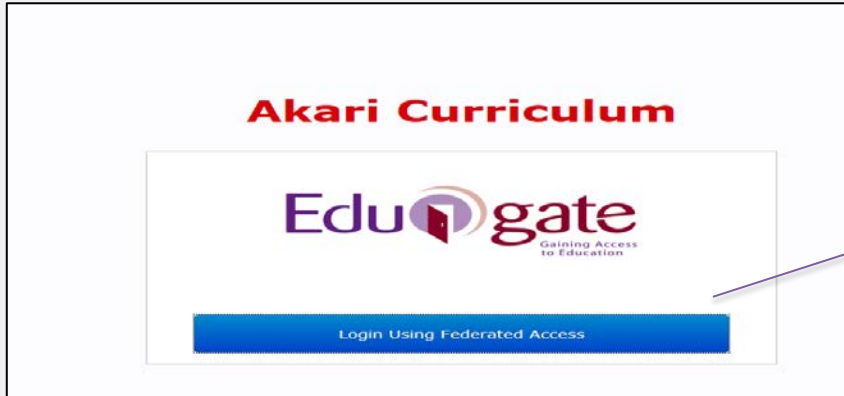


Logging into Curriculum Management System

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](#).

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

Updating an Existing Course Stream for the Next Academic Year



NB: This Document is specific to **Level 1 structures**

Akari Curriculum Home Modules Subjects Course Streams Courses Reports Settings

Dashboard

My Course Streams
All Course Streams

Click on the **'Course Streams'** dropdown and select either **'My Course Streams'** or **'All Course Streams'**

Akari Curriculum Home Modules Subjects Course Streams Courses Reports Settings

Search Course Stream

Enter your search terms and click search...

Course Stream Title

NFQ Level Person

Status Valid From

Course Stream ID Course Stream Code

Course Locations

Award Awarding Body

Discipline

Clearing House Code

Search

Under the **'All Course Streams'** Enter in the Course Stream Code and Search

Course Stream Code is the Course Code and the numeric for the stream in question

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

Search Again

4 records found

Code	Course Stream	Version	Valid From
CL1	CL1 Bachelor of Corporate Law View in previous delivery periods here A new version of this Course Stream has been created View...	3	2015-16 (01-09-15 - 31-08-16)
CL1	CL1 Bachelor of Corporate Law View in previous delivery periods here A new version of this Course Stream has been created View...	4	2016-17 (01-09-16 - 31-08-17)
CL1	CL1 Bachelor of Corporate Law View in previous delivery periods here	5	2017-18 (01-09-17 - 31-08-18)
PCL1	PCL1 Professional Credit Award (Leading Learning) View in previous delivery periods here	2	2015-16 (01-09-15 - 31-08-16)

Click on the most recent version of the stream

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

Search Again
3 records found

Code	Course Stream	Version	Valid From
CL1	CL1 Bachelor of Corporate Law View in previous delivery periods here A new version of this Course Stream has been created View...	3	2015-16 (01-09-15 - 31-08-16)
CL1	<input type="text" value="CL1 Bachelor of Corporate Law (Learning)"/>	4	2016-17 (01-09-16 - 31-08-17)
PCL1		2	2015-16 (01-09-15 - 31-08-16)

- View Course Stream
- Edit
- Download Course Stream
- Download Book of Modules
- Download Learning Outcomes
- Set To Retired
- Delete
- Create an un-related Course Stream copy
- Get Conditional Approval
- Create New Version**
- Timing of Assessments
- Manage Sponsors
- Module Batch Options
- Set Modules to Conditional Approval
- Set Modules to Pending Approval
- Approve All Modules

Click on 'Create New Version'

Are you certain you want to change or modify this programme? ✕

CL1: CL1 Bachelor of Corporate Law

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

Updates for 201X

You can enter the details for the update here

Note: The changed Course Stream must be submitted for approval and once approved will replace the existing version in all Courses etc

Cancel **Confirm**

Click on 'Confirm'

SUCCESS

Programme ready for editing

A new draft of programme 'CL1 - CL1 Bachelor of Corporate Law' has been created.

The new draft should appear in your "Draft" list below. Next Step: [Edit this draft version now...](#)

Search Course Stream

Enter your search terms and click search...

Course Stream Title

NFQ Level Person

Status Valid From

Course Stream ID Course Stream Code

Course Locations

Award Awarding Body

Discipline

Clearing House Code

You can edit this version of the Course Stream by clicking on the **'Edit this draft version now'** and it will open the main screen



This will create a draft version of the Course Stream for September of the next academic year

File Edit View Favorites Tools Help

Akari Curriculum Home Modules Subjects Course Streams Courses Reports Settings Aka

Main Stream Outcomes Course Instance Modules PO Delivery Status Log Final

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

Course Stream Title*
Characters Left: 226
Enter the full title for the course stream (max 80 characters) - e.g. BA1 Bachelor of Arts Degree

Course Stream Short Title
Enter a short title for the course stream

Clearing House Code Edit Del
Add External Code
Any external code, which is affiliated with a course stream such as CAO. Multiple Clearing House Codes

Language of Instruction
The language in which the entity is instructed or taught

Valid From
This field outlines the date at which the course stream becomes active/valid.

You can now edit the draft version



Main Tab – As this is an existing Course Stream all the fields are populated based on the previous academic years entries, therefore there is no requirement to update the contents of this tab unless there is a change since last year

Stream Outcomes – The stream outcomes can be edited from year to year, see doc on Stream outcomes

Course Instance – No updates required as this information will have copied over from the previous version, see doc on Course Instances updates

Modules – All the existing modules will be listed under the Modules tab, see doc on updating modules tab.

PO Delivery – The PO Delivery can be edited from year to year

Final – Save and Exit to edit again or Submit for Approval

