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Support

For any issues encountered on AKARI, whether technical or curriculum-based, please contact syllabusteam@universityofgalway.ie

Logging Into Curriculum Management System

Access AKARI here <https://nuig.akarisoftware.com/curriculum/>

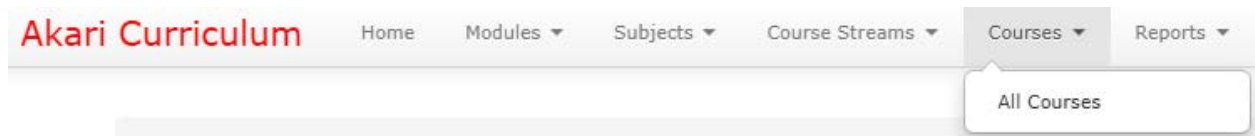
Log in using **Federated Access**



Enter your Username (**staff ID**) and Password (**Staff Account/PC password**)

Creating a New Course

Click 'Courses' and select 'All Courses' from the dropdown



Click 'Create Course'



Enter the **Course Title**

Select the relevant **College** from the dropdown

DO NOT select a Discipline, it must be a College



Click 'Create'

The image shows a modal window titled 'Create a new course'. It has a light blue header with a close button (X) in the top right corner. The form contains two main input fields: 'Title Short' with a text box containing the word 'Example', and 'Discipline' with a dropdown menu showing 'College of Arts, Social Sciences, & Ce...'. Below these fields are two buttons: 'Create' and 'Cancel'.

Course Code

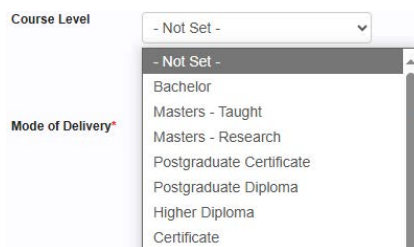
Code to be entered by **College Administrator ONLY**

A light purple rectangular box containing the label 'Course Code' on the left and an empty white text input field on the right.

NB click **Save Course** after each step, you will see  , followed by 

Course Level

Select the appropriate **Course Level** from the dropdown



The screenshot shows a form with two fields. The first field, labeled 'Course Level', has a dropdown menu open showing options: '- Not Set -', Bachelor, Masters - Taught, Masters - Research, Postgraduate Certificate, Postgraduate Diploma, Higher Diploma, and Certificate. The second field, labeled 'Mode of Delivery*', is empty.

Click '**Continue**'

Update Course Level

The awards of any programmes affiliated with this course may be affected by this change.

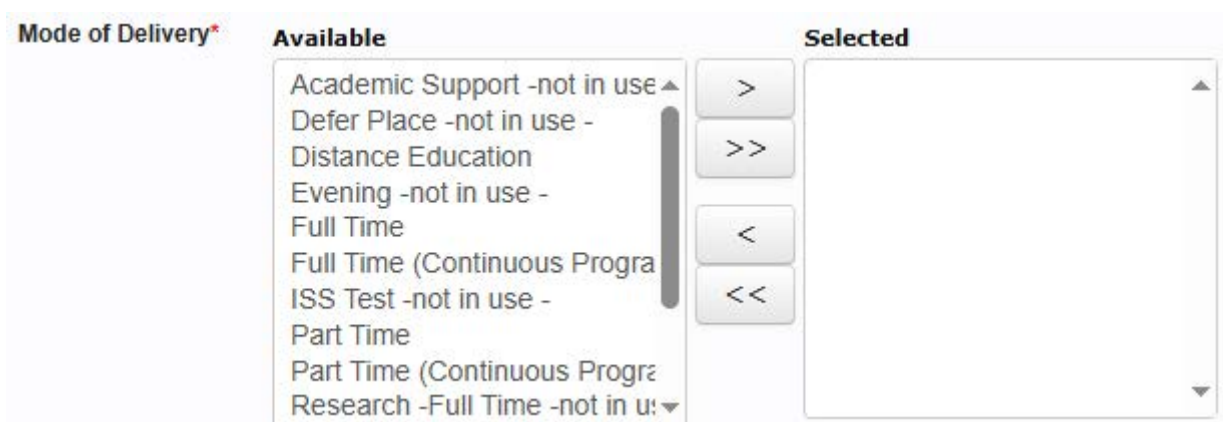
Cancel

Continue

Mode of Delivery

Select the appropriate **Mode of Delivery**

Click the **top arrow** to confirm the selection



The screenshot shows a form with three columns: 'Mode of Delivery*', 'Available', and 'Selected'. The 'Available' column contains a list of options: Academic Support -not in use, Defer Place -not in use -, Distance Education, Evening -not in use -, Full Time, Full Time (Continuous Progra, ISS Test -not in use -, Part Time, Part Time (Continuous Progr, and Research -Full Time -not in use. The 'Selected' column is empty. There are buttons for moving items between the columns: '>', '>>', '<', and '<<'. The 'Available' column has a scrollbar and a top arrow.

