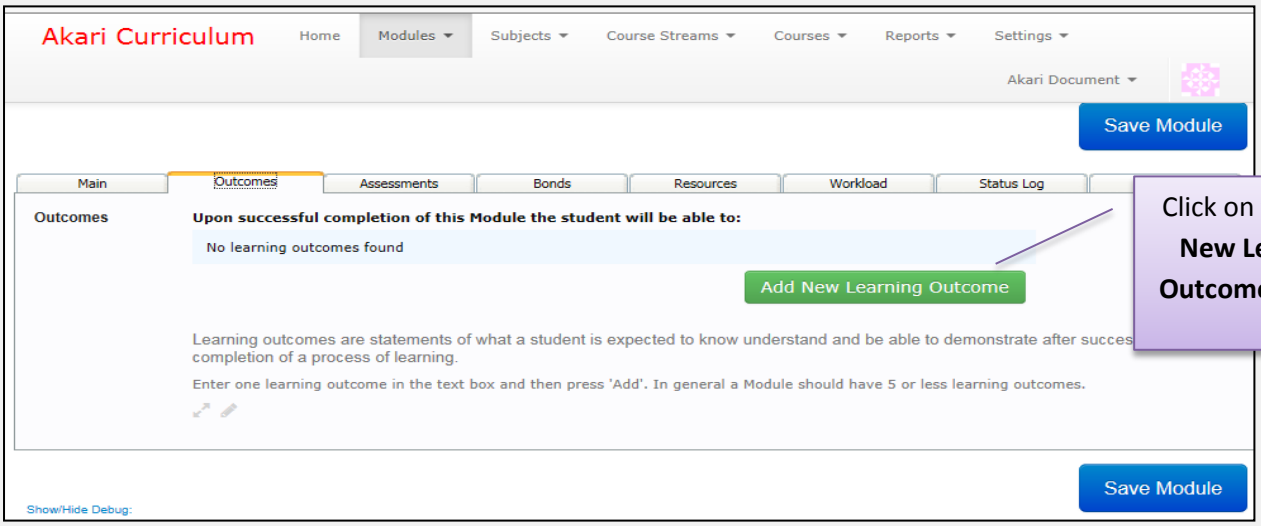
Please also remember to **Save Module at each step.**

