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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**

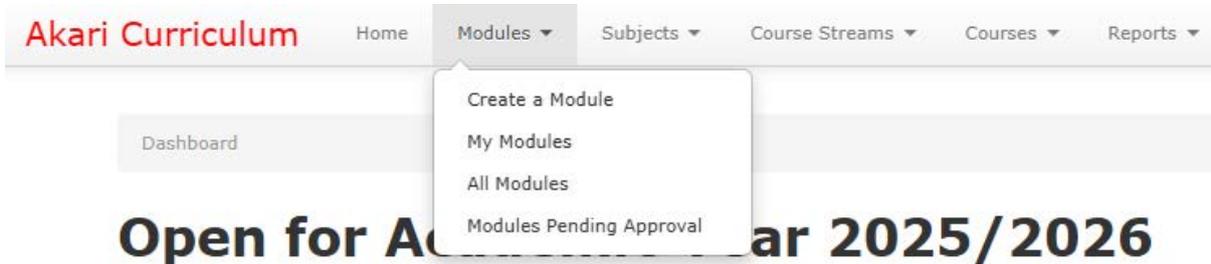
Akari Curriculum



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

Creating a New Module

Click on 'Modules' and select 'Create a Module' from the dropdown



Module Code

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

Module Code

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

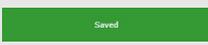
Title Short

Enter a **short title** for the module

Title Short*

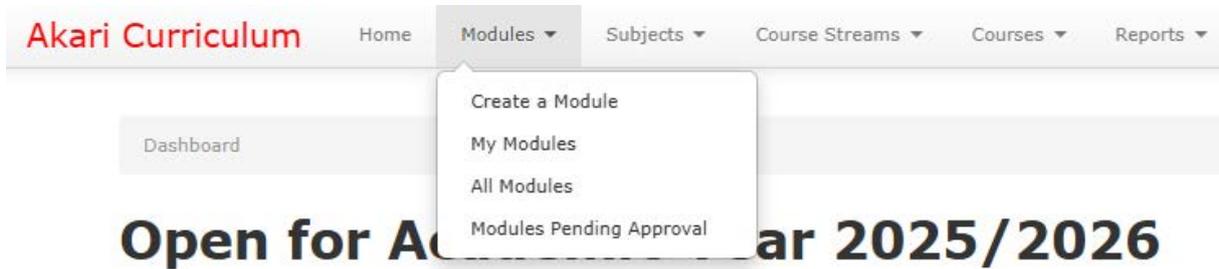
Enter a short title for the module (max 80 characters).

Skip to page 6 to continue

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

Updating an Existing Module

Click on 'Modules' and select 'All Modules' from the dropdown



Search for the relevant module by entering the **Module Code** and clicking **Search**

Search Modules

Module Title

Person NFQ Level

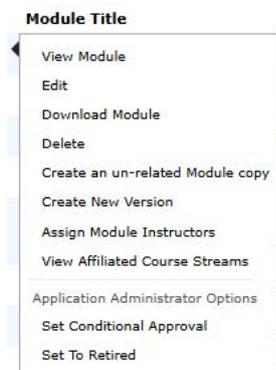
Status Valid From

Module Id Module Code

ISCED ECTS Credits

Department

Click on the relevant **Module Title** and select 'Create New Version' from the dropdown



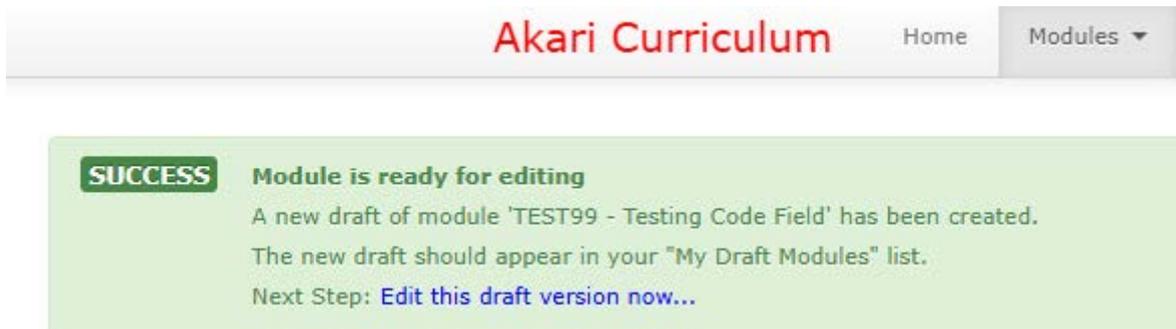
Detail why the new version is being created, e.g "updating for AY 26/27 to add new modules" then click 'Confirm'

Are you certain you want to change or modify this module?

