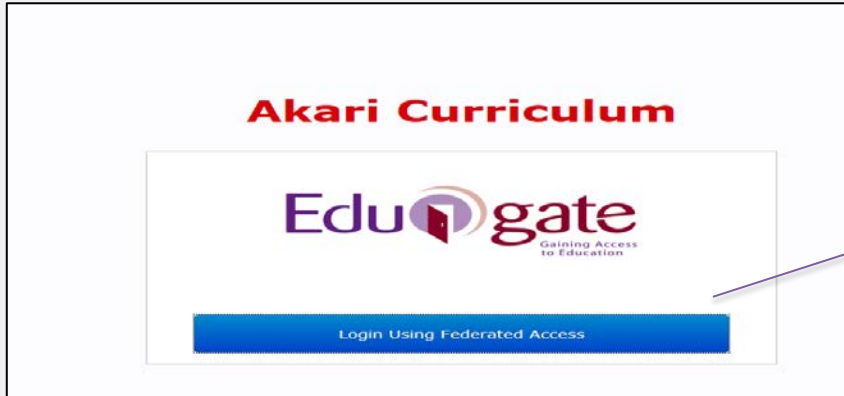


Logging into Curriculum Management System

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 a New or Existing Course Stream – Main Tab

Course Stream Code
CL1
NB – DO NOT ENTER A CODE HERE. The code will be allocated prior to Final Approval

Course Stream Title*
CL1 Bachelor of Corporate Law
Characters Left: 228
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
1. n/a
Add External Code
Any external code, which is affiliated with a course stream such as CAO. Multiple

Language of Instruction
- Not Set -
The language in which the entity is instructed or taught

This code will be completed by the College Approver.

HELPFUL TIPS
See here for the NUI Galway Coding convention document

The 'Course Stream Title' is the Course Stream Description which should be preceded with the course stream code

This is not required

Click 'Add External Code' to add in the CAO code for UG Courses or the PAC code for Postgrad Courses

Please enter English as the default and Irish where appropriated

Valid From
2017-18 (01-09-17 – 31-08-18)
This field outlines the date at which the course stream becomes active/valid.

Course
CL - Bachelor of Corporate Law Degree
The parent course which the course stream is affiliated with can be selected via the course dropdown field.

Discipline
BUSINESS_LAW - College of Business, Public |
Name of the Owning Discipline in which the entity resides

Course Stream level
8 (EQF 6, EHEA First Cycle)
NFQ level of the course stream

This field will automatically populate

The Course should automatically populate, if not you can search in the dropdown box and choose the Course from there

Use the drop down to select the College in this field

HELPFUL TIPS
Do **NOT** select a Discipline, it must be a College

Choose the NFQ level

HELPFUL TIPS
For more information on NFQ levels see <http://www.nfq-qqi.com/>

Location: NUIG
 The location in which the course stream is held or taught.

Mode of Delivery*
 Available: Evening, Full Time (Continuous Programme), ISS Test, Part Time, Part Time (Continuous Programme), Research, Research - Full Time, Special Maths Exam, Taught & Minor Dissertation (F/T), Taught - Full Time
 Selected: Full Time

HELPFUL TIPS
 You must choose NUIG if there is a **requirement for the modules with written assessments** on your course **to be centrally timetabled in NUIG** otherwise the timetabling system will not find the modules if they are listed as another location

Please make sure you choose **only ONE** Mode of Delivery here and click on the arrow to bring it across to the 'Selected' table on the right

Semesters Per Course Instance*: 2
 This dropdown defines how many semesters per course instance exist in relation

Enter '2' if there are two semesters i.e. Semester 1 and Semester 2

Number of Course Instances*: 3
 This dropdown will define the minimum duration of the course stream

Enter the number of years in the Course Stream

HELPFUL TIPS
 e.g. UG Programme 3 year. That entry will generate 3 Course Instance years in the Course Instance tab and three years under the modules where you can add the modules per semester

Educational Aim of Course Stream
 Short academic description of the overall aim of the Course Stream

Not a required field, you have the option to leave blank or complete

Embedded Award
 Check the box if the Course Stream

Tick here, if for example, you have a four year UG course and there is an Award after first year and maybe second year or both i.e. Certificate after year 1, Diploma after year 2

Course Stream Director*
 The person who is chief supporter of the course stream

This field should be populated with the user who has been entered as the Course Sponsor under Course

Who Can Access

Name	Del
Conroy, Patricia (012007918)	X
Coyle, Sheila (00221860)	
ELWOOD, TARA (00233075)	X
FLYNN, CARMEL (01049175)	X
HOPKIN, MELBA (0021650)	X
NOON-KELLY, CLAIRE (00219876)	X
O'BRIEN, ELIZABETH (01099235)	X
Toner, Eimer (00017615)	X

Add User
 Allows the Course Director to specify who can edit this course stream. Only the course stream director and those nominated may edit the course stream.

Here you can add a number of Editors i.e. people who may be working with you in creating/editing this course stream. You can add by choosing 'Add User' or 'Delete' by clicking on 'X'

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

You can search by name and then click on 'Add'

NOTE: You can also *delete* editors from the list in the same way.

Who Can Access		
Name	Permission Level	Del
Akari, Akari (1200286E)	Edit	

Important Notice: Please ensure you *save your updates after each step* and *only exit* the screen when you see the green box. Otherwise your data may not be saved!