Number of Course Instances

Select the appropriate **number of years** from the dropdown



The screenshot shows a form with a field labeled 'Number of Course Instances*'. The dropdown menu is open, showing options: 1, 2, and 3. The option '1' is selected.

NB click

Save Course

after each step, you will see

Saving

, followed by

Saved

Course Description

Enter a brief **Course Description** in the text box

Course Description	<div></div>
--------------------	-------------

Course Sponsor

This is automatically populated with the **user who initially created the course**

Course Sponsor* Akari, Akari (1200286E) (EDIT)

Course Award

Click **'Add Award'**

Course Award*	Name	Del
	No awards found for this course	
	<div>Add Award</div>	

Search for the appropriate award in the **'Search by Award/Code'** search box

Search by Awarding Body	<div>- Select -</div>
Search by Award/Code	<div>0 - no</div>

Click the **Green +** symbol beside the appropriate award to confirm

Search Results 1 result found		
#	Name	Add
1.	0 - No NUI Qualification - College Award	<div></div>

NB click

Save Course

 after each step, you will see

Saving

 , followed by

Saved

Awards can be removed as needed by clicking the **Red X** symbol beside the relevant award

Course Award*	Name	Del
	0 - No NUI Qualification - College Award	

Who Can Access

Users listed in this section have **Co-Editor Rights**

To give a user editing rights, click '**Add User...**'


Who Can Access	Name	Del
	<input type="button" value="Add User.."/>	

Search for the relevant User by entering their **Staff ID** or **Name** in the search box

If the appropriate user does not appear please contact syllabus@universityofgalway.ie

Who Can Access	Name	Del						
	<input type="button" value="Add a user"/>							
Please search for the user(s) you want to add...								
Search by Discipline <input type="text" value="Select.."/>								
Search by Name/ID <input type="text" value="akari"/>								
Search Results (2)								
<table><tr><td colspan="2">Name</td><td></td></tr><tr><td colspan="2">Akari, Akari 1200286E</td><td><input type="button" value="Add"/></td></tr></table>			Name			Akari, Akari 1200286E		<input type="button" value="Add"/>
Name								
Akari, Akari 1200286E		<input type="button" value="Add"/>						

Users can have their editing rights **removed** by clicking their respective **Red X** symbol

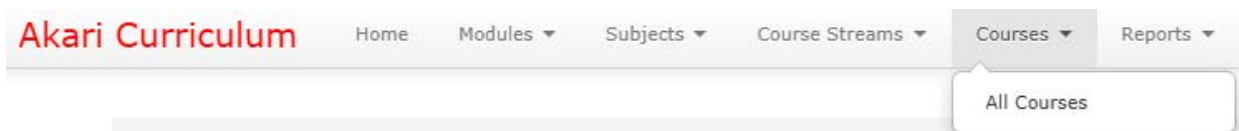
Who Can Access	Name	Del
	Akari, Akari (1200286E)	

NB click after each step, you will see , followed by

Creating a New Course Stream

Course Streams **MUST** be built within a Course; if there is no Course to build the new Course Stream under, that must be created first (Page 3)

Click **'Courses'** and select **'All Courses'** from the dropdown



Search for the appropriate course

Search Courses

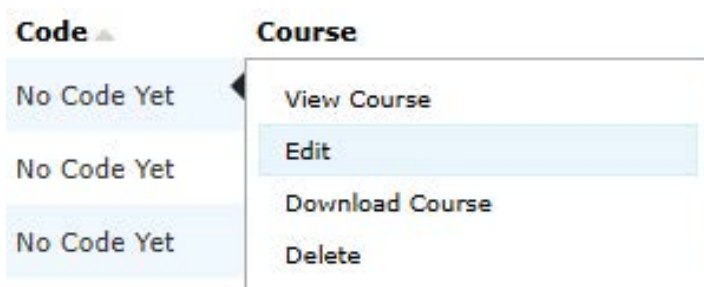
Enter your search terms and click search...