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

Note: The changed module must be submitted for approval and, once approved, will replace the existing version in all courses, etc.

Once the 'SUCCESS' message appears, click **'Edit this draft now...'**



The screenshot shows the top navigation bar of the Akari Curriculum system. The title "Akari Curriculum" is in red, with "Home" and "Modules" (with a dropdown arrow) to its right. Below the navigation bar is a green success message box. The message starts with a green "SUCCESS" label, followed by the heading "Module is ready for editing". The text below reads: "A new draft of module 'TEST99 - Testing Code Field' has been created. The new draft should appear in your 'My Draft Modules' list. Next Step: [Edit this draft version now...](#)"

When creating a new version of a module all information remains the same as the previous version by default, with the exception of the **'Valid From'** (page 6) field which automatically updates

The **'Module Code'**, **'Short Title'**, **'ECTS Credits'**, and **'Module Level'** fields are locked

If the above values are to be changed a **new, unrelated module must be created**

Main Tab

Language of Instruction

Select the appropriate **Language** from the dropdown

Language of Instruction

Valid From

This field outlines the date at which the Module becomes active/valid.



Valid From

This field is automatically populated; **do not** edit unless it did not populate and is blank

Valid From

This field outlines the date at which the Module becomes active/valid.

Teaching Period

Select the appropriate teaching period from the dropdown

The Assessment Period (Page 6) of a given Module **must be consistent with the Teaching Period in 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

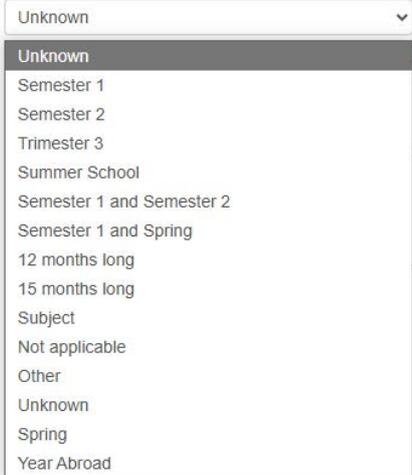
Teaching Period*

Who Can Access

Module Owner

Module Discipline*

NFQ Level



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

Who Can Access

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

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

Who Can Access Moore Fionn [[Edit](#)]

Who Can Access	Name	Permission Level	Del
	Moore, Fionn (0131950s)	Edit (Module Owner)	

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

Please search for the user(s) you want to add... [\(close\)](#)

Search by Discipline

Search by Name/ID

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

Who Can Access

Name	Permission Level	Del
Akari, Akari (1200286E)	Edit	

Editing rights are separate to module instructors. To **add someone as an instructor** (giving them Canvas access to the module) refer to page 23

Module Owner

The **Module Owner** is the user who created the Module, they are responsible for submitting the Module for approval. This field is automatically populated

Module Owner

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

Module Discipline

Select the appropriate **Discipline** for the module from the dropdown

If multiple Disciplines are involved that will be detailed under Full Time Equivalent (page 9), this field should just list the discipline **responsible for uploading the module's students' results**

Module Discipline* ACADAMH - Acadamh na hOllscolaíochta Gaelige

NFQ Level

ECTS Credits

NFQ Level

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

For more information on NFQ Levels see [The National Framework of Qualifications | Quality and Qualifications Ireland](#)

NFQ Level - Not Set -

ECTS Credits

ECTS Credits

Select the appropriate **ECTS** value from the dropdown

This field is locked unless it is the **first version**

ECTS Credits - Not Set -

Description

Description

Additional information can be added in this field

Description

Enter a brief academic description of the Module.

