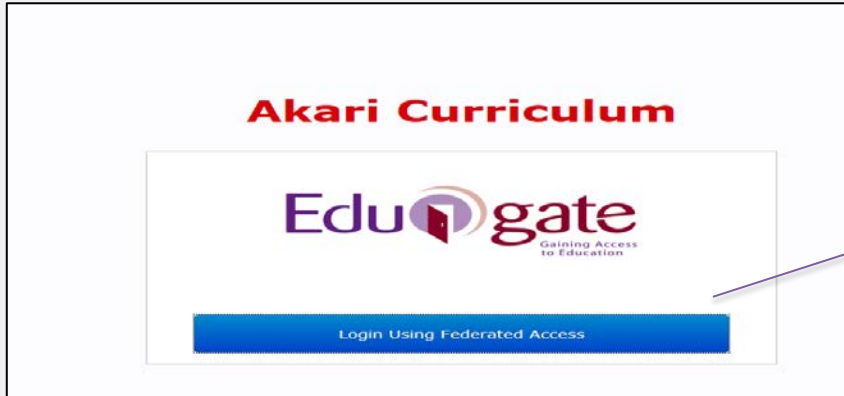


Logging into Curriculum Management System

Accessing the Curriculum Management System

- To access AKARI click <https://nuig.akarisoftware.com/curriculum/>
- Log in using the Federated Access



- Enter Username and Password using staff ID and 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

How to Edit Assessments

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

Dashboard

Create a Module
My Modules
All Modules
Modules Pending Approval
Course Streams including Course Stream and other valuable information can be captured in a variety of manners. You have the ability to specify the detail (i.e. type, number and duration of various delivery events and tutorials) of multiple module delivery modes in order for example to cover full-time delivery, part-time delivery or other modes.

Click on 'My Modules' or 'All Modules'

Assigned Entities

Entity Type:

- 5 Draft Modules
- 1 Pending Approval Modules
- 1 Reviewed Modules
- 117 Approved Modules
- 12 Draft Course Streams
- 2 Pending Approval Programmes
- 332 Approved Course Streams

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[Search Again](#)

1 records found

Module Code	Module Title	Version	Valid From	Status
EN3105	20th Century Children's Fiction	1	2014-15 (01-09-14 - 31-08-15)	Approved

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

Search Modules

Module Title

Person

Status

Module Id

ISCED

Department

NFQ Level

Valid From

Module Code

ECTS Credits

Search

Click on Search

Enter the prefix of the module e.g. 'AR' or 'EN' or Enter the module code and search e.g. EN2134

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

[Search Again](#)

1 records found

Module Code	Module Title	Version	Valid From	Status
EN3105	20th Century Children's Fiction	1	2014-15 (01-09-14 - 31-08-15)	Approved

Click on Module Title

2 records found

Module Code	Module Title	Version	Valid From
EN3105	20th Century Children's Fiction	1	2014-15 (01-09-14 - 31-08-15)
EN3105	20th Century Children's Fiction	2	2017-18 (01-09-17 - 31-08-18)

Edit

Click on Edit

- View Module
- Edit**
- Download Module
- Create an un-related Module copy
- Assign Module Instructors
- View Affiliated Course Streams
- Application Administrator Options
- Set Conditional Approval
- Set To Retired

Main Outcomes Assessments Bonds Status Log Finish

Modules special regulation

When you click the Assessment tab you will see the module assessment

Module Assessment Breakdown*


The Module Coordinator may vary the nature and timing of coursework assessment in response to academic or practical circumstances.

Add Assessment

First Sitting

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
Continuous Assessment	N/A	100%	0	0	First Sitting	Semester 1	n/a	0	None	No	No		



 At this stage you can **edit** the existing assessment or **delete** the assessment and start again, to see the 'Edit' and 'Del' button scroll across to the right hand side of your screen.

Module Assessment Breakdown*

The Module Coordinator may vary the nature and timing of coursework assessment in response to academic or practical circumstances.

Add Assessment

Assessment


Assessment Description	% of Total Mark	Mark Out of	Pass Mark	Sitting	Assessment Period	Timing	Duration	Learning Outcomes	Mandatory	Is Bondable	Up	Down	Edit	Del
n/a	0%	100	0	First Sitting	Semester 1	n/a	2:00	None						

Written Assessment (First Sitting) 0%

To Add click on the Add Assessment button to create a new assessment for the module

To Edit click on the paperclip, this will open up the 'Update Assessment' section

To Delete click on the 'X'

 *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

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

Assessment Type

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

Defaulted to 100

Pass Mark

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

Sitting*

Choose from **First Sitting or Second Sitting**

Assessment Period*

** Choose from **the dropdown menu**

Duration

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 *Please enter some learning outcomes on the Outcomes tab.*

Earlier created Learning Outcomes should be linked to the correct assessment

Mandatory


This can be **ignored**

Is Bondable

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



To finish click here, don't forget to **save as you go**

 ** 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 choose, e.g. if the teaching period is Semester 2 and then the Assessment Period Options are Semester 2 or Summer or Trimester 2 (Nursing option)

Add Assessment

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%												

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

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				X
Total for Continuous Assessment (First Sitting)		40%													
Total for First Sitting		100%													



- 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!**