Course Title

Course Code Discipline

Click the appropriate course

Select **'Edit'** from the dropdown



Click **'Create Course Stream'**

Main

Affiliated Course Streams

Course Stream Code	Course Stream Title
n/a	

NB click after each step, you will see , followed by

Ensure the **Course Stream Title, Valid From, and Discipline** are correct

The '**Discipline**' field **MUST** be a **College**, not a **Discipline**

Click '**Create**'

Create a new Course Stream X

Course Stream Title

test

Valid From

2026-27 (01-09-26 – 31-08-27) ▼

Discipline

College of Arts, Social Sciences, & Ce... ▼

Cancel

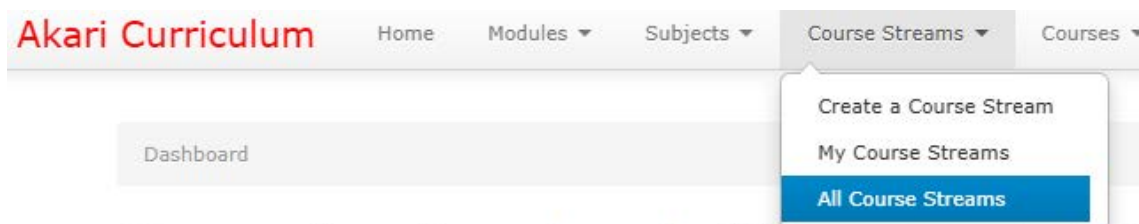
Create

For instruction on adding the **necessary details** to the stream, go to **Page 10**

NB click **Save Course Stream** after each step, you will see  , followed by 

Updating an Existing Course Stream

Click on '**Course Streams**' and select '**All Course Streams**' from the dropdown



Search for the relevant **Course Stream**

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

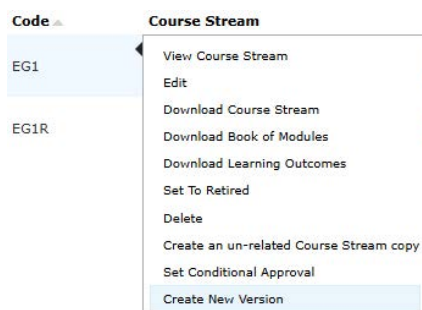
Course Locations

Award Awarding Body

Discipline


Clearing House Code

Click the relevant **Course Stream** and select '**Create New Version**' from the dropdown





Enter the reason for the new version in the **Text Box**

Click '**Confirm**'

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

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

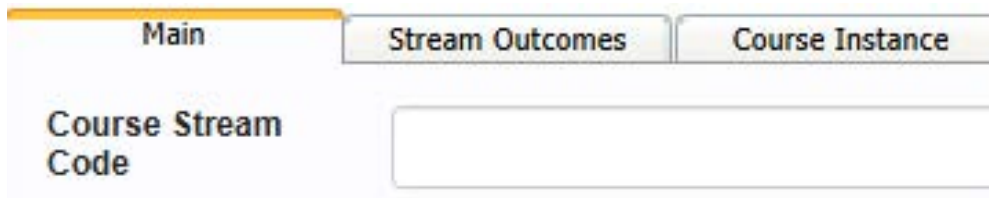
NB click **Save Course Stream** after each step, you will see  , followed by 

Main Tab

Course Stream Code

The **Course Stream Code** can be input by the **College Approver ONLY**

See here for [University of Galway Coding Convention](#)



Course Stream Title

Enter an appropriate **Course Stream Title**

The title **must** contain the **Course Stream Code** at the start



Course Stream Title Short

This field is not required





Clearing House Code

Click '**Add External Code**' and enter the relevant CAO code

This field is for **Undergraduate** course streams **ONLY**



NB click **Save Course Stream** after each step, you will see  , followed by 

Language of Instruction

Select the appropriate **Language of Instruction** from the dropdown

Language of Instruction	English (EN) ▼
Valid From	- Not Set -
	Irish (GA)
	English (EN)
	French (FR)
	German (DE)
	Italian (IT)
	Spanish (ES)

Valid From

This field **automatically populates**

If incorrect, select the appropriate **Academic Year** from the dropdown

Valid From	2025-26 (01-09-25 – 31-08-26) ▼
------------	---------------------------------