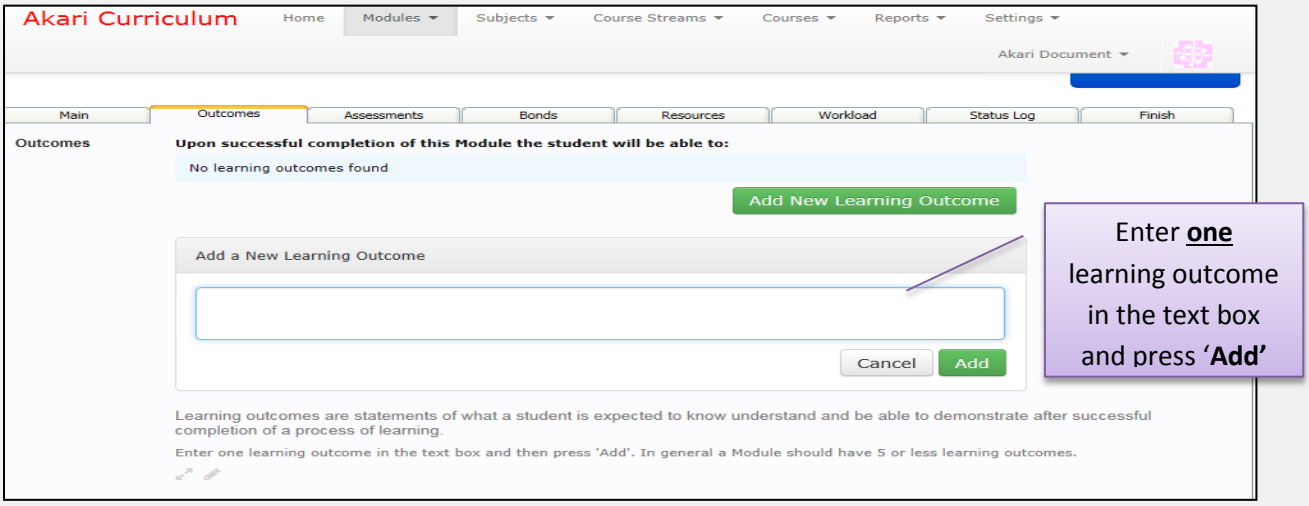
Click 

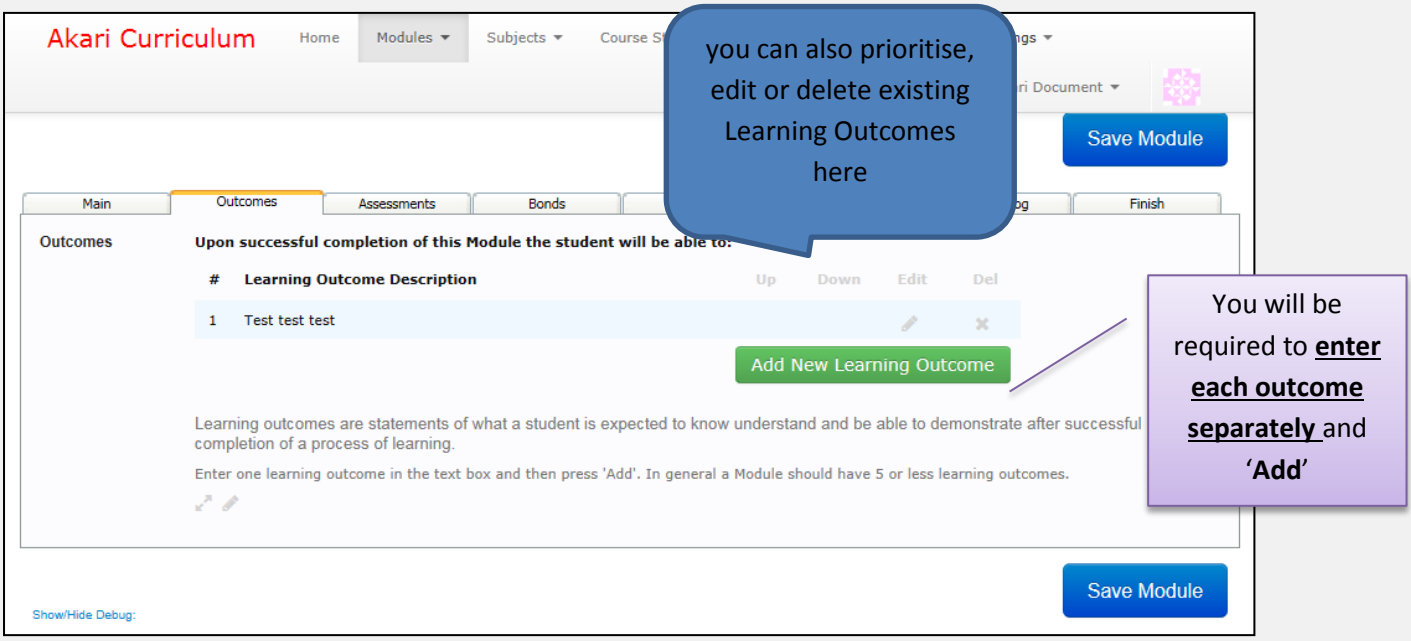
at each step, saving message appears

followed by message saved

Adding Learning Outcomes



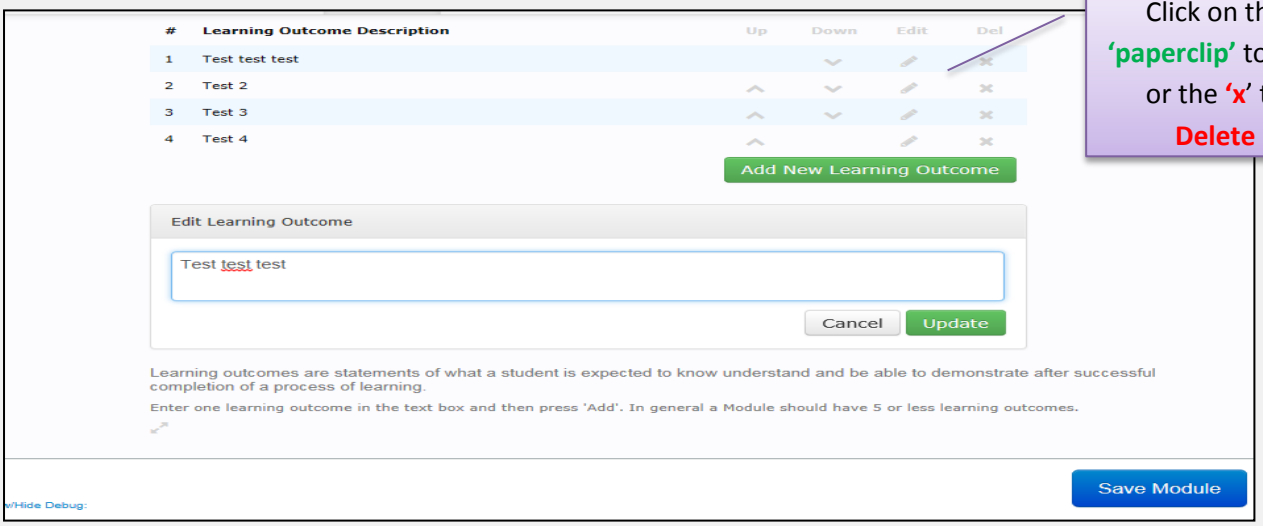


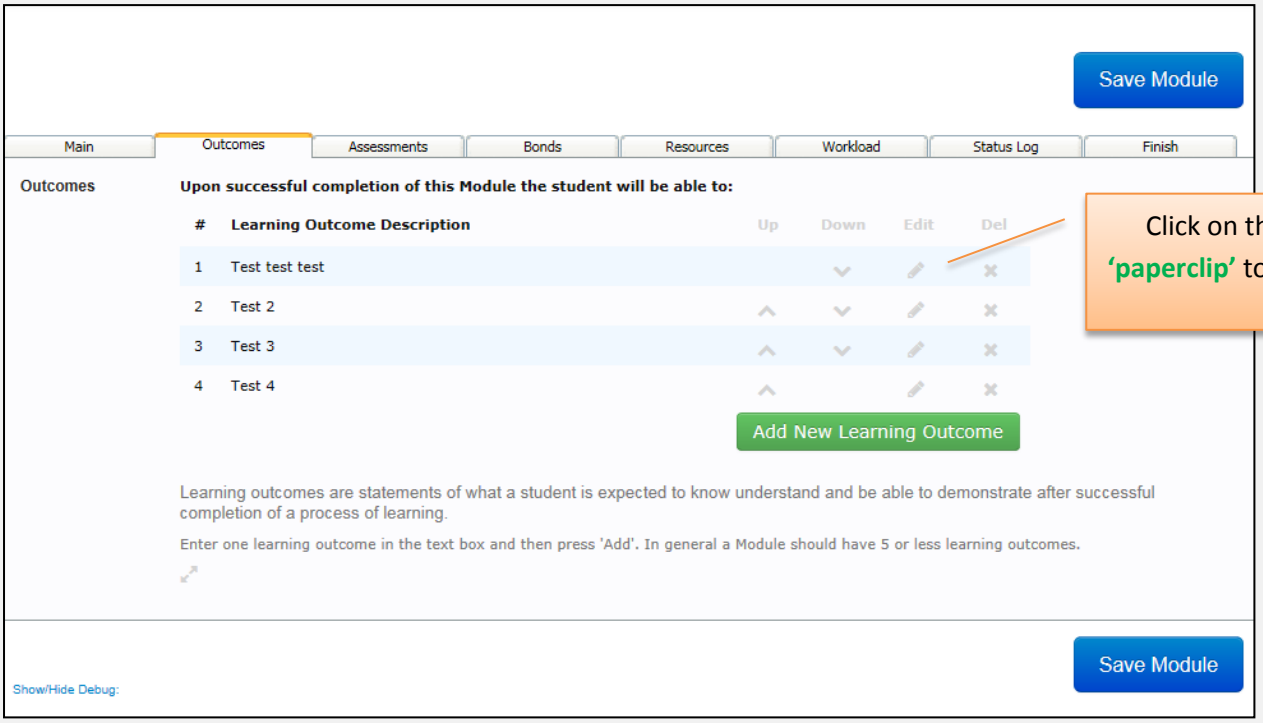


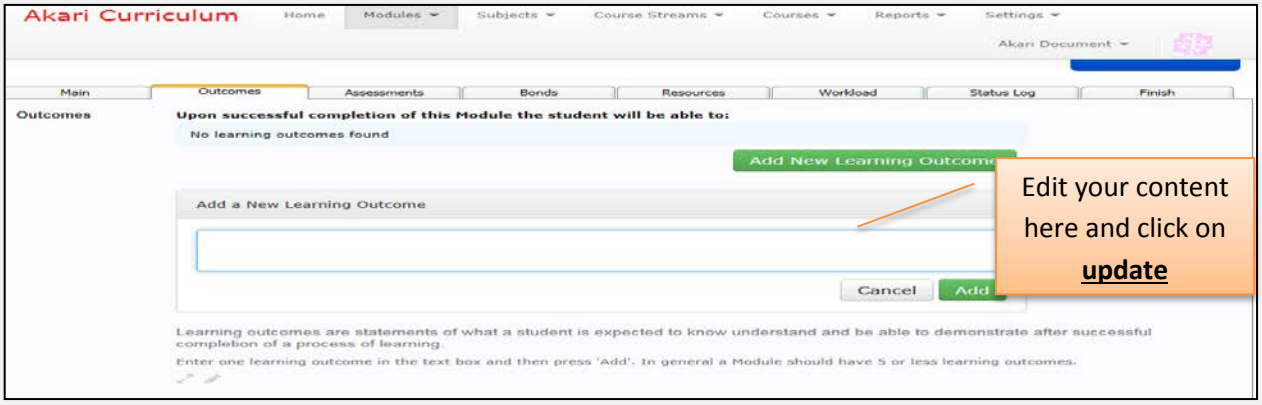
When you have entered all the Learning Outcomes for this module, **click on Save Module**

Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**

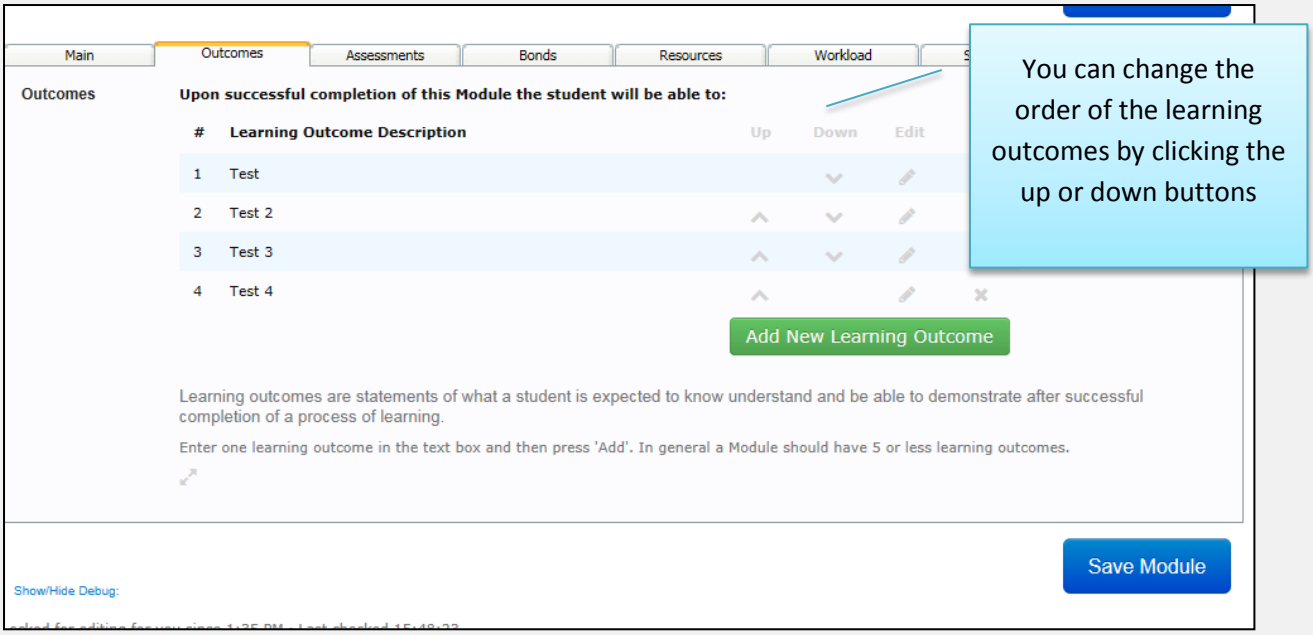
Editing Existing Learning Outcomes







Click Save Course Stream at each step, saving message appears Saving followed by message saved

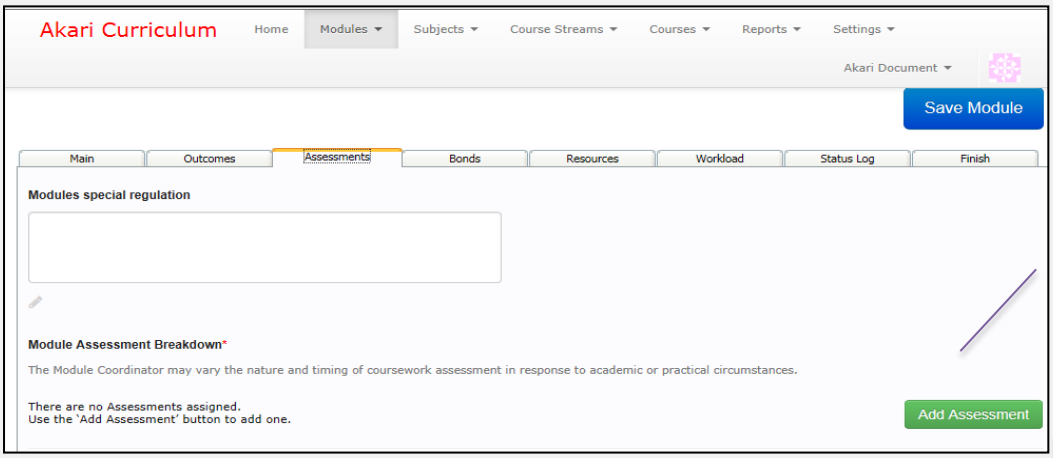


You can change the order of the learning outcomes by clicking the up or down buttons

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**!

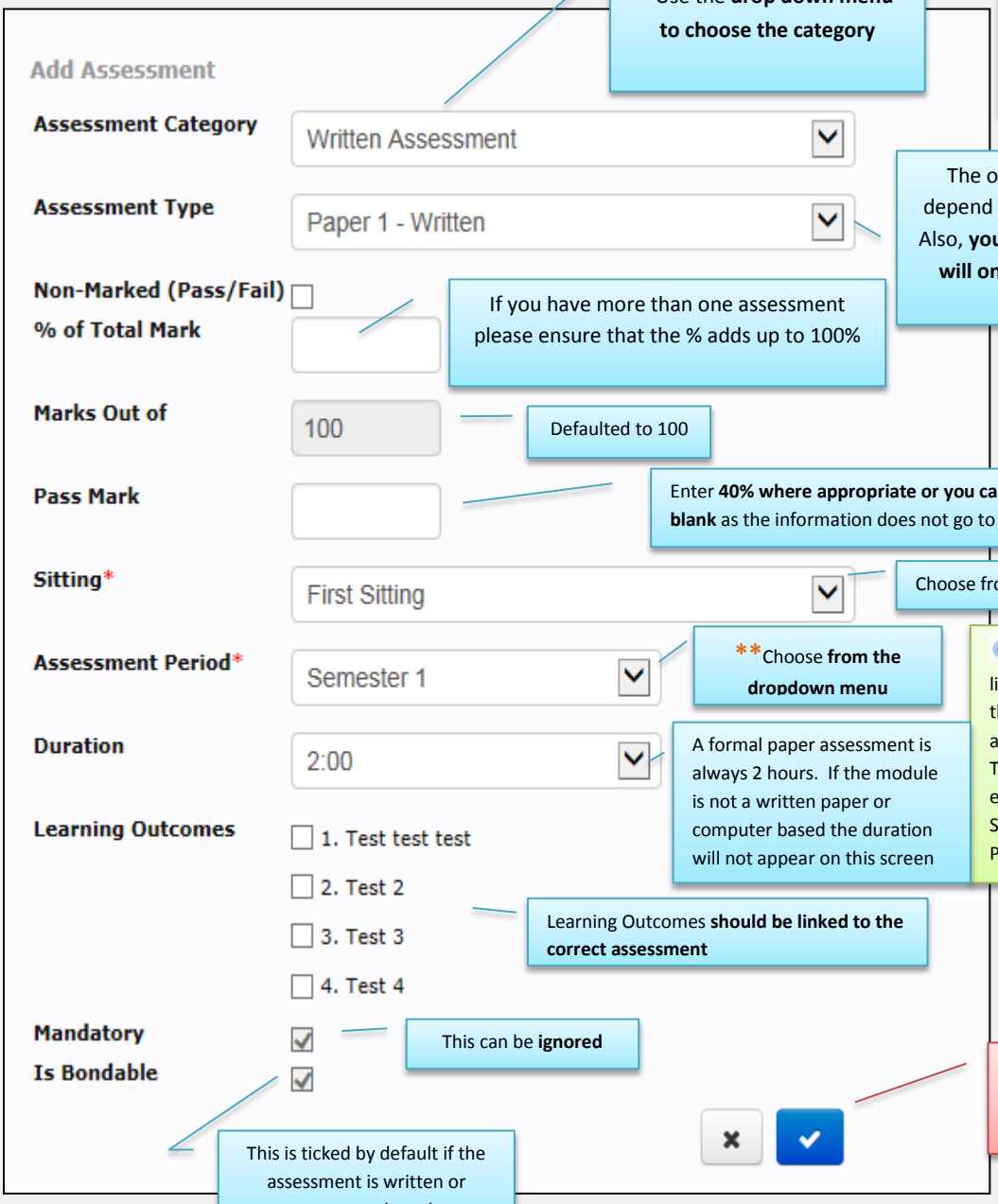
Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**

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 <u>do not want</u> your modules to be timetabled centrally choose one of the other options.**