NB click

Save Module

after each step, you will see



, followed by

Saved

Full Time Equivalent

Click 'Add Content'



Full Time Equivalent* LIST IS EMPTY
Add Content

Select the **relevant discipline** from the dropdown

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

Click '**Add**' to confirm this value

If more disciplines are involved, click '**Add Content**' again, repeat process as needed



Full Time Equivalent* LIST IS EMPTY
Add Department
Discipline* Choose a field: ▾
Percentage*
Cancel Add

Acknowledgement

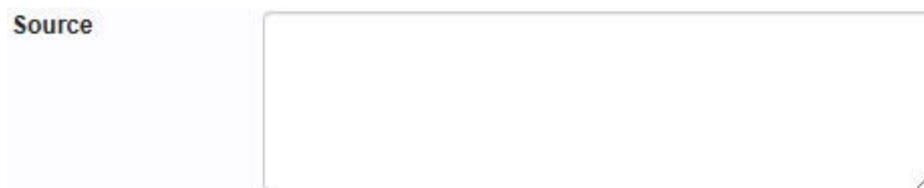
Additional information and acknowledgements may be entered in this field



Acknowledgment

Source

Additional information on the primary source of the module may be entered in this field



Source

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

Module Level

This field is locked unless it is the **first version**

This field should be left **blank** except in the following specific circumstances:

- The module is a Research Discipline Identifier
- The module is a PhD Generic
- The module is linked to a continuous calculator programme

If applicable to the module, select the appropriate level from the dropdown

The image shows a 'Source' dropdown menu with the following options: PhD Research Component (P_RES_COMPONENT), PhD Generic (P_GENERIC), Masters Research Discipline (M_RES_DISCIPLINE), PhD Reflective Component (P_REFLECTIVE), Externally Hosted Module (EXT_HOSTED), Continuous Calculator (Nursing) (CONT CAL NURSING), NUIG PEP MODULE (NUIG PEP MODULE), and PASS/FAIL (PASS/FAIL). Below the dropdown is a 'Module Level' field with a dropdown arrow and the text '- Not Set -'.

Module Data

Select the appropriate option from the dropdown

For non-lab modules select **'1.4 NON LAB'**

The image shows a 'Module Data*' dropdown menu with the following options: - Not Set -, 1 - 4 NON LAB, 2.3 - 1 CLINICAL MEDICINE, 1.7 - 2 LAB, and 1.3 - 3 FIELD WORK. Below the dropdown is a 'Show/Hide Debug:' link.

NB click

Save Module

after each step, you will see

Saving

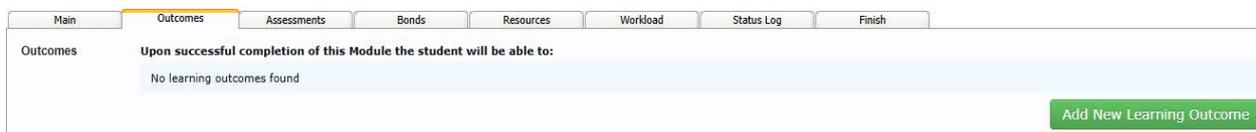
, followed by

Saved

Outcomes Tab

Adding Learning Outcomes

Click 'Add New Learning Outcome'



Enter a **single** learning outcome in this field

Repeat this process for each learning outcome

The learning outcome priority can be changed via the 'Up' and 'Down' arrows

#	Learning Outcome Description	Up	Down
1	Outcome 1		▼
2	Outcome 2	▲	

Editing Existing Learning Outcomes

Click on the **pencil** symbol to edit a learning outcome, then click 'Update' to save

Click on the **X** symbol to delete a learning outcome



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

Assessments Tab

To add a new assessment, click **'Add Assessment'**

The screenshot shows the 'Assessments' tab in a software interface. At the top, there are navigation tabs: Main, Outcomes, Assessments (active), Bonds, Resources, Workload, Status Log, and Finish. Below the tabs, there is a section for 'Modules special regulation' with a text area. Underneath, there is a 'Module Assessment Breakdown*' section with a note: 'The Module Coordinator may vary the nature and timing of coursework assessment in response to academic or practical circumstances. There are no Assessments assigned. Use the 'Add Assessment' button to add one.' A green 'Add Assessment' button is located in the bottom right corner of this section.

To edit an existing assessment, click the **Pencil symbol** to the right of the assessment

The screenshot shows a table titled 'First Sitting' under the 'Written Assessment' section. The table has columns for Assessment Type, Assessment Description, % of Total Mark, Mark Out of, Pass Mark, Sitting, Assessment Period, Timing, Duration, Learning Outcomes, Mandatory, Is Bondable, Up, Down, Edit, and Del. A single row is visible for 'Paper 1 - Written' with values: n/a, 100%, 100, 40, First Sitting, Semester 1, n/a, 2:00, 1, Yes, Yes. To the right of this row are pencil and delete icons. Below the table, there is a summary row: 'Total for Written Assessment (First Sitting) 100%'.