Course

This field **automatically populates**

If incorrect, select the appropriate **Course** from the dropdown

Course	- test ▼
--------	----------

Discipline



Select the appropriate **College** from the dropdown

DO NOT select a Discipline, it **must** be a College

Discipline	ARTS - College of Arts, Social Sciences, & Celtic ▼
PROGRAMME_Awar	ACADAMH - Acadamh na hOllscolaíochta Gaeilge
	ACE - Adult & Continuing Education
	ADMISS - Admissions
	AE - Anaesthesia
	AHE - Home Economics (St Angela's)
	AM - Applied Mathematics
	AN - Anatomy
	APP - Journalism
	AR - Archaeology
	ARTS - College of Arts, Social Sciences, & Celtic Studies
Course Stream level	

PROGRAMME_Award

Ignore, Awards assigned in **Course Instance Tab** (Page 16)

NB click **Save Course Stream** after each step, you will see  , followed by 

Course Stream Level

Select the appropriate **NFQ Level** from the dropdown

The screenshot shows a form with three fields: 'Course Stream level', 'Location', and 'Mode of Delivery*'. The 'Course Stream level' dropdown is open, showing a list of options: '- Not Set -', '5 (EQF 4, EHEA Short Cycle)', '6 (EQF 5, EHEA Short Cycle)', '7 (EQF 6, EHEA First Cycle)', '8 (EQF 6, EHEA First Cycle)', '9 (EQF 7, EHEA Second Cycle)' (which is highlighted), '10 (EQF 8, EHEA Third Cycle)', and 'N/A'.

Location

Select the appropriate **Location** from the dropdown

The screenshot shows a form with two fields: 'Location' and 'Mode of Delivery*'. The 'Location' dropdown is open, showing a list of options: '- Not Set -', 'NUIG' (which is highlighted), 'IMI, Dublin', 'Ennis', and 'St. Angela's College, Sligo'.

Mode of Delivery

Select **one** appropriate **Mode of Delivery**



Click the **top arrow** symbol to confirm

The screenshot shows a form with a field labeled 'Mode of Delivery*'. To the right of this field is a selection interface with two columns: 'Available' and 'Selected'. The 'Available' column contains a list of options: 'Academic Support -not in use -', 'Defer Place -not in use -', 'Distance Education', 'Evening -not in use -', 'Full Time', 'Full Time (Continuous Programme) -not in use -', 'ISS Test -not in use -', 'Part Time', 'Part Time (Continuous Programme)', and 'Research -Full Time -not in use -'. Between the columns are four buttons: '>', '>>', '<', and '<<'. The 'Selected' column is currently empty.

Semesters Per Course Instance

Select the appropriate **number of semesters** per instance from the dropdown

The screenshot shows a form with two fields: 'Semesters Per Course Instance*' and 'Number of Course'. The 'Semesters Per Course Instance*' dropdown is open, showing a list of options: '2' (which is highlighted), '1', '2', and '3'.

NB click **Save Course Stream** after each step, you will see  , followed by 

Educational Aim of Course Stream

Enter a brief **Educational Aim**

Educational Aim of
Course Stream

Embedded Award

Can be ignored

Embedded Award

☐

Check the box if the Course Stream

Course Stream Director

This field automatically populates with the **Course Sponsor** (page 5)

Course Stream
Director*

Akari, Akari (1200286E)



Who Can Access

Users listed in this section have **Co-Editor Rights**

To give a user editing rights, click '**Add User...**'

Who Can Access

Name

Del

Add User..

NB click **Save Course Stream** after each step, you will see



, followed by

Saved

Search for the relevant User by entering their **Staff ID** or **Name** in the search box

If the appropriate user does not appear please contact syllabus@universityofgalway.ie

Search by Discipline Select..

