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**
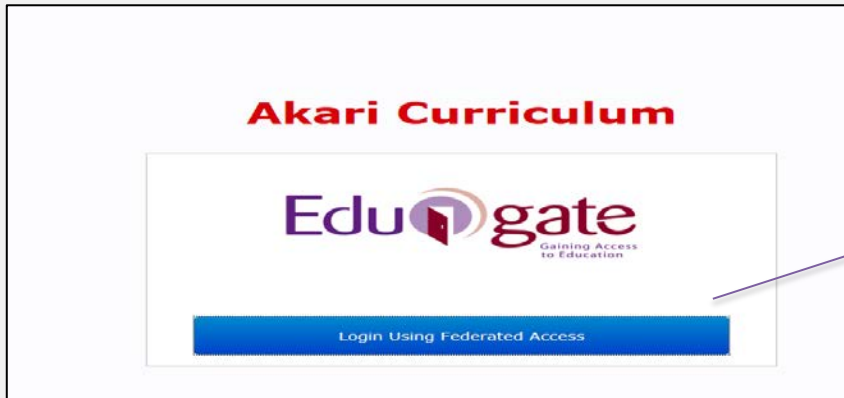
Click on this link

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

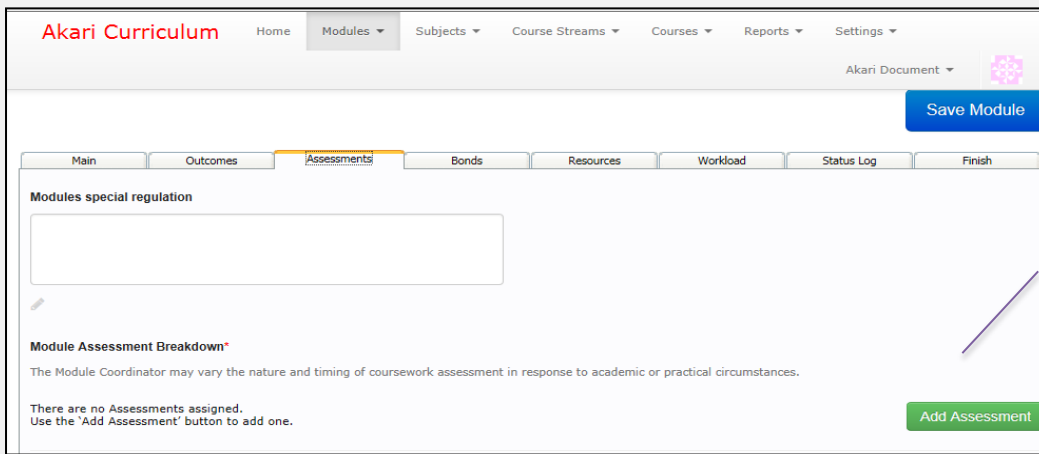**Use your details to log in i.e your staff ID no and your PC password**

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

Adding Assessment Details – for a new module

Akari Curriculum Home Modules ▾ Subjects ▾ Course Streams ▾ Courses ▾ Reports ▾ Settings ▾

Akari Document ▾

Save Module

| Main | Outcomes | Assessments | Bonds | Resources | Workload | Status Log | Finish |

Modules special regulation

Module Assessment Breakdown*

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.

Add Assessment

Click on **Add Assessment** to create a new assessment for the module

ⓘ *Only written assessments and computer based assessments are timetabled centrally by the Examinations Office. **If you do not want** your modules to be timetabled centrally choose one of the other options.

Add Assessment

Assessment Category Written Assessment

*Use the **drop down menu to choose the category**

Assessment Type Paper 1 - Written

The options that appear in this field will depend on the Assessment Category chosen. Also, **you will notice that the duration option will only appear if a written or computer based exam is chosen**

Non-Marked (Pass/Fail) ☐
% of Total Mark

If you have more than one assessment please ensure that the % adds up to 100%

Marks Out of 100

Defaulted to 100

Pass Mark

Enter **40% where appropriate or you can leave it blank** as the information does not go to Quercus

Sitting* First Sitting

Choose from **First Sitting or Second Sitting**

Assessment Period* Semester 1

Choose **from the dropdown menu

ⓘ ** **Assessment Period** is linked to the '**Teaching Period**' on the **main tab**. You can only choose an assessment which falls within the Teaching Period you have chosen, e.g. if the teaching period is Semester1 then the Assessment Period Option is Semester 1

Duration 2:00

A formal paper assessment is always 2 hours. If the module is not a written paper or computer based the duration will not appear on this screen

Learning Outcomes
☐ 1. Test test test
☐ 2. Test 2
☐ 3. Test 3
☐ 4. Test 4

Learning Outcomes **should be linked to the correct assessment**

Mandatory ☑
Is Bondable ☑

This can be **ignored**

NB: To finish click here, if you do not click this 'tick' you will lose your content

This is ticked by default if the assessment is written or computer based

✕ ✓

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

First Sitting

Written Assessment

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
Paper 1 - Written	n/a	60%	100	0	First Sitting	Semester 2	n/a	2:00	1, 2, 3	Yes	Yes			✎
Total for Written Assessment (First Sitting)		60%												

Continuous Assessment

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	Del
Essay 1	n/a	40%	100	0	First Sitting	Semester 2	n/a	0	None	Yes	No			✎	✗
Total for Continuous Assessment (First Sitting)		40%													
	Total for First Sitting	100%													

> When a module assessment is split as per this example please ensure the % of Total Mark add up to 100% for each sitting.

HELPFUL TIPS

- In the example above the assessment types are both written paper and essay. The written paper is of 2 hours duration. It represents 60% of the assessment. The Continuous Assessment represents 40%. They are marked out of 100 with a pass mark of 40%
- AKARI will tot up the % and display; it should add up to 100%. In the above case this is correctly showing a total for first sitting of 100%.
- There should always be a Second Sitting entry, this generally follows the same entries as per 1st Sitting but with an Assessment Period of Autumn

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

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