Select the appropriate **Assessment Category** from the dropdown

Only 'Written Assessment' and 'Computer-based Assessment' are timetabled by the Exams Office, **choose a different option if it isn't to be timetabled centrally**

The screenshot shows a form with several fields. The 'Assessment Category' field is a dropdown menu currently showing 'Written Assessment'. Below it, the 'Assessment Type' field is also a dropdown menu, currently showing 'Written Assessment' with a list of options: 'Written Assessment', 'Continuous Assessment', 'Oral, Audio Visual or Practical Assessment', 'Department-based Assessment', 'Research', 'Study Abroad', and 'Computer-based Assessment'. Other fields include '% of Total Mark', 'Marks Out of', and 'Pass Mark'.

Select the appropriate **Assessment Type** from the dropdown

The screenshot shows a form with several fields. The 'Assessment Type' field is a dropdown menu currently showing 'Paper 1 - Written'. Below it, the '% of Total Mark' field is also a dropdown menu, currently showing 'Paper 1 - Written' with a list of options: 'Paper 1 - Written', 'Paper 2 - Written', 'Paper 3 - Written', 'Paper 4 - Written', 'Paper 5 - Written', 'Paper 6 - Written', 'Written Modules', and 'Paper 7 - Written'. Other fields include 'Marks Out of', 'Pass Mark', 'Sitting*', and 'Assessment Period*'.

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

Input the % of the total mark, making sure **all assessments add to 100%**

Alternatively, tick the **'Non-Marked (Pass/Fail)'** box for pass/fail modules

% of Total Mark

'Marks Out of' defaults to 100

Input the appropriate **Pass Mark**, 40% by default

Marks Out of

Pass Mark

Select the appropriate **Sitting** from the dropdown

Sitting*

Assessment Period*

Duration

Select the appropriate **Assessment Period** from the dropdown

The Assessment Period of a given Module **must be consistent with the Teaching Period (page 6) in 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

Assessment Period*

Duration

Learning Outcomes

Mandatory

Is Bondable

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

Select the appropriate **Duration** from the dropdown

Duration

Learning Outcomes

Mandatory

Is Bondable

Learning Outcomes should be linked to the correct assessment

Learning Outcomes 1. Outcome 1

The **Mandatory** checkbox can be ignored

The **Is Bondable** checkbox is ticked by default for Written and Computer-based Assessments

Mandatory

Is Bondable

Click on the **blue Tick symbol** to save the current assessment



Both the First Sitting and Second Sitting **must each total 100%** with all their respective assessments

AKARI automatically totals the **Total Mark** beneath each Sitting for quick reference

Assessment Type	Assessment Description	% of Total Mark
Paper 1 - Written	n/a	70%
Paper 2 - Written	n/a	30%
Total for Written Assessment (First Sitting)		100%
Total for First Sitting		100%

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

Bonds Tab

Bonds can only exist if the module has at least one **Written or Computer-based Assessment**

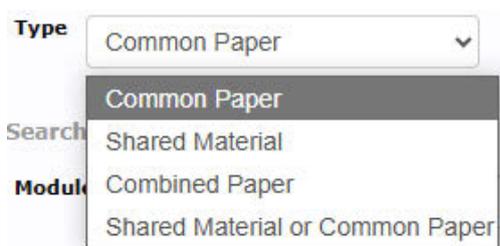
To create a new bond, click **'Add Bonds'** under the relevant assessment



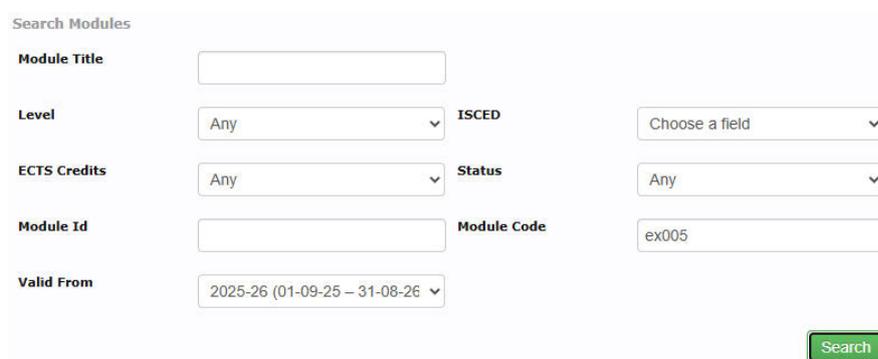
Select the appropriate **Bond Type** from the dropdown