Search by Name/ID akari

Search Results (2)

Name	
Akari, Akari 1200286E	<button>Add</button>

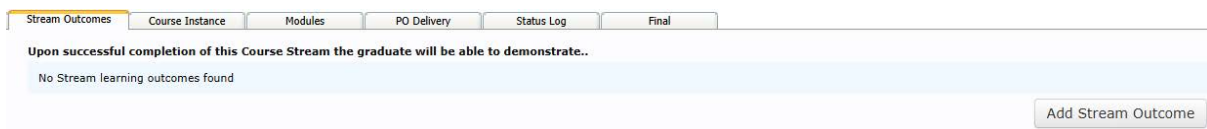
Users can have their editing rights **removed** by clicking their respective **Red X** symbol

Name	Del
Akari, Akari (1200286E)	

NB click Save Course Stream after each step, you will see , followed by

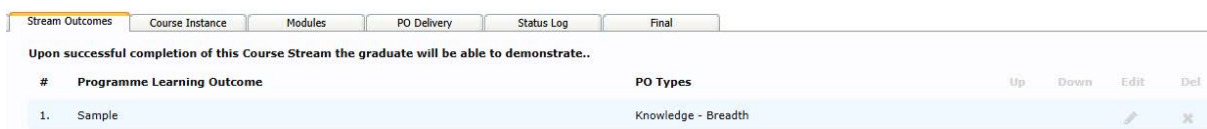
Stream Outcomes Tab

To add a **new outcome**, click '**Add Stream Outcome**'



To edit an **existing outcome**, click the **pencil symbol** beside the relevant outcome

Existing outcomes can be deleted by clicking the **X symbol** beside the relevant outcome

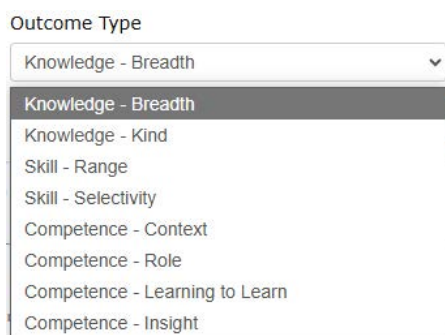


Enter the outcome into the **textbox**

Programme Learning Outcome





Select the appropriate **Outcome Type** from the dropdown



Click '**Add**' or '**Update**' to save



NB click **Save Course Stream** after each step, you will see  , followed by 

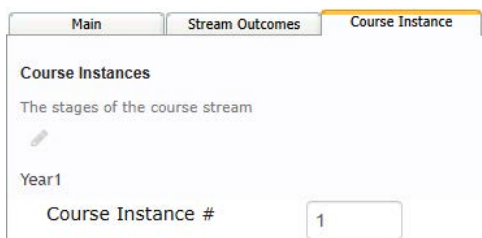
Course Instance Tab

Select the **appropriate year's** dropdown tab

The following process **must** be repeated for each **year/instance**

Course Instance

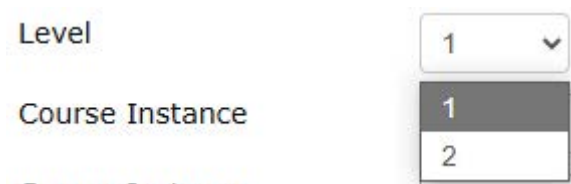
This field is automatically populated



The screenshot shows a software interface with three tabs: 'Main', 'Stream Outcomes', and 'Course Instance'. The 'Course Instance' tab is active. Below the tabs, there is a section titled 'Course Instances' with the subtitle 'The stages of the course stream'. There is a small icon of a pencil. Below this, there is a label 'Year1' and a text input field labeled 'Course Instance #' containing the number '1'.

Level

Select the appropriate number of **Module Levels** from the dropdown

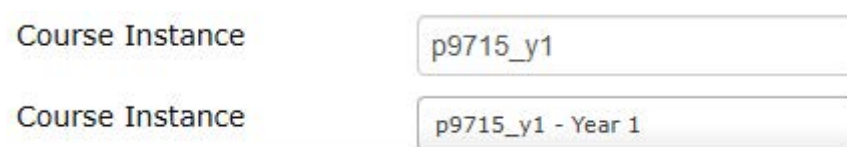


The screenshot shows two dropdown menus. The first menu is labeled 'Level' and has a dropdown arrow showing the number '1'. The second menu is labeled 'Course Instance' and has a dropdown arrow showing the numbers '1' and '2'.



Course Instance

The course instance code is the **Course Stream Code** with the **Instance Year** as a **prefix**

The second field is automatically populated



The screenshot shows two text input fields. The first field is labeled 'Course Instance' and contains the text 'p9715_y1'. The second field is also labeled 'Course Instance' and contains the text 'p9715_y1 - Year 1'.