*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%

Defaulted 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

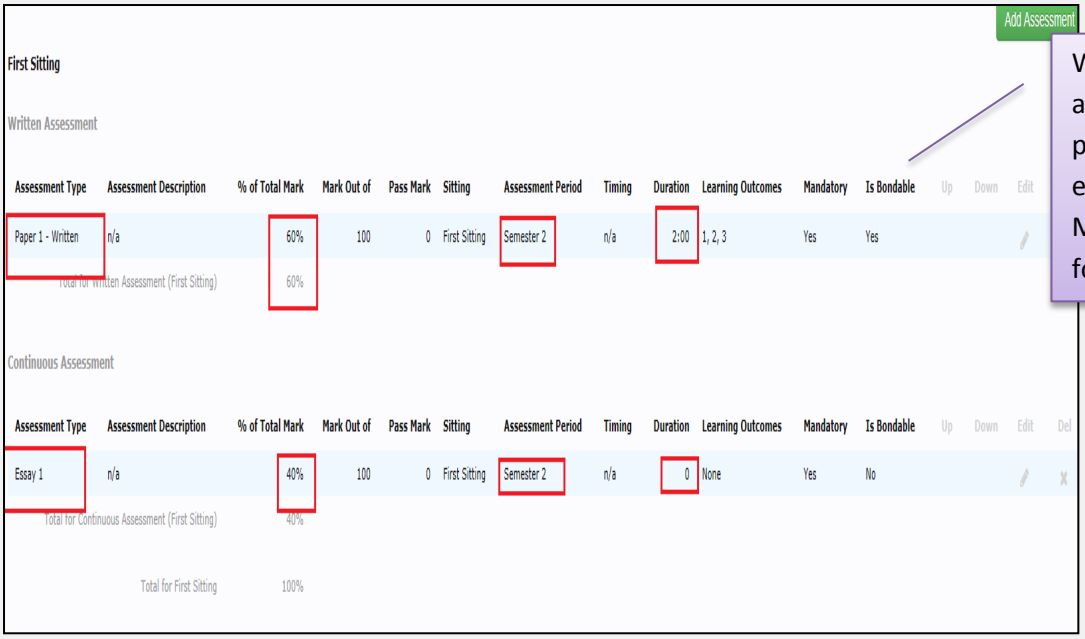
Learning Outcomes **should be linked to the correct assessment**

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

Click Save Course Stream at each step, saving message appears Saving followed by message saved



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

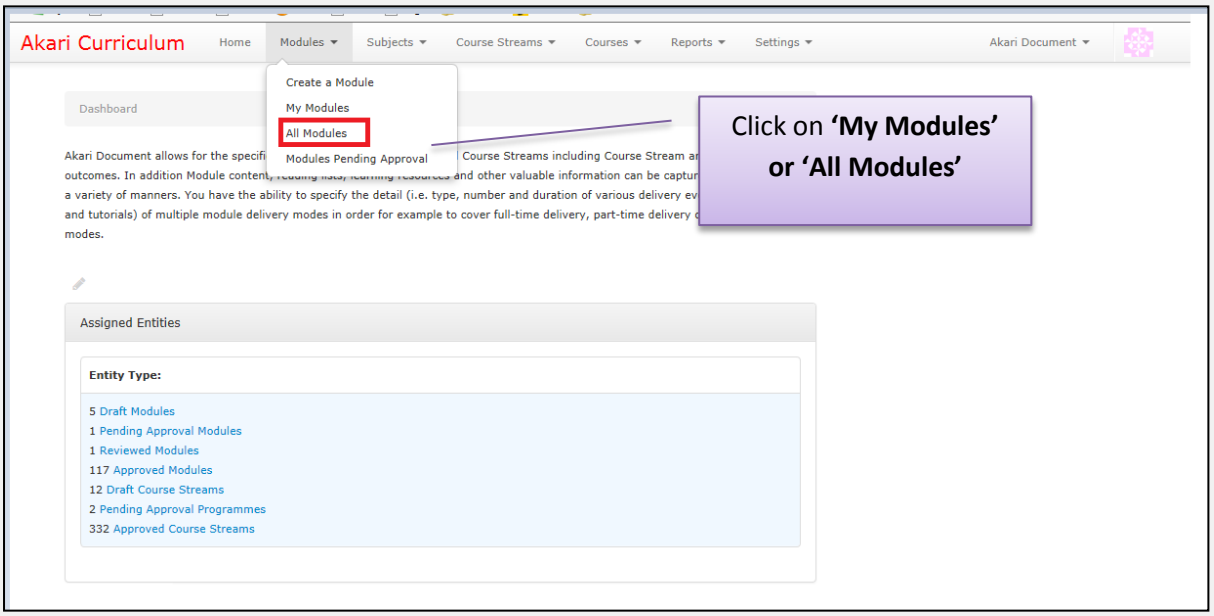
HELPFUL TIPS

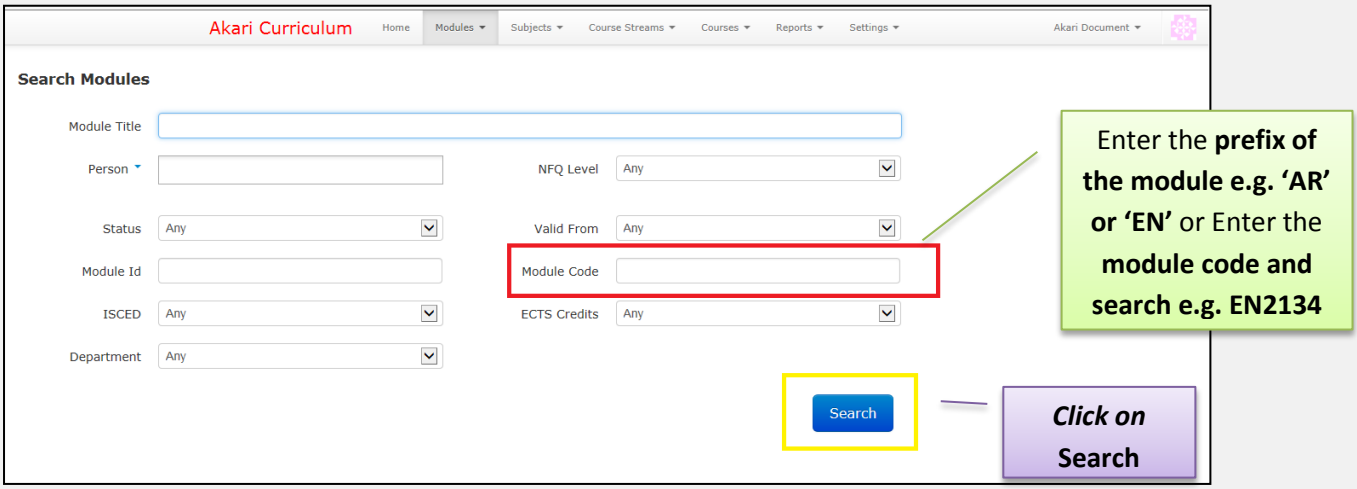
- In the example above the assessment types are both written paper and essay. The written paper is of 2 hours duration. It represents 60% of the assessment. The Continuous Assessment represents 40%. They are marked out of 100 with a pass mark of 40%
- AKARI will tot up the % and display; it should add 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 1st Sitting but with an Assessment Period of Autumn

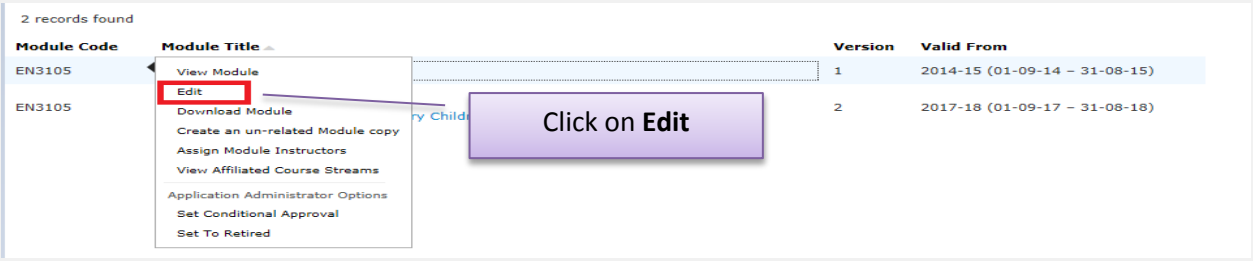
Important Notice: Please ensure you ***save your updates after each step*** and ***only exit*** the screen when you see the green saved box. Otherwise your **data may not be saved**!

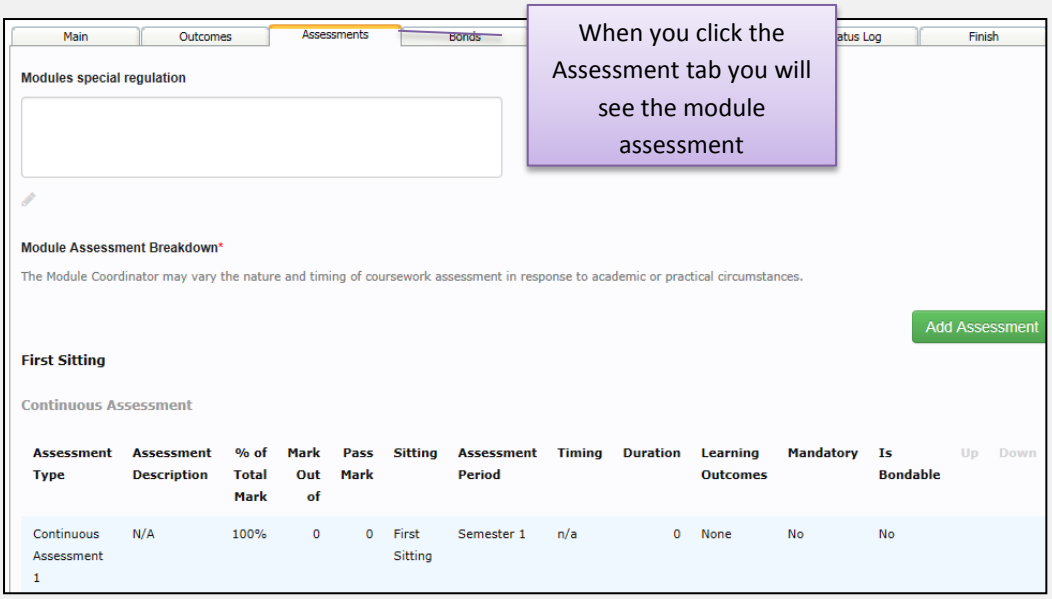
Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**