A **Common Paper Bond** is for two or more module codes uploading the **same exam paper**

A **Shared Material Bond** is for **separate exam papers** that are timetabled for the **same time**



Search for the module to be bonded with by entering the **Module Code** and clicking **Search**

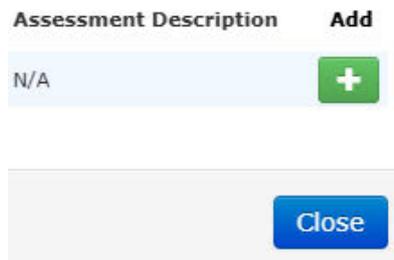


Select the appropriate module from the **search results** and click **'Add Modules'**



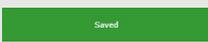
NB click **Save Module** after each step, you will see  , followed by 

Click the **Green +** symbol to bond the modules, then click **'Close'**



This process can be repeated for **further bonds** as required

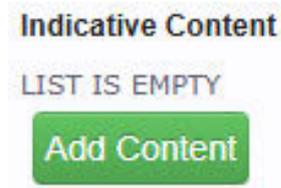
If the bond is required for the second sitting, repeat this process under the **Second Sitting**

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

Resources Tab

Indicative Content

Click 'Add Content'



Enter the **Heading** and the **Content Description**

A screenshot of a form titled 'Add Content'. It contains two input fields. The first field is labeled 'Heading*' and is empty. The second field is labeled 'Indicative Description' and is also empty. Both fields have a small icon in the bottom right corner, likely for expanding the text area.

Link the content to all relevant **Learning Outcomes**

Learning Outcomes 1. Outcome 1

Click the **Green Tick** symbol to save this **Indicative Content**



Repeat this process for **all Indicative Content**

The Indicative Content priority can be changed via the '**Up**' and '**Down**' arrows

Each Indicative Content entry can be **edited** by clicking the **Pencil** symbol

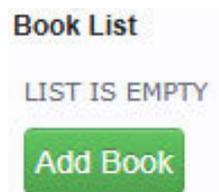
Each Indicative Content entry can be **deleted** by clicking the **X** symbol

Heading	Indicative Description	Learning Outcomes	Up	Down	Edit	Del
Example 1	n/a	1		▼	✎	✕
Example 2	n/a	1	▲		✎	✕

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

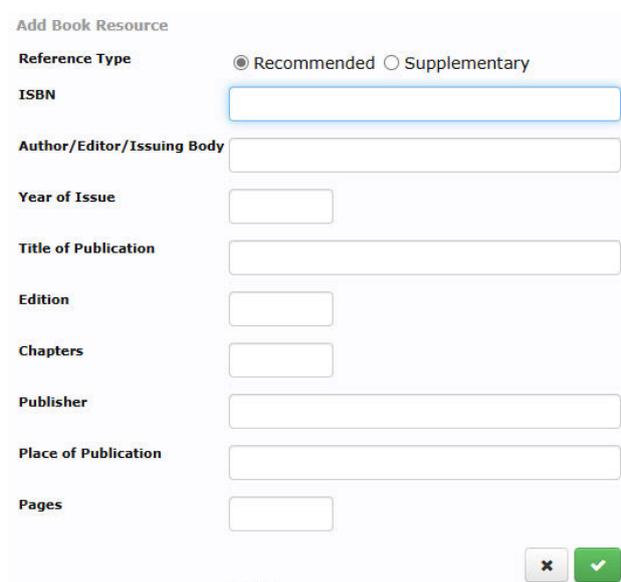
Book List

Click 'Add Book'



Enter the **ISBN** of the relevant book to automatically populate all fields

Enter the relevant details for any fields that **did not automatically populate**

A screenshot of a form titled 'Add Book Resource'. At the top, there are two radio buttons: 'Recommended' (selected) and 'Supplementary'. Below this are several input fields: 'ISBN', 'Author/Editor/Issuing Body', 'Year of Issue', 'Title of Publication', 'Edition', 'Chapters', 'Publisher', 'Place of Publication', and 'Pages'. At the bottom right of the form are two buttons: a grey one with an 'x' and a green one with a checkmark.

