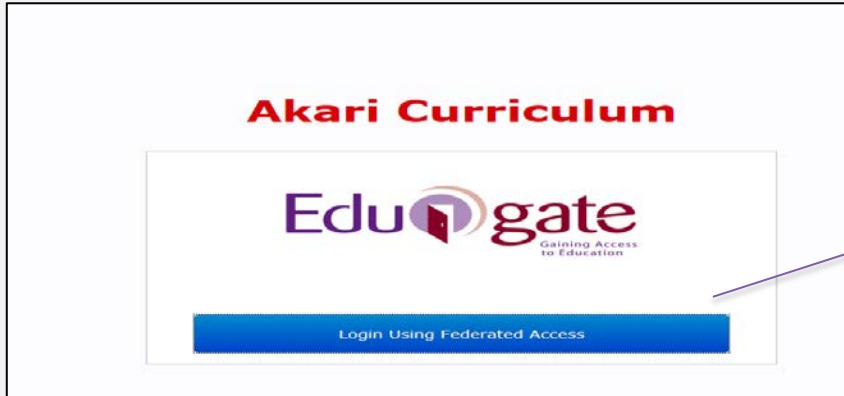


## Logging into Curriculum Management System

### 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

## Using the Workload Tab

Workload

▼ Full Time (0 Items)

▶ Part Time (0 Items)

This highlights the breakdown of student workload for a student taking a module.  
To enter a breakdown of the student workload for a full time student taking this Module press 'Add Workload Item' and complete the form presented.

Show/Hide Debug:

Save Module

## EXAMPLE OF ADDING A LECTURE FOR A 5ect MODULE

New Workload Item

Delivery Type: Full Time

Contact Type: Not Set, Contact, Non Contact

Workload Type: [Empty]

WorkLoad Description: [Empty]

Total Hours: [Empty]

Frequency: Every Week

Learning Outcome:  1. Test test test,  2. Test 2,  3. Test 3,  4. Test 4

Click on 'Contact'

New Workload Item

Delivery Type: Full Time

Contact Type: Contact

Workload Type: Lecture, Lab, Tutorial, Lecturer-Supervised Learning (Contact), Field Work

WorkLoad Description: [Empty]

Total Hours: [Empty]

Frequency: Every Week

Learning Outcome:  1. Test test test,  2. Test 2,  3. Test 3,  4. Test 4

Select from the dropdown menu for 'Workload Type'

Delivery Type: Full Time  
 Contact Type: Contact  
 Workload Type: Lecture  
 WorkLoad Description:   
 Total Hours: 12  
 Frequency: Per Semester  
 Learning Outcome:
 

- 1. Test
- 2. Test 2
- 3. Test 3
- 4. Test 4

Add in a 'Workload Description'  
 Add how many hours of lectures per semester  
 Select 'Frequency' from the dropdown menu  
 Link it to the relevant 'Learning Outcome'  
 NB: Remember to click here, if you do not click this 'tick' you will lose your content


**EXAMPLE OF ADDING A TUTORIAL FOR A 5ect MODULE**


Delivery Type: Full Time  
 Contact Type: Contact  
 Workload Type: Tutorial  
 WorkLoad Description:   
 Total Hours: 24  
 Frequency: Per Semester  
 Learning Outcome:
 


- 1. Test
- 2. Test 2
- 3. Test 3
- 4. Test 4

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

## EXAMPLE OF ADDING DIRECTED LEARNING FOR A 5ect MODULE


**Delivery Type** Full Time 

**Contact Type** Non Contact 

**Workload Type** Directed Learning 

**WorkLoad Description**

**Total Hours** 64

**Frequency** Per Semester 

**Learning Outcome**

- 1. Test
- 2. Test 2
- 3. Test 3
- 4. Test 4







✕ ✓

**NB:** Remember to click here, if you do not click this 'tick' you will lose your content

## SUMMARY OF THE WORKLOAD FOR THIS 5ect MODULE

Workload

▼ Full Time (3 items)

Workload Type	WorkLoad Description	Learning Outcomes	Total Hours	Frequency	Average Weekly Learner Workload	Up	Down	Edit	Del
Lecture	No Description	1	12	Per Semester	1	▼	▲		
Tutorial	No Description	1,2	24	Per Semester	2	▲	▼		
Directed Learning	No Description	1,2	64	Per Semester	5.33	▲	▼		
			100	(8.33 Hours Per Week)					

[Add Workload Item](#)

► Part Time (0 items)

This highlights the breakdown of student workload for a student taking a module.  
 To enter a breakdown of the student workload for a full time student taking this Module press 'Add Workload Item' and complete the form presented.

[Save Module](#)

Show/Hide Debug:

Click on the 'paperclip' to Edit or the 'x' to Delete