NB click **Save Course Stream** after each step, you will see  , followed by 

ISCED

Select the appropriate **ISCED Code** from the dropdown ([details of ISCED Codes](#))

*ISCED

- Not Set -

Course Instance Award

Select the appropriate **Award** from the dropdown for the year in which students graduate **ONLY**
Leave **blank** for all other years

Course Instance Award

- Choose Award -

Location

- Choose Award -

- No awards attached to the selected course -

Location

Select the appropriate **Location** from the dropdown

Location



NUIG

Thesis Is Required

Can be ignored, this field **does not pull through** to Quercus

Thesis is required

☐

NB click [Save Course Stream](#) after each step, you will see  , followed by 

Publish On Web

Can be ignored

Publish On Web ☐

Active?

Set switch to '**Active**' for all active instances

Active? The image shows a toggle switch interface. On the left is a light grey rectangular button labeled "Active?". To its right is a horizontal slider. The slider is currently positioned to the right, where a green rectangular button labeled "Active" is located. The left portion of the slider is light grey.



If an instance will not be active the switch can be set to '**Inactive**'

Active? The image shows a toggle switch interface. On the left is a light grey rectangular button labeled "Active?". To its right is a horizontal slider. The slider is currently positioned to the left, where a red rectangular button labeled "Inactive" is located. The right portion of the slider is light grey.

Student Quota

Can be ignored, this field **does not pull through** to Quercus

Student Quota

NB click [Save Course Stream](#) after each step, you will see  , followed by 

Modules Tab

Select the **appropriate year's** dropdown tab

Adding Modules

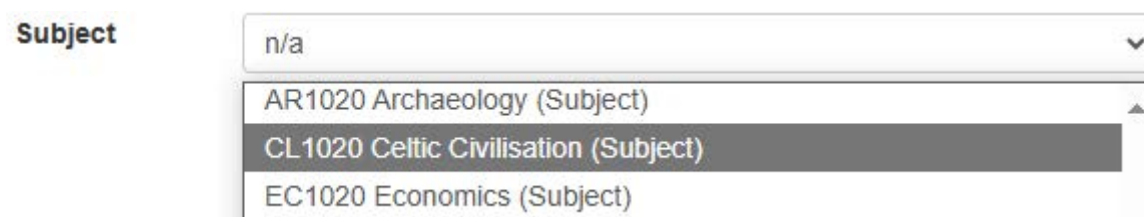
Click on 'Add Modules/Subjects to Year X.'



Select **Module** from the 'Select' dropdown

A form titled 'Add a New Module/Subject'. It features a label 'Select' followed by a dropdown menu. The dropdown menu is open, showing the word 'Module' as the selected option.

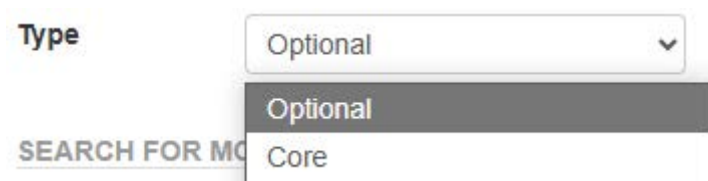
If a **2 Level** stream, select the appropriate **Subject** from the dropdown

A dropdown menu labeled 'Subject'. The current selection is 'n/a'. The dropdown is open, showing a list of subjects: 'AR1020 Archaeology (Subject)', 'CL1020 Celtic Civilisation (Subject)' (which is highlighted), and 'EC1020 Economics (Subject)'.

The '**Year #**' field is populated automatically

A form titled 'ADD MODULE/SUBJECT TO'. It has two fields: 'Year #' and 'Type'. The 'Year #' dropdown is set to '1'. The 'Type' dropdown is open, showing options '1', '2', and '3', with '1' being the selected option.

Select the appropriate **Module Type** from the dropdown

A dropdown menu labeled 'Type'. The current selection is 'Optional'. The dropdown is open, showing a list of module types: 'Optional' (highlighted) and 'Core'.