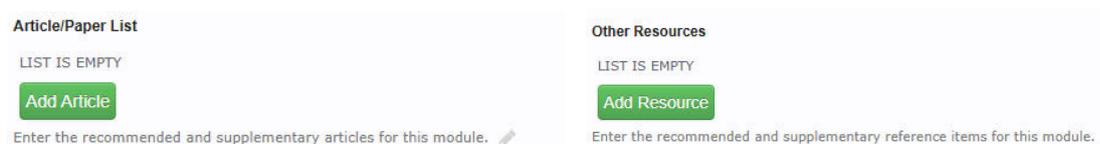
Click the **Green Tick** symbol to save this entry to the Book List

Repeat the above process for **all entries** to the Book List

ArticlePaper List & Other Resources

ArticlePaper List & Other Resources can be populated by clicking on 'Add Article' or 'Add Resource' respectively

Fill each field, then click the **Green Tick** symbol to save this entry

Two side-by-side screenshots of web forms. The left one is titled 'Article/Paper List' and has a green 'Add Article' button. The right one is titled 'Other Resources' and has a green 'Add Resource' button. Both forms have the text 'LIST IS EMPTY' and a small instruction below the button.

NB click

Save Module

after each step, you will see

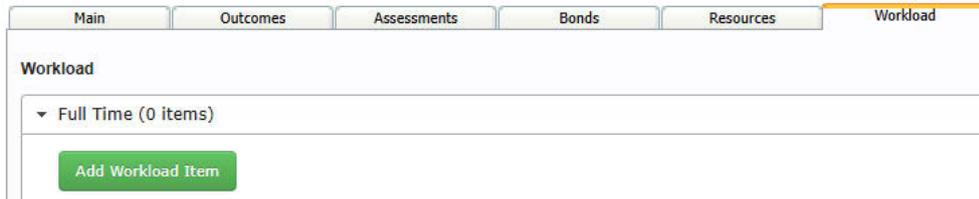


, followed by

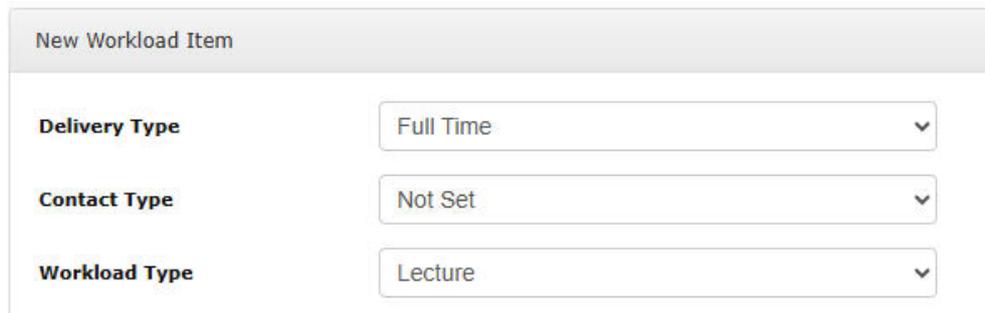
Saved

Workload Tab

Click 'Add Workload Item'

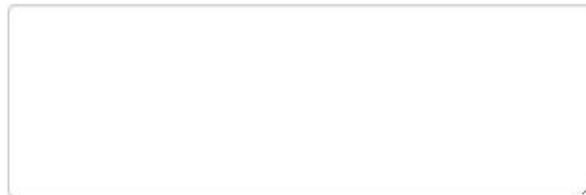


Select the appropriate **Delivery Type**, **Contact Type**, **Workload Type** from the dropdowns