How to Edit Assessments

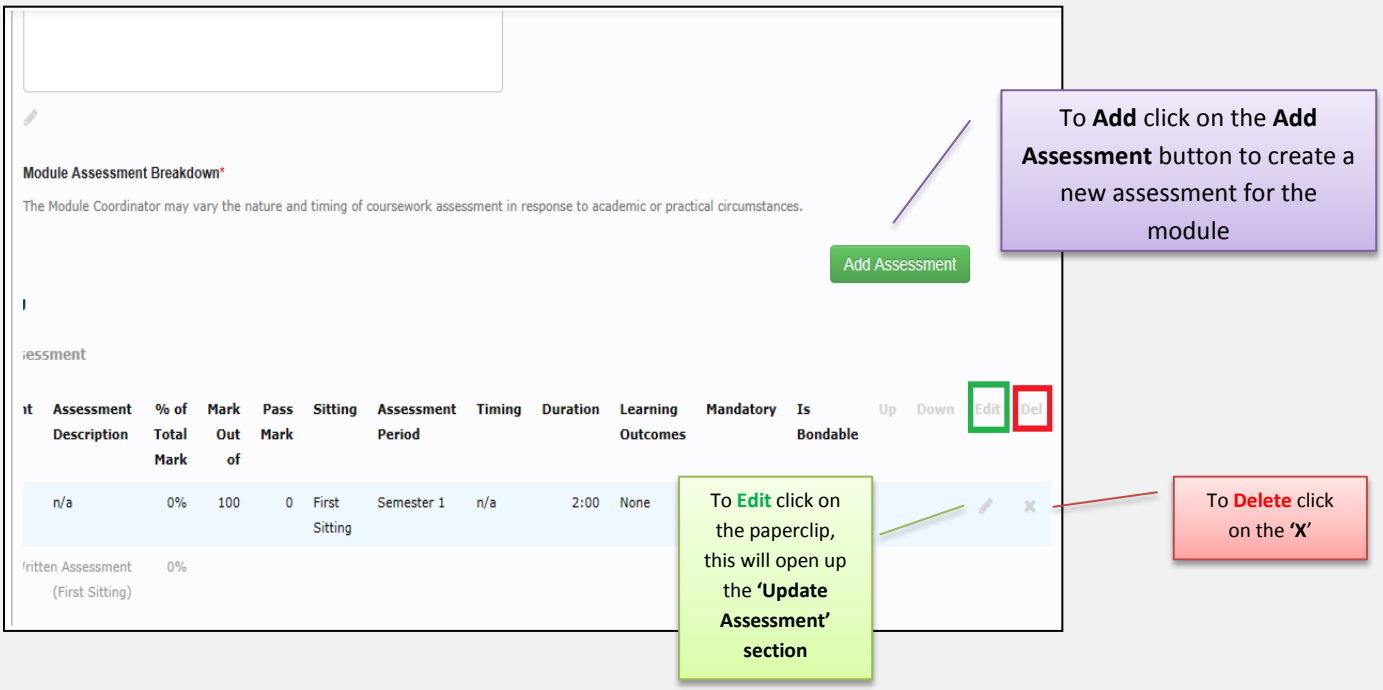




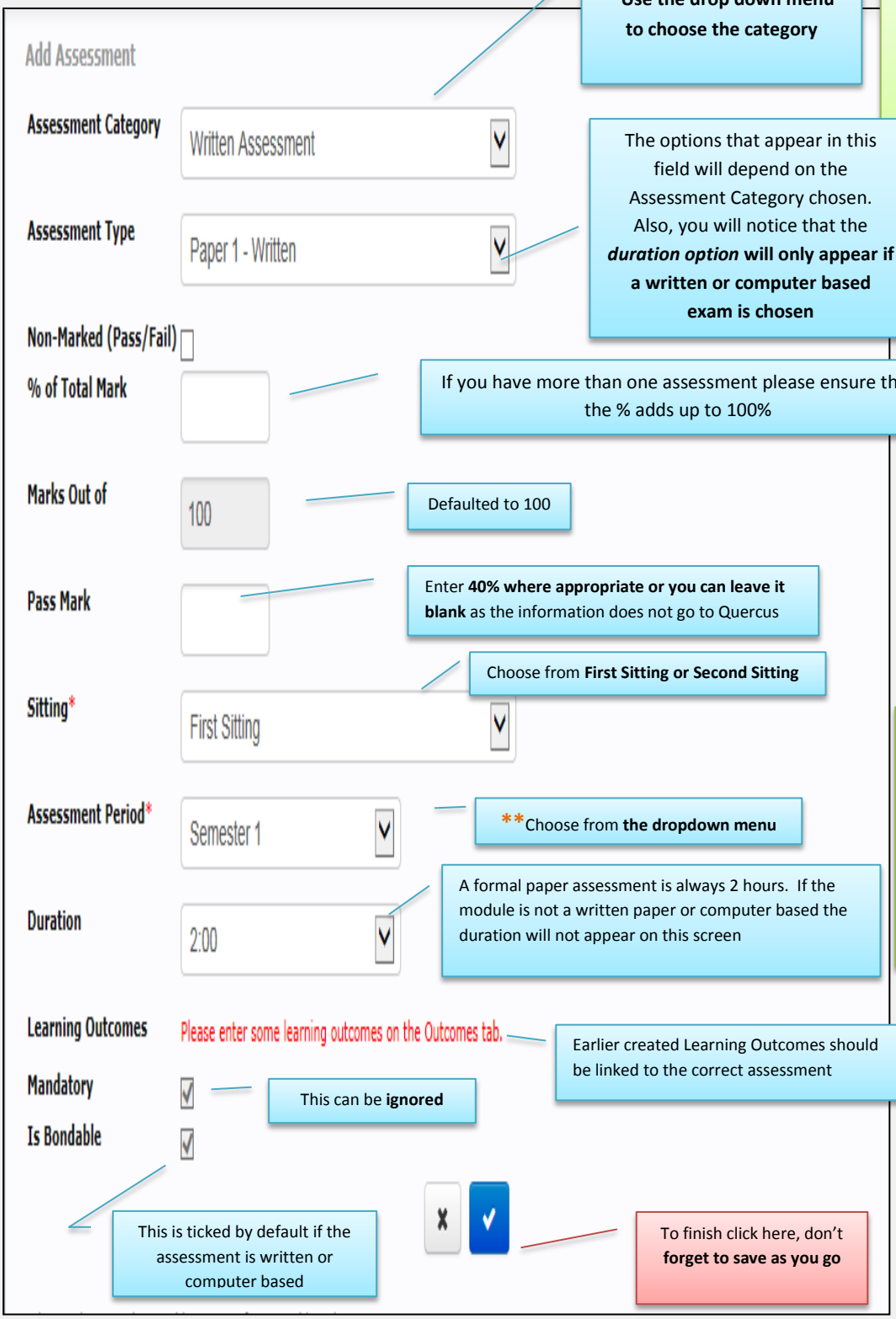




At this stage you can edit the existing assessment or delete the assessment and start again, to see the 'Edit' and 'Del' button scroll across to the right hand side of your screen.



Click Save Course Stream at each step, saving message appears Saving followed by message saved



*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%

Defaulted 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

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

Earlier created Learning Outcomes should be linked to the correct assessment

This can be **ignored**

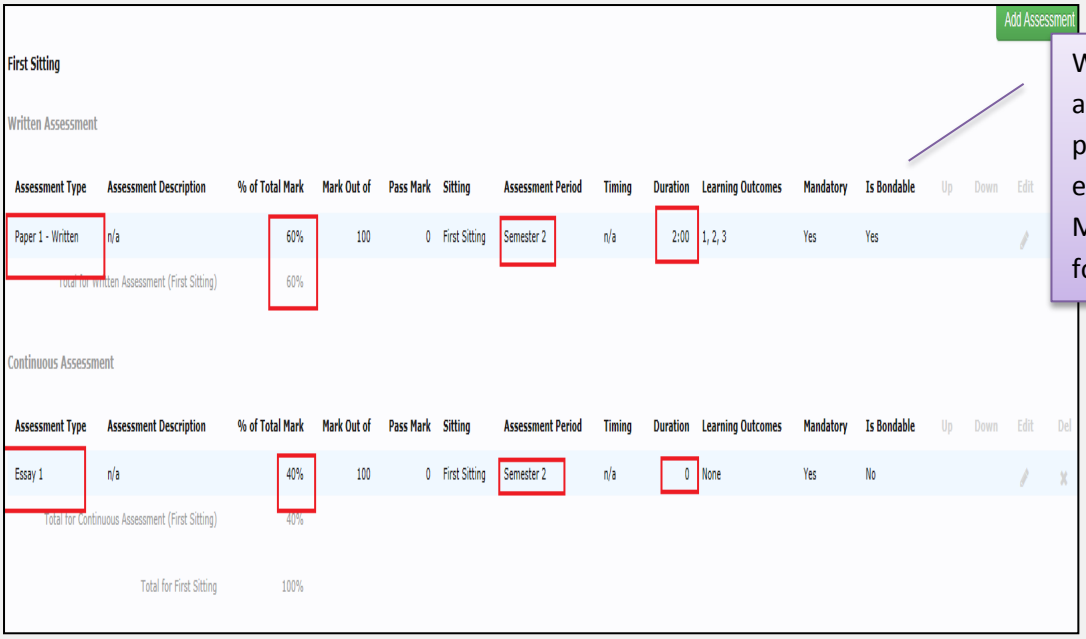
This is ticked by default if the assessment is written or computer based

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

*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.**

** 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)

Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**



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

HELPFUL TIPS

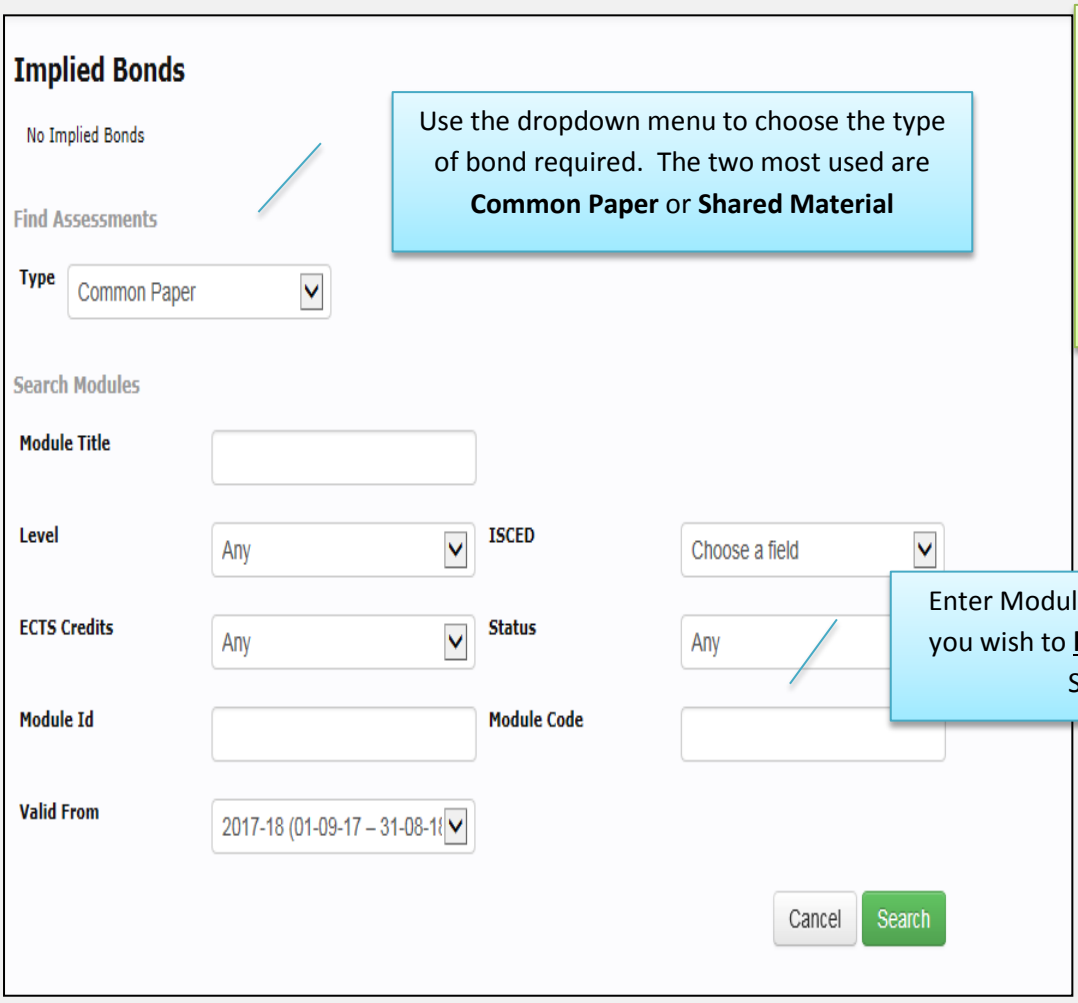
- In the example above the assessment types are both written paper and essay. The written paper is of 2 hours duration. It represents 60% of the assessment. The Continuous Assessment represents 40%. They are marked out of 100 with a pass mark of 40%
- AKARI will tot up the % and display; it should add 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 1st 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**!

Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**

How to Add Bonds

Click on **'Add'** bonds



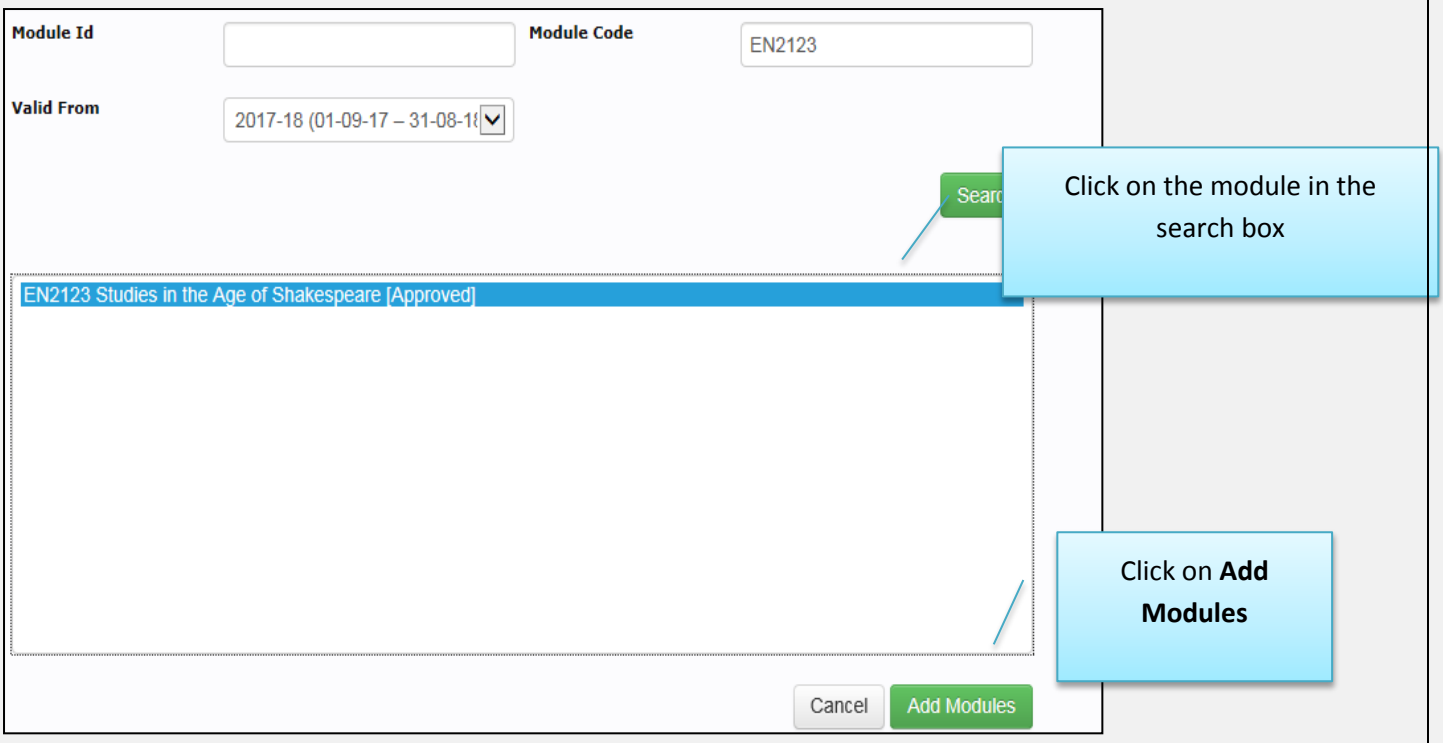
Use the dropdown menu to choose the type of bond required. The two most used are **Common Paper** or **Shared Material**

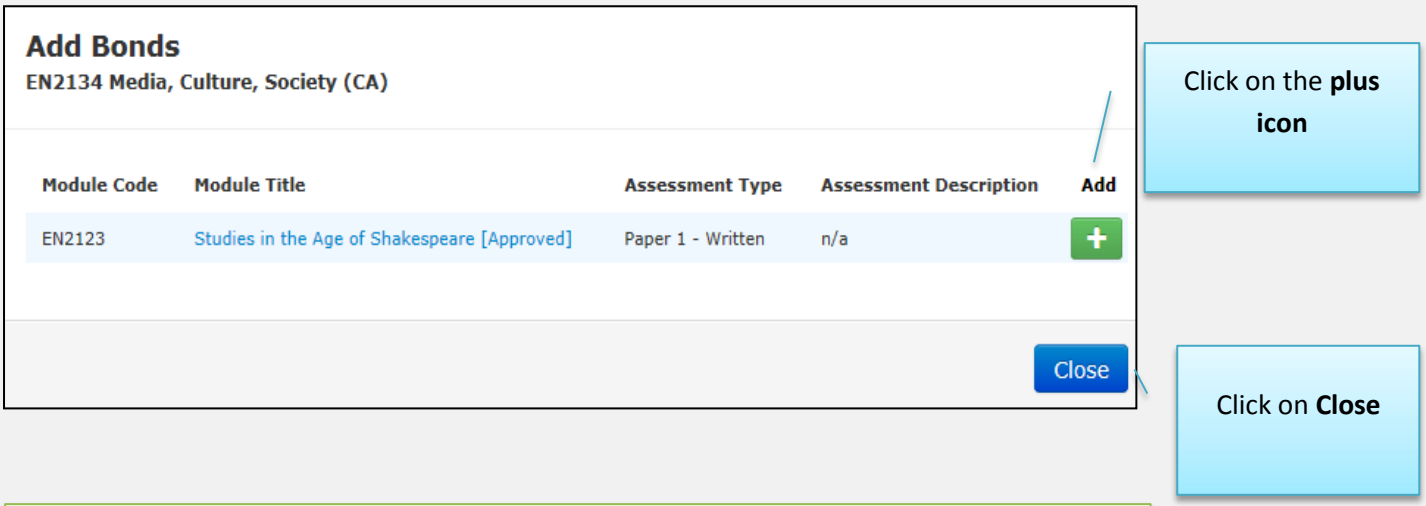
Common Paper Bond – one paper uploaded with two or more module codes timetabled in one location.

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

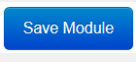
Enter Module Code of module you wish to **bond with** and hit Search

Click Save Course Stream at each step, saving message appears Saving followed by message saved

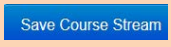




Follow the same process to add a bond to the second sitting assessment if there is a requirement to have a bond also in the second sitting

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**!