NB click [Save Course Stream](#) after each step, you will see  , followed by 

Search for the relevant **Module** by **Code** or **Title**

SEARCH FOR MODULE/SUBJECT

Title	<input type="text" value="Title"/>		
Level	<input type="text" value="Any"/>	ISCED	<input type="text" value="Choose a field"/>
Valid From	<input type="text" value="2025-26 (01-09-25 – 31-08-26)"/>	Status	<input type="text" value="Any"/>
ID	<input type="text" value="ID"/>	Code	<input type="text" value="Code"/>
ECTS Credits	<input type="text" value="Any"/>	<input type="button" value="Cancel"/>	<input type="button" value="Search"/>

Select the appropriate **Module** from the search box

SEARCH RESULTS

TEST20 test [Draft]

TEST2023 Test2023 [Draft]

Click '**Add**'

<input type="button" value="Cancel"/>	<input type="button" value="Add"/>
---------------------------------------	------------------------------------

Adding Subjects

Click on '**Add Modules/Subjects to Year X..**'

Select **Subject** from the '**Select**' dropdown

Select

ADD MODULE/SUBJECT

NB click after each step, you will see , followed by

The '**Year #**' field is populated automatically

ADD MODULE/SUBJECT TO

Year #

Type

Select the appropriate **Subject Type** from the dropdown

Type

SEARCH FOR MODULE/SUBJECT

Optional

Core

Search for the relevant **Subject** by **Code** or **Title**

SEARCH FOR MODULE/SUBJECT

Title

Level ISCED

Valid From

ID Code

ECTS Credits



Select the appropriate **Subject** from the search box

SEARCH RESULTS

[No Code Yet] [Subject]

[No Code Yet] [Subject]

Click '**Add**'

NB click [Save Course Stream](#) after each step, you will see  , followed by 

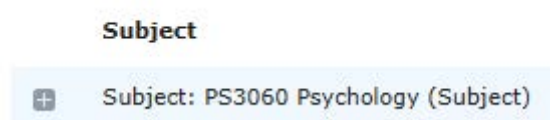
Editing a Module/Subject

The following edits will **only** affect the module/subject as it exists on this instance

When a **new version** of a module is created, the changes apply **automatically** to all instances it is affiliated to

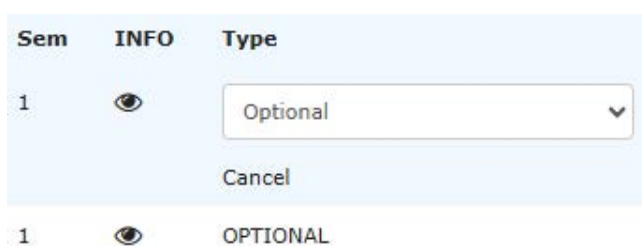
To find a module within a subject in a **2 Level programme**, click the **Grey + symbol** to the left of the subject

Subjects



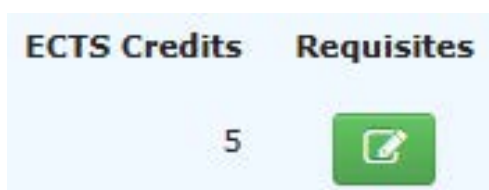
The **Module/Subject Type** can be changed by clicking on the module's **current type**

Select the appropriate type from the dropdown



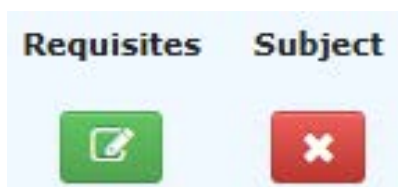
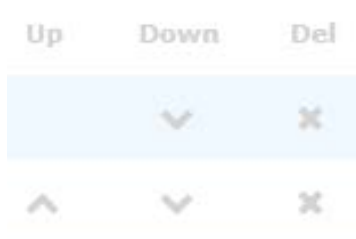
Requisites can be added or edited by clicking the **Green + or Pencil symbol**



Please see the [University of Galway Requisites guide](#)



Modules/Subjects can be **removed** from an instance by clicking the **Grey X** symbol

Modules can be **removed** from a Subject by clicking the **Red X** symbol



NB click **Save Course Stream** after each step, you will see  , followed by 

PO Delivery Tab

Do not edit this tab, leave as-is

Main	Stream Outcomes	Course Instance	Modules	PO Delivery	Status Log	Final
------	-----------------	-----------------	---------	-------------	------------	-------

Use Detailed Mappings ☐

If you intend to add PO delivery entries below, please ensure that this checkbox is ticked. It is not ticked by default.