Enter the **Workload Description**

WorkLoad Description

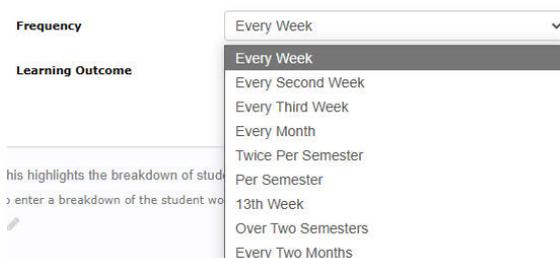


Enter the appropriate **Total Hours** this workload will require

Total Hours



Select the appropriate **Frequency** from the dropdown



NB click

Save Module

after each step, you will see

Saving

, followed by

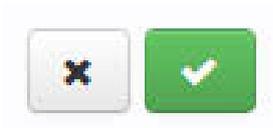
Saved

Link this workload to the relevant **'Learning Outcomes'**

Learning Outcome

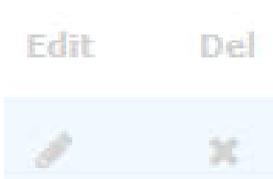
1. Outcome 1

Click the **Green Tick** symbol to save this workload



Existing Workloads can be **edited** by clicking the **Pencil** symbol

Existing Workloads can be **deleted** by clicking the **X** symbol



The workload priority can be changed via the **'Up'** and **'Down'** arrows



NB click

Save Module

after each step, you will see

Saving

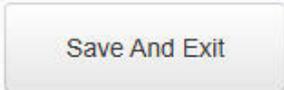
, followed by

Saved

Finish Tab & Submitting for Approval

Saving Options

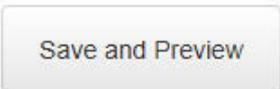
The first option, **'Save and Exit'**, saves the module without progressing it so it can be returned to for further edits



Save And Exit

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

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



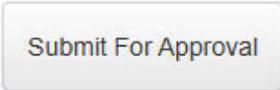
Save and Preview

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

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

Do not submit for approval until all data has been input & reviewed, including **adding instructors** if required (page 23)

Update Status

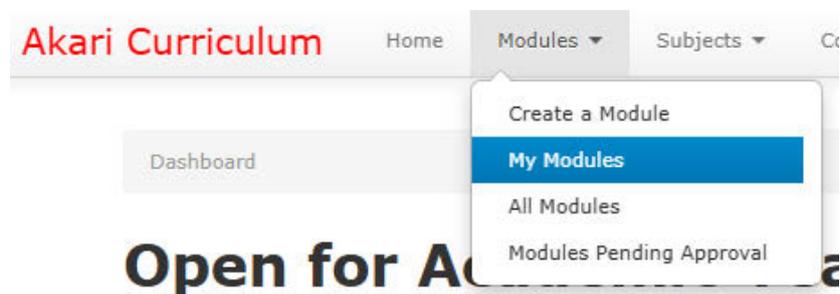


Submit For Approval

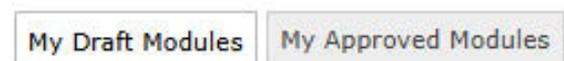
Press this button if you wish to submit the Module to the Registrar's office for approval. Note submit will only be possible if all required data has been provided.

Results of Saving

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



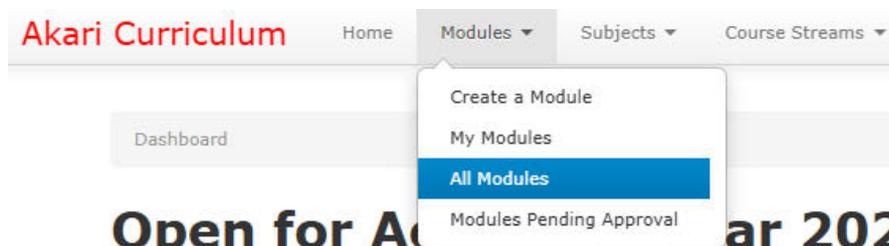
If the module was saved but **not submitted for approval** it stays in **My Draft Modules** and can be edited further



Adding Instructors

Instructors can be added from the **Module search** page rather than while editing

Click on '**Modules**' and select '**All Modules**' from the dropdown



Search for the relevant module by entering the **Module Code** and clicking **Search**

Search Modules

Module Title	<input type="text"/>	NFQ Level	<input type="text" value="Any"/>
Person	<input type="text"/>	Status	<input type="text" value="Any"/>
Status	<input type="text" value="Any"/>	Valid From	<input type="text" value="Any"/>
Module Id	<input type="text"/>	Module Code	<input type="text" value="X10123"/>
ISCED	<input type="text" value="Any"/>	ECTS Credits	<input type="text" value="Any"/>
Department	<input type="text" value="Any"/>		

Click on the module title and select '**Assign Module Instructors**' from the dropdown

Module Code	Module Title
No Code Yet	View Module
No Code Yet	Edit
No Code Yet	Download Module
No Code Yet	Submit For Approval
No Code Yet	Delete
No Code Yet	Create an un-related Module copy
No Code Yet	Assign Module Instructors
No Code Yet	No Affiliated Course Streams
No Code Yet	Reject Module

Click '**Add Teacher**'

Enter the user's **name or Staff ID** to find the appropriate staff member, click '**Add**'