Click 

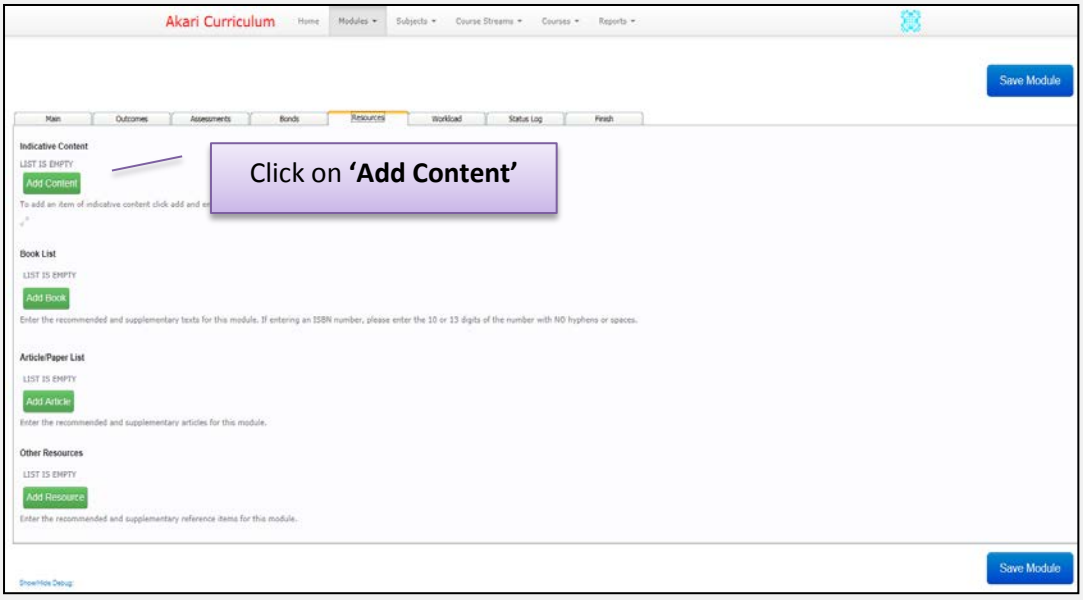
at each step, saving message appears

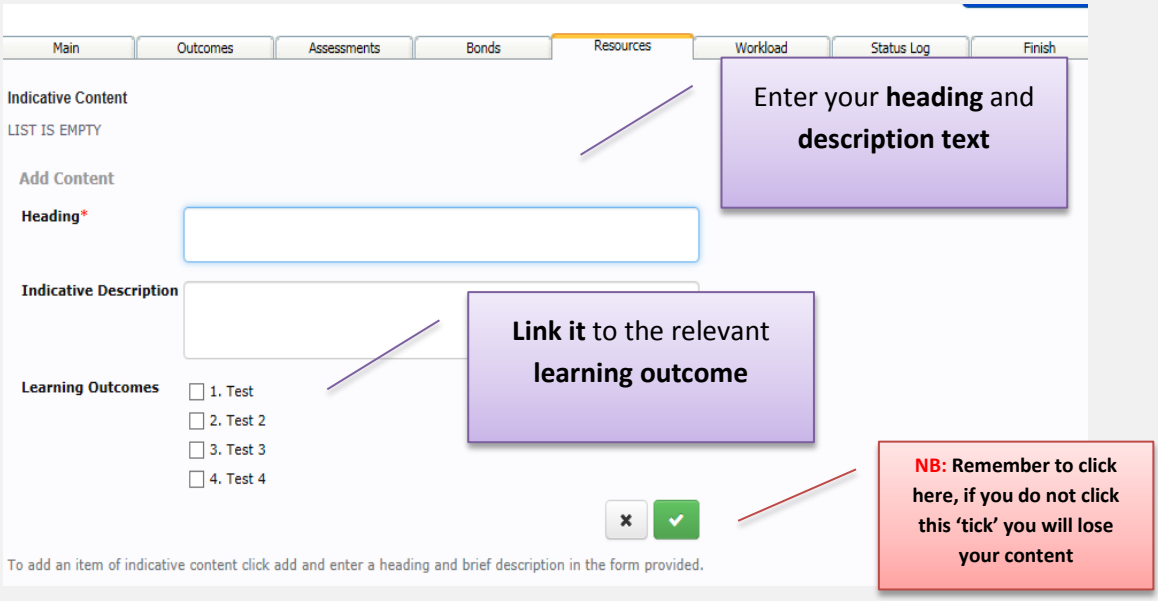
followed by message saved

Adding, Editing and Deleting Resources

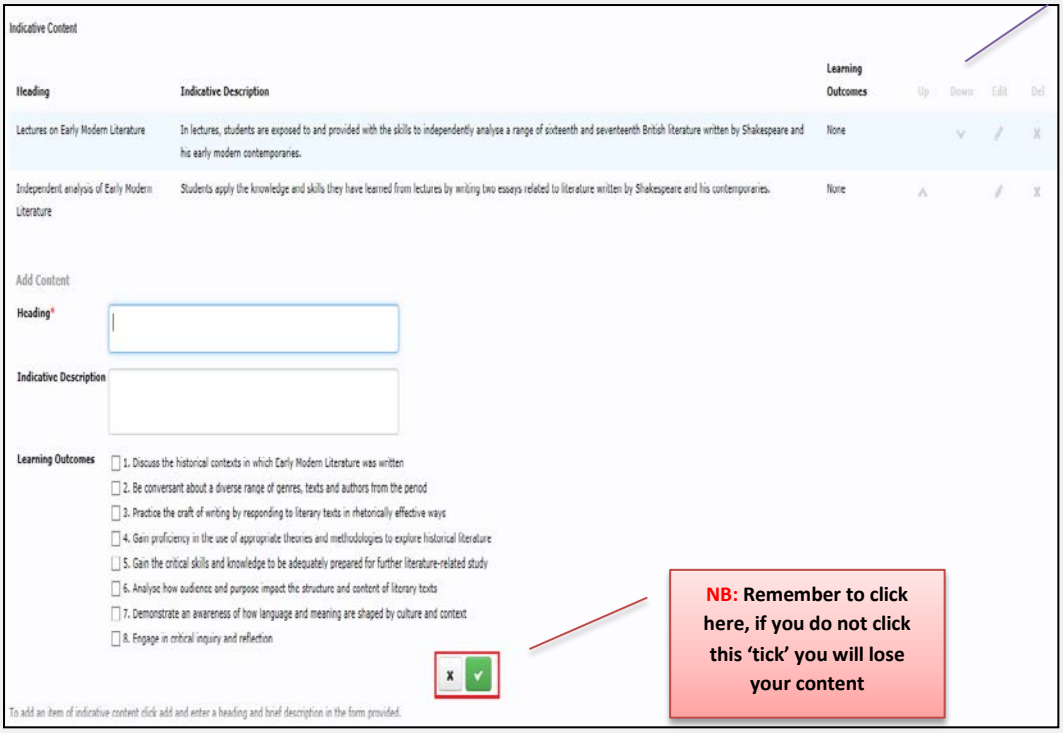
You can enter reference material here such as reading lists, journal articles or resources such as websites

Indicative Content





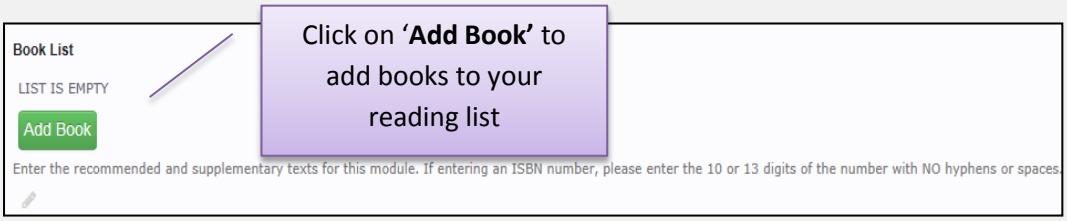
See below for an example of a completed entry; do not forget to **save as you go**



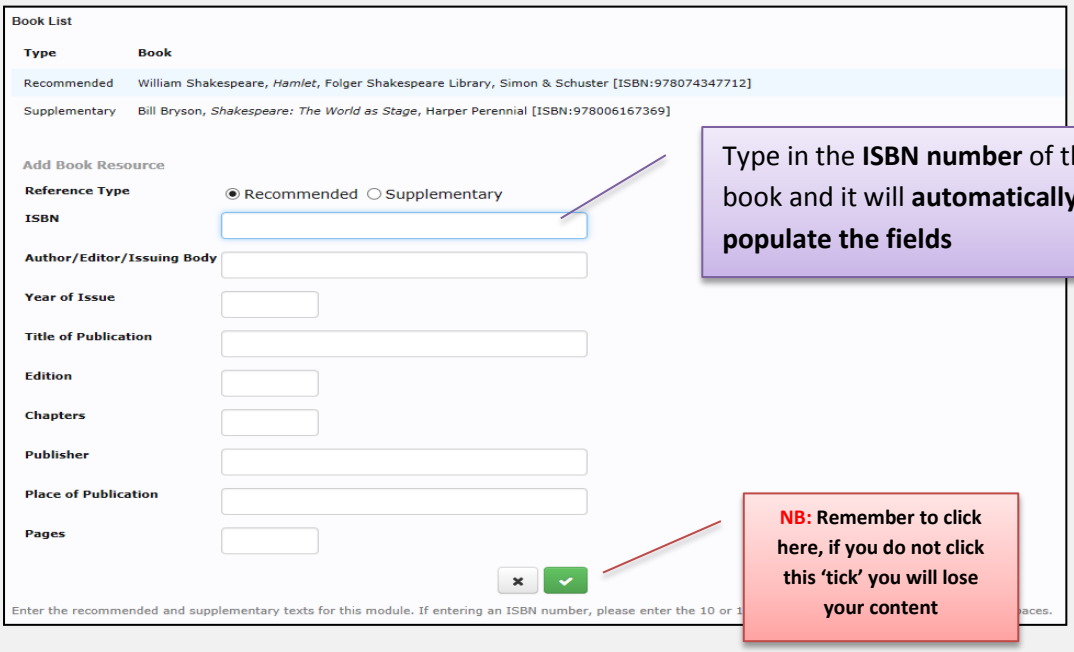
You can **prioritise** entries, **edit** and **delete** them here

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

Book List



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



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

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

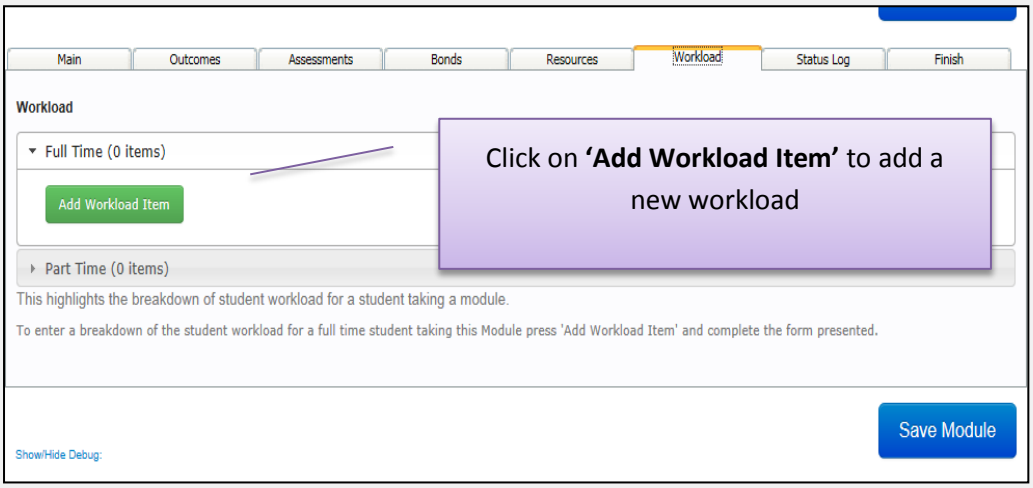
Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**

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

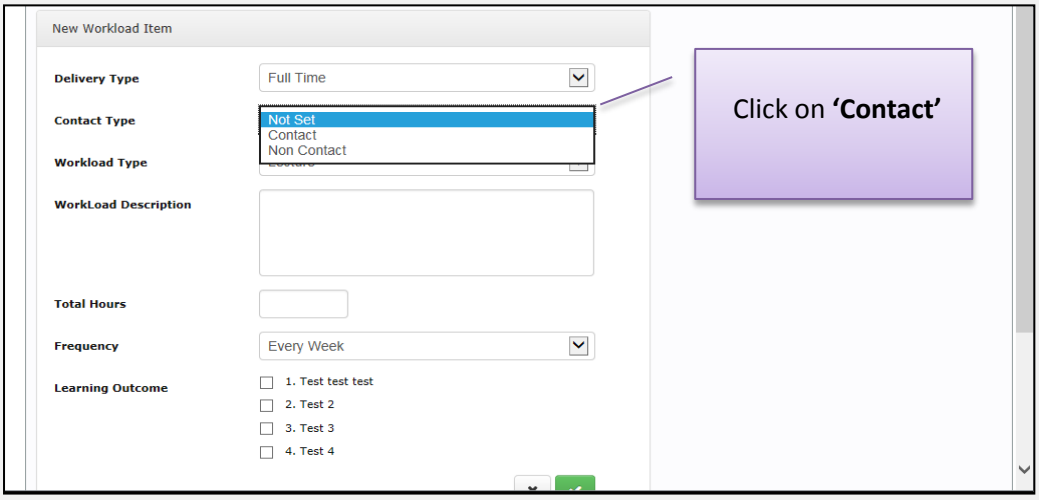
Important Notice: Please ensure you ***save your updates after each step*** and ***only exit*** the screen when you see the green box. Otherwise your **data may not be saved**!

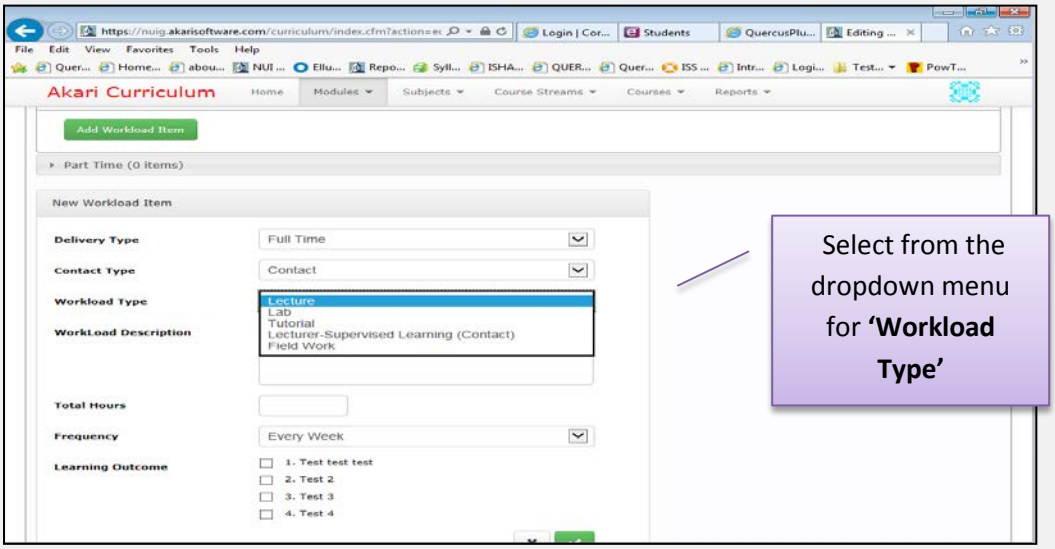
Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**

