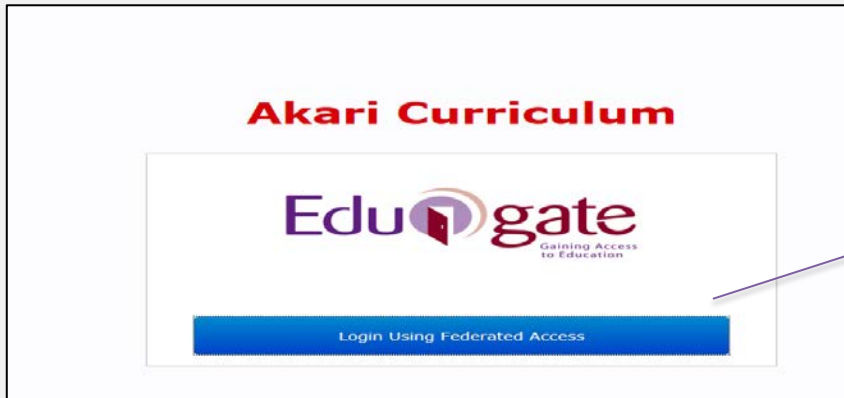


Logging into Curriculum Management System

Accessing the Curriculum Management System

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



- Enter Username and Password using staff ID and PC password

SUPPORT:

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

Technical Issues: All Technical issues such as account creation, access to service and performance issues should be directed to the [Service Desk](#).

Curriculum Issues: Curriculum/Syllabus support queries, issues and requests should be directed to the Syllabus Team in [Academic Records](#). Please visit the [Akari Helpdesk](#)

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

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:

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

Save Module

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

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**

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.

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

For all other modules choose from the drop down menu