

Role Name	Akari Permission Level	Is Module Co-ordinator?	Organisation	Approval Process-Related Tasks	
Module Owner	Can Access Modules	No	Discipline	<ul style="list-style-type: none"> <li>• Create a Module</li> <li>• Populate a Module content</li> <li>• Edit a Module</li> <li>• Assign Module Editor(s)</li> <li>• Submit a Module for Approval</li> <li>• Create new versions of Approved Modules for future Academic Years</li> <li>• Create copies of Approved Modules for future Academic Years</li> </ul>	<hr/>  <b>My Draft Modules</b> <p>When a module owner creates a new module or creates a new version of an existing module they will appear in 'My Draft Modules' tab while the module is edited and also on the Home Page as</p> <p style="text-align: right;"><b>You have...</b></p> <p>Page as</p> <p><b>1</b> <a href="#">Draft Modules</a></p> <p>A module owner/editor can save and exit until such time as they would like to submit the module for approval.</p> <p> <a href="#">Submit For Approval</a></p> <p>Once the module has been submitted for approval it will appear under the ' My Pending Modules' Tab and also on the Home Page 'Modules Pending Approval'</p> <hr/>  <b>My Pending Modules</b> <a href="#">Modules Pending Approval</a>

<b>Module Editor</b>	Can Access Modules	No	Discipline	<ul style="list-style-type: none"> <li>• Populate a Module content</li> <li>• Edit a Module</li> <li>• Create new versions of Approved Modules for future Academic Years</li> <li>• Create copies of Approved Modules for future Academic Years</li> </ul>	As above
<b>Discipline Coordinator</b>	Can Access Modules	Yes	Discipline	<ul style="list-style-type: none"> <li>• Review Pending Modules</li> <li>• Set Pending Modules to Reviewed</li> <li>• Revert Pending Modules to Reviewed</li> </ul>	<p> <b>My Pending Modules</b></p> <p>When a module is Pending Approval it will appear in a co-ordinator 'My Pending Modules' Tab. A co-ordinator has two options;</p> <p>Set to Reviewed or Revert to Draft status</p> <p> Set to Reviewed</p> <p> Revert to Draft Status</p> <p>If a co-ordinator sets the module to Reviewed the module owners /editors will then see the Module in 'My Reviewed Modules' Tab</p> <p> <b>My Reviewed Modules</b></p> <p>If the co-ordinator reverts the module to draft the module owner/editor will see the 'Edit' function again</p> <p> Edit</p> <p> <b>My Draft Modules</b></p>
<b>Final Approver</b>	Can Access Modules & Programmes	Yes	School/College	<ul style="list-style-type: none"> <li>• Review Reviewed Modules</li> <li>• Give Reviewed Modules Full Approval</li> </ul>	 <b>My Reviewed Modules</b>

				<ul style="list-style-type: none"> <li>• Revert Reviewed Modules to Draft</li> </ul>	<p><a href="#">Reviewed Modules</a></p> <p>A Final Approver will see modules which have been Set to Reviewed by a co-ordinator in the 'My Reviewed Modules' Tab and in the Home Page as Reviewed Modules</p> <p>They have two options;</p> <p>Revert to Draft Status or</p> <p>Give Full Approval</p> <p> Revert to Draft Status</p> <p> Give Full Approval</p> <hr/> <p>If a Final approver Revert the Module to Draft Status it will again appear in the module owner/editors 'My Draft Modules' Tab and the Home Page as 'Draft Modules'</p> <p> My Draft Modules</p> <p><b>1</b> <a href="#">Draft Modules</a></p> <p>If a Final Approver 'Give Full Approval'  Give Full Approval to the module it will appear under 'My Modules Awaiting Processing' Tab '</p> <p>The Syllabus Team function will</p>
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					<p>be to send these modules which were given full approval approved across the message link to Quercus, once the message has been received successfully by Quercus the module will appear under 'My Approved Modules' Tab</p>  <p><a href="#">Approved Modules</a></p>
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