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**

Akari Curriculum

Edu gate
Gaining Access to Education

Login Using Federated Access

Click on this link

- **Enter Username and Password using staff ID and PC password**

NUI Galway
OÉ Gaillimh

NUI Galway Federated Login

Logáil Isteach Chónasctha OÉ Gaillimh

Username/Ainm Úsáideora: [   ]
Password/Pasfhocal: [   ]
[Login]

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Use your details to log in i.e your staff ID no and your PC password

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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

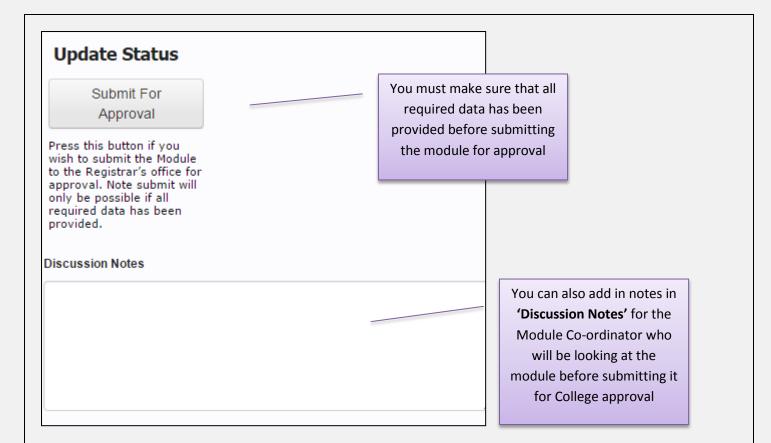**CELT:** Issues with adding instructors on blackboard should be directed to CELT

The Finish Screen

Here are your options to finish the process

Save and Exit: This saves the module but *does not send* it anywhere. So you can go back and edit it again if you wish

Save and Preview: This will give you a preview of the module

Example of the Preview function

Click [Save Course Stream] **at each step, saving message appears** [Saving] **followed by message saved**

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.

Discussion Notes

You must make sure that all required data has been provided before submitting the module for approval

You can also add in notes in **'Discussion Notes'** for the Module Co-ordinator who will be looking at the module before submitting it for College approval

What Happens Now?

My Draft Modules | My Pending Modules | My Reviewed Modules | My Approved Modules

My Draft Modules

You can leave your module in draft and the **'EDIT'** option will be available to you until such time as you wish to Submit for Approval

My Pending Modules

Once your module is in **'My Pending Modules'** a Co-ordinator has two options:

- They can **'Set to Review'** or **'Revert to Draft Status'**

A Co-ordinator is classified as any user who has been given Co-ordinator permissions on AKARI and who is also in the same discipline as you

My Reviewed Modules

If the Co-ordinator is happy with the content etc. they will **'Set to Reviewed'**. You will then see your module in **'My Reviewed Modules'**

Click Save Course Stream **at each step, saving message appears** ⟳ Saving **followed by message saved**

My Approved Modules

The next step is that the College Approver can choose to '**Give Full Approval'** to the module. The module will then be finalised and will go to the message queue between AKARI and Quercus ready to be approved

i   Once the module receives final approval, it will be moved to '***My Approved Module'*** tab. AKARI is generally *CLOSED* when this step happens.

Click Save Course Stream **at each step, saving message appears** Saving **followed by message saved**