PO Delivery

PO Delivery shows how the course stream outcomes are delivered

Click the appropriate boxes to map modules and their learning outcomes to Course Stream Outcomes

Type

Semester #

Final Tab & Submitting for Approval

Saving Options

The first option, **'Save and Exit'**, saves the course stream without progressing it so it can be returned to for further edits

Save And Exit

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

'Print Preview' saves the module without progressing it so it can be returned to for further edits, then opens a PDF preview

Print Preview

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

'Submit for Approval' saves the course stream and progresses it to be reviewed and approved by the College Approver

Do not submit for approval until all data has been input & reviewed

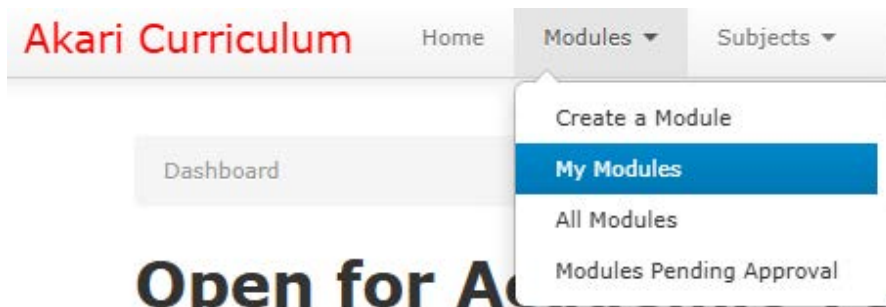
Update Status

Submit For Approval

Press this button if you wish to submit the Course Stream to the College Approver for final approval. Note submit will only be possible if all required data has been provided.

Results of Saving

To view the saved module, click on '**Modules**' and select '**My Modules**' from the dropdown



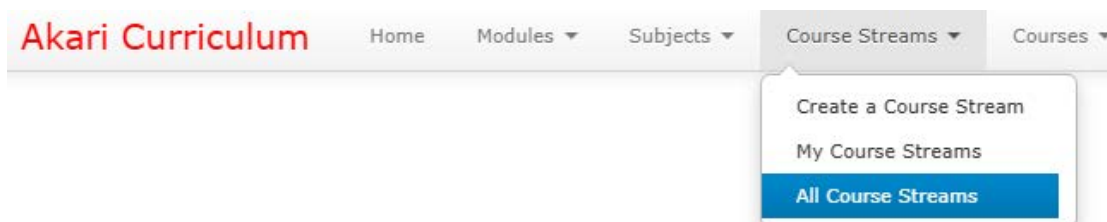
If the module was saved but **not submitted for approval** it stays in **My Draft Modules** and can be edited further



Retiring a Course Stream

To retire a stream, the **most recent version** must be emptied of **all modules & subjects**

Click on '**Course Streams**' and select '**All Course Streams**' from the dropdown

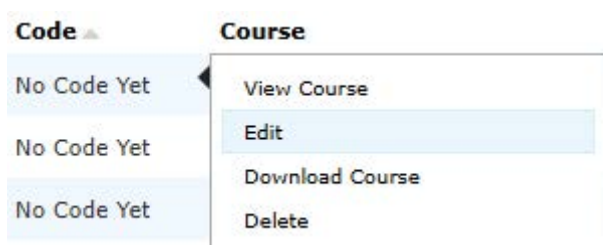


Search for the relevant **Course Stream**

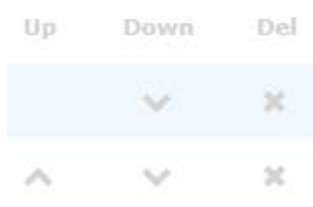
Search Course Stream
Enter your search terms and click search...

Course Stream Title	<input type="text"/>		
NFQ Level	<input type="text" value="Any"/>	Person	<input type="text"/>
Status	<input type="text" value="Any"/>	Valid From	<input type="text" value="Any"/>
Course Stream ID	<input type="text"/>	Course Stream Code	<input type="text"/>
Course	<input type="text" value="Any"/>	Locations	<input type="text" value="Any"/>
Award	<input type="text" value="Any"/>	Awarding Body	<input type="text" value="Any"/>
Discipline	<input type="text" value="Any"/>		
Clearing House Code	<input type="text" value="Any"/>		

Click the relevant **Course Stream** and select '**Edit**' from the dropdown



Navigate to the **Modules** tab and click the **X symbol** beside each Module/Subject



NB click after each step, you will see , followed by

Navigate to the **Final** tab and click **Set to Retired**

Update Status

Set Conditional
Approval

Set To Retired

Click '**Proceed**'

Warning

This programme is currently set to be published, if you proceed it will be removed from published material

Do you wish to proceed?

Cancel

Proceed

Only course streams, not courses, can be retired on AKARI