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

Add User

Search by Name

or

Search By Staff ID

Search Results (2)

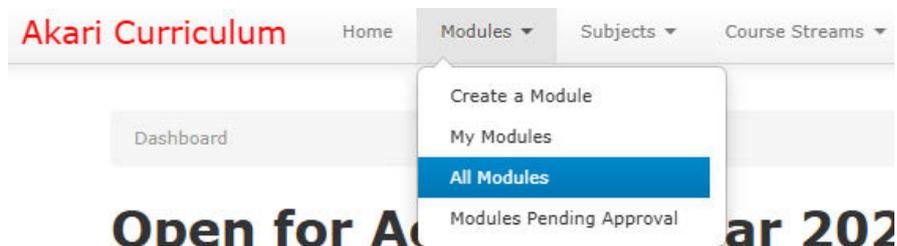
Staff	Name	
1200286E	Akari, Akari	<input type="button" value="Add"/>

There must be at least one instructor assigned to ensure Canvas access to the module

Retiring a Module

To retire a module, it must be **removed from each instance** it is affiliated to

Click on **'Modules'** and select **'All Modules'** from the dropdown



Search for the relevant module by entering the **Module Code** and clicking **Search**

Search Modules

Module Title	<input type="text"/>
Person	<input type="text"/>
Status	Any
Module Id	<input type="text"/>
ISCED	Any
Department	Any
NFQ Level	Any
Valid From	Any
Module Code	XY0123
ECTS Credits	Any

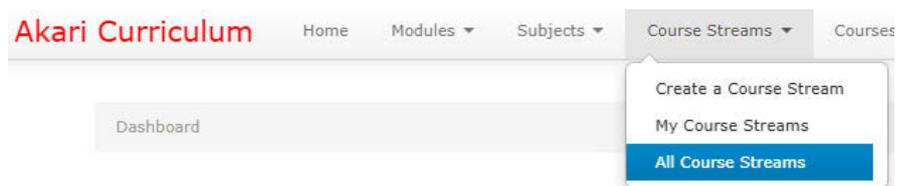
Click on the **module title** and select **'Edit'** from the dropdown

Module Code	Module Title
No Code Yet	<ul style="list-style-type: none">View ModuleEditDownload ModuleSubmit For ApprovalDeleteCreate an un-related Module copyAssign Module InstructorsNo Affiliated Course StreamsReject Module
No Code Yet	
No Code Yet	
No Code Yet	

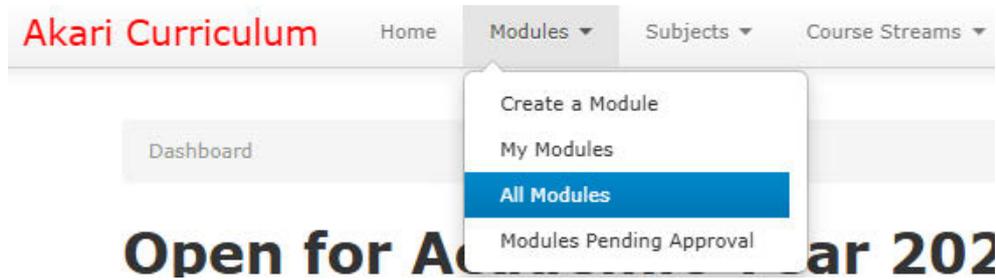
Click **'Show Affiliated Course Streams'**



Go into **each** affiliated programme and **remove** the module (Courses How To, Page 19)



Click on **'Modules'** and select **'All Modules'** from the dropdown



Search for the relevant module by entering the **Module Code** and clicking **Search**

Search Modules

Module Title	<input type="text"/>		
Person	<input type="text"/>	NFQ Level	<input type="text" value="Any"/>
Status	<input type="text" value="Any"/>	Valid From	<input type="text" value="Any"/>
Module Id	<input type="text"/>	Module Code	<input type="text" value="XY0123"/>
ISCED	<input type="text" value="Any"/>	ECTS Credits	<input type="text" value="Any"/>
Department	<input type="text" value="Any"/>		

Click on the **module title** and select **'Set to Retired'** from the dropdown

Module Code	Module Title
TEST99	View Module
SI438	Edit
SI206	Download Module
OY308	Delete
NU6593	Create an un-related Module copy
MD6104	Create New Version
	Assign Module Instructors
	No Affiliated Course Streams
	Application Administrator Options
	Set Conditional Approval
	Set To Retired