Using the Workload Tab

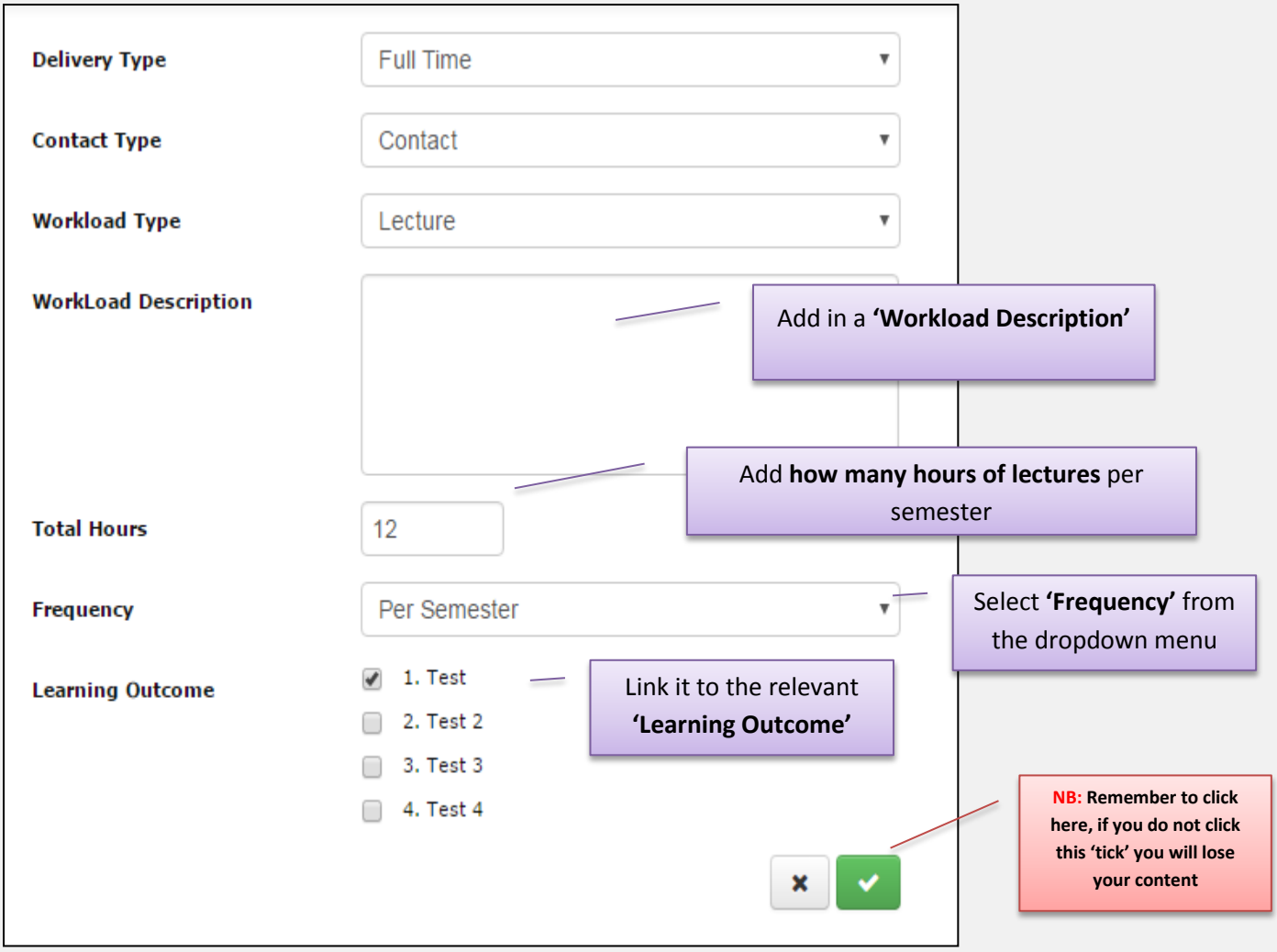


EXAMPLE OF ADDING A LECTURE FOR A 5ect MODULE

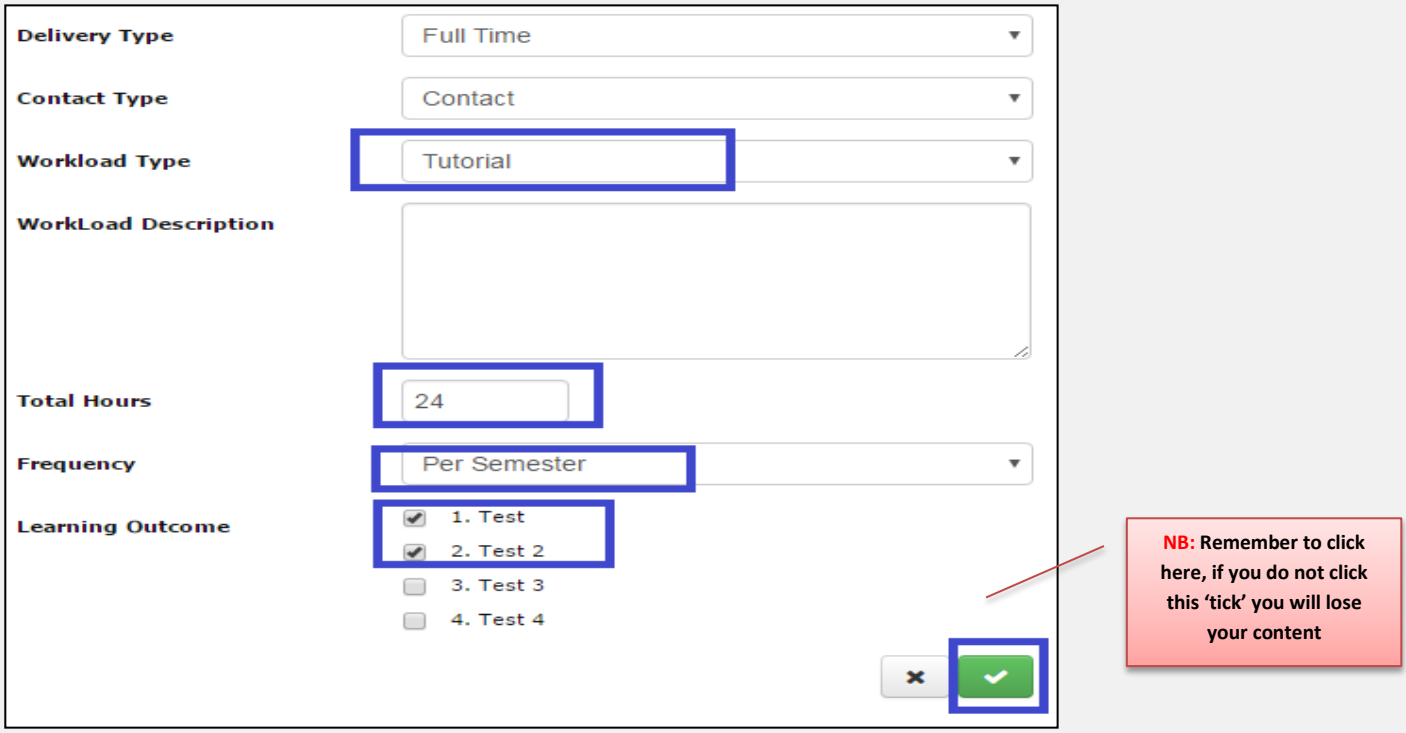




Click Save Course Stream at each step, saving message appears Saving followed by message saved

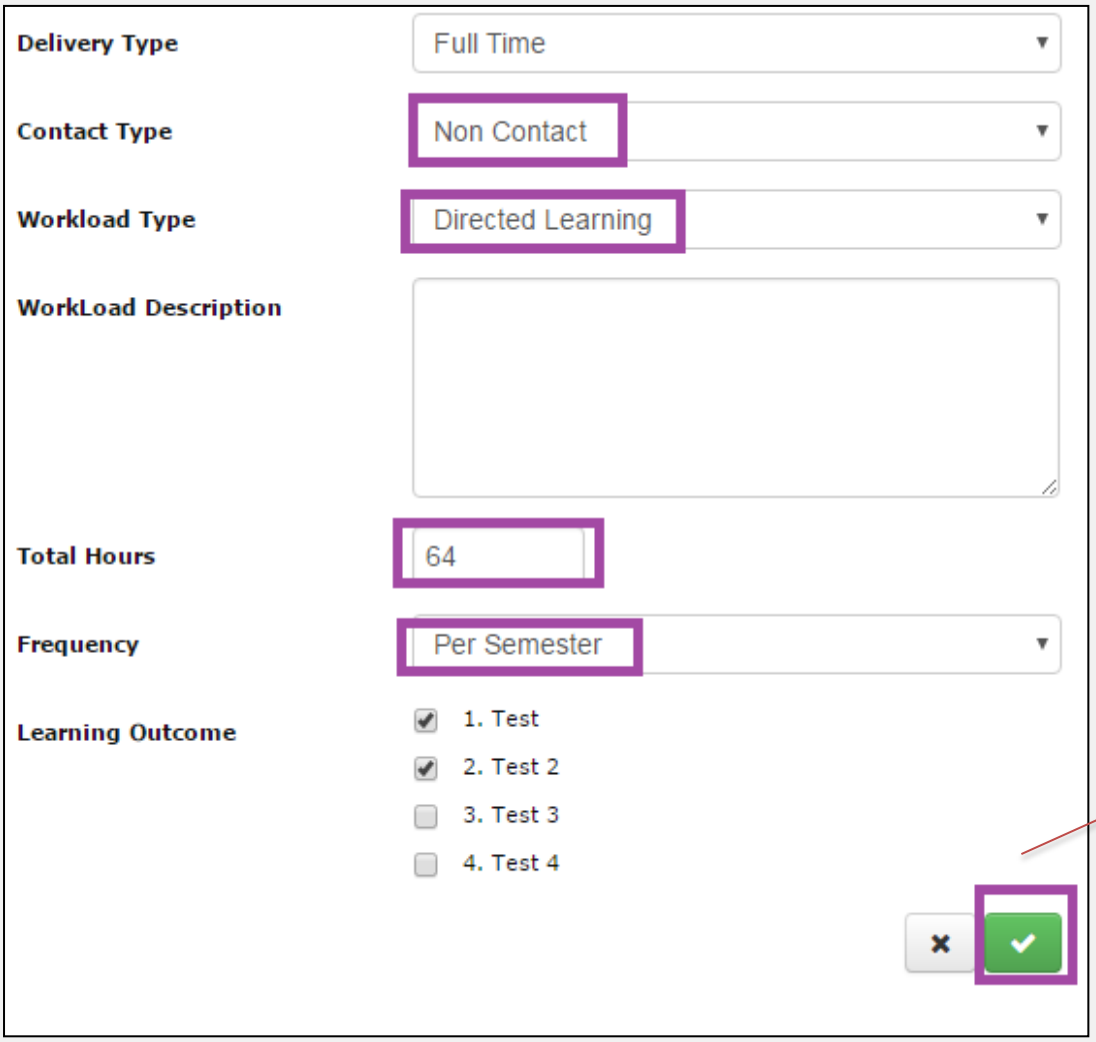


EXAMPLE OF ADDING A TUTORIAL FOR A 5ect MODULE



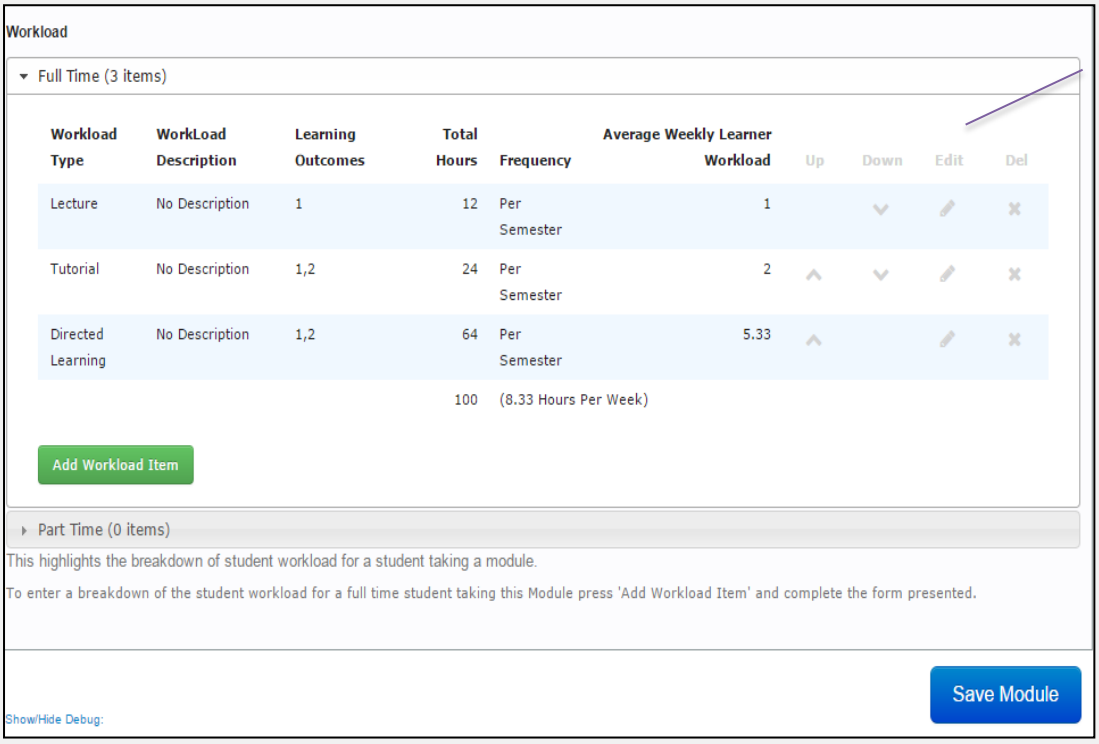
Click Save Course Stream at each step, saving message appears Saving followed by message saved

EXAMPLE OF ADDING DIRECTED LEARNING FOR A 5ect MODULE



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

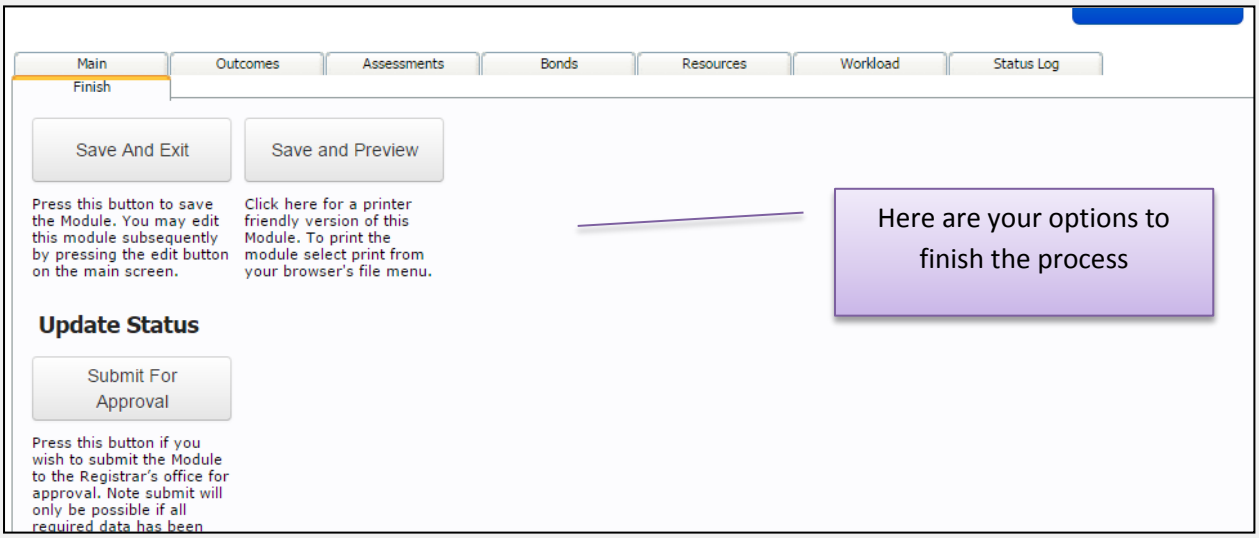
SUMMARY OF THE WORKLOAD FOR THIS 5ect MODULE



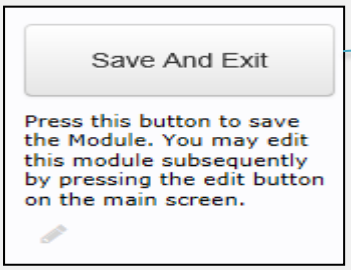
Click on the **'paperclip'** to **Edit** or the **'x'** to **Delete**

Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**

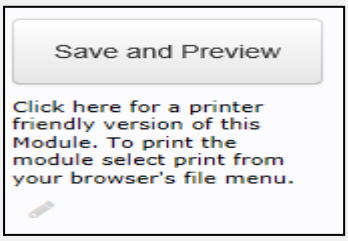
The Finish Screen



Here are your options to finish the process

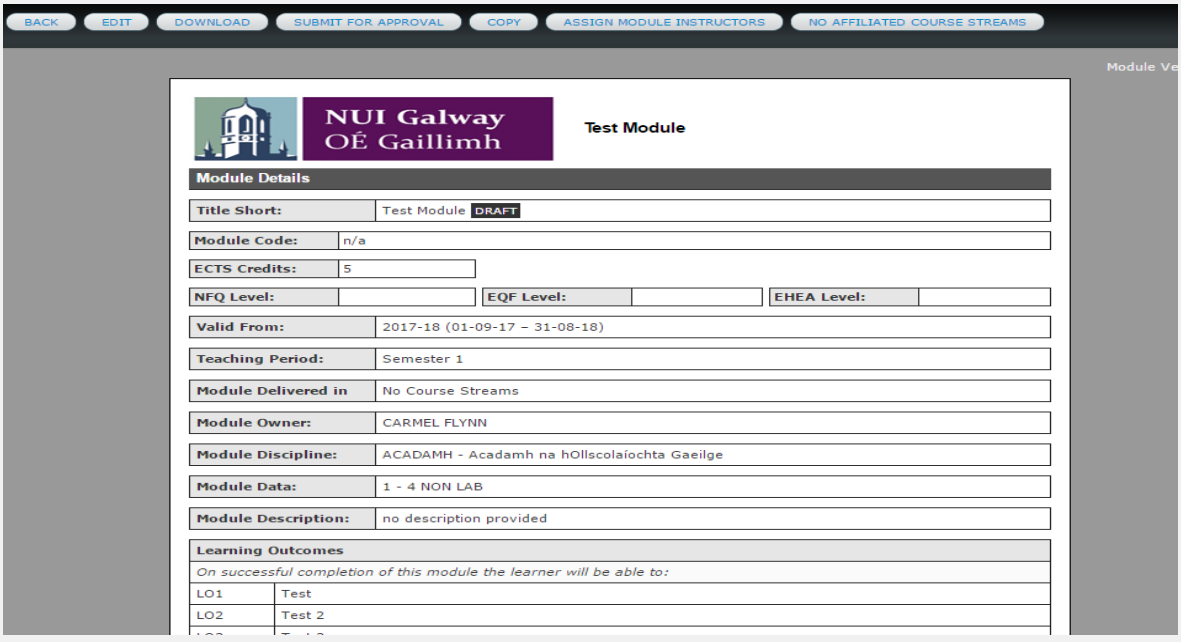


<u>Save and Exit:</u> This saves the module but ***does not send*** it anywhere. So you can go back and edit it again if you wish

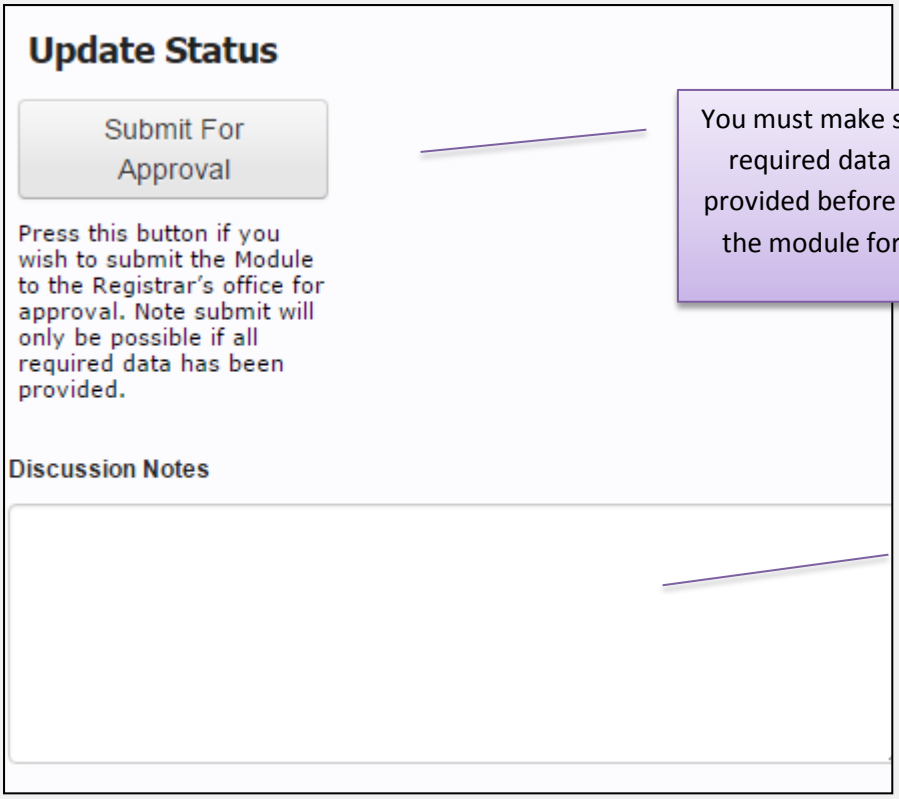


<u>Save and Preview:</u> This will give you a preview of the module

Example of the Preview function



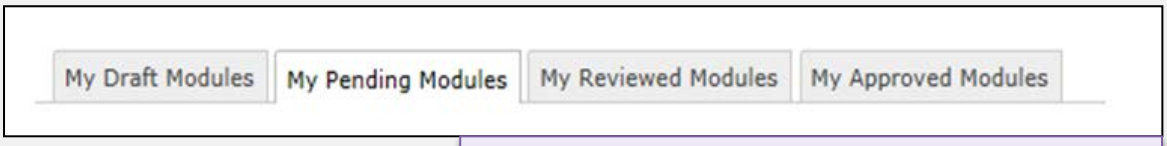
Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**



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

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

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'**

Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**

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.

Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**