

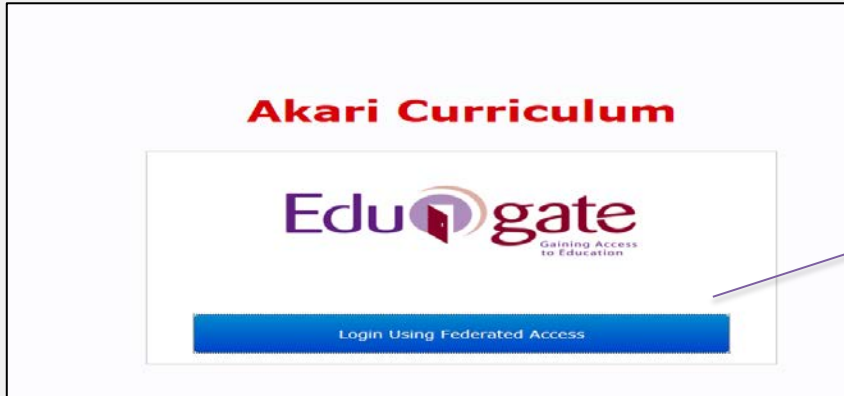
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Logging into Curriculum Management System

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:

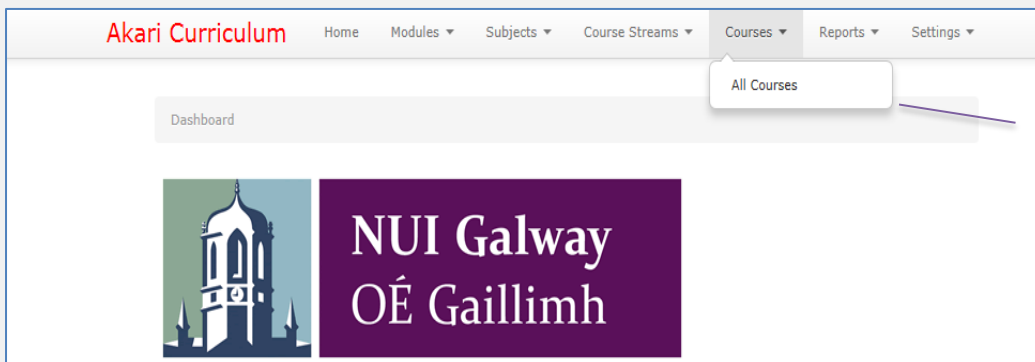
There are three types of support channels for this service depending on the issue/request. However, please visit the [Curriculum Management FAQ](#) page before logging a support request.

Technical Issues: All Technical issues such as account creation, access to service and performance issues should be directed to the [Service Desk](#).

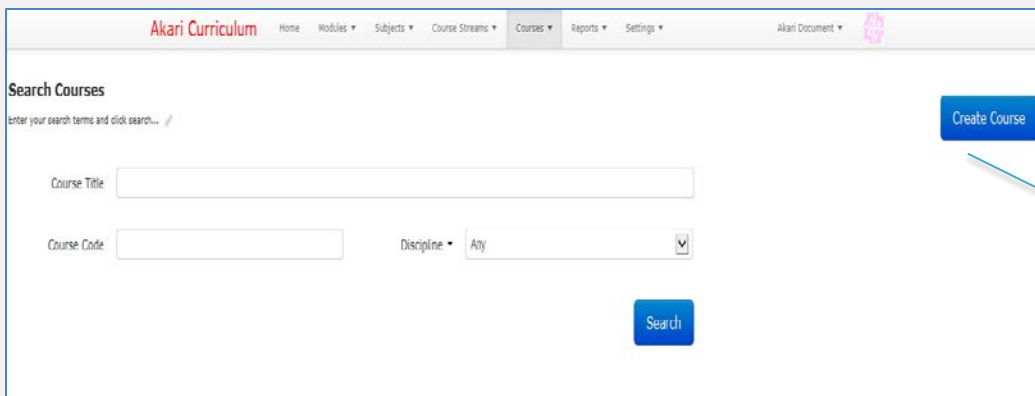
Curriculum Issues: Curriculum/Syllabus support queries, issues and requests should be directed to the Syllabus Team in [Academic Records](#). Please visit the [Akari Helpdesk](#) or email Syllabus Team at syllabus@nuigalway.ie.

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

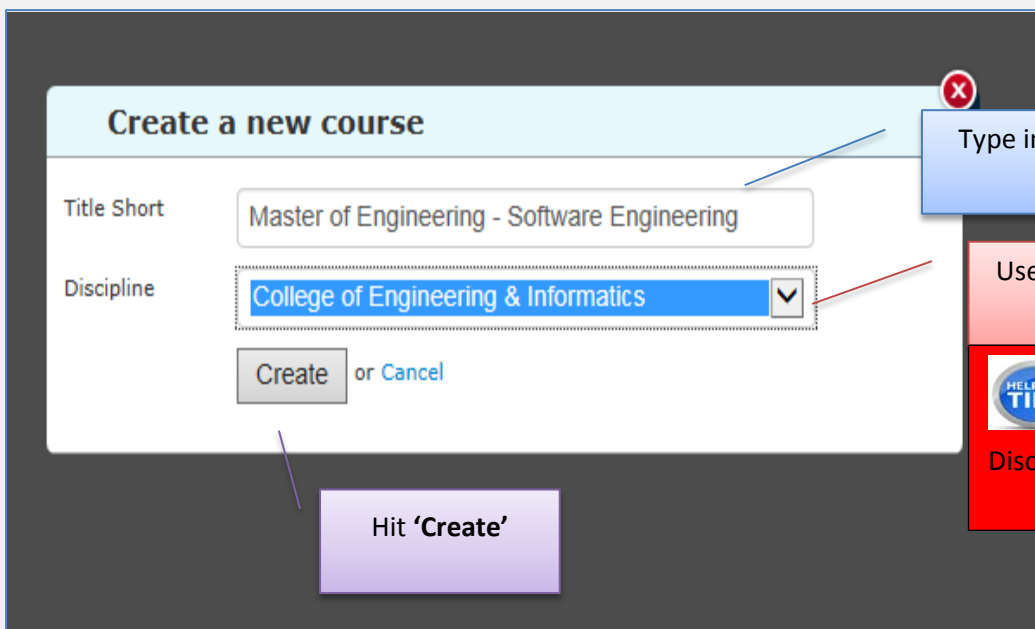
Creating a New Course



Click on the courses dropdown and select 'All Courses'



Click on 'Create Course'



Type in the Course Description here

Use the drop down to select the College in this field

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

Hit 'Create'

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

Main

Affiliated Course Streams

Course Stream Code	Course Stream Title
n/a	

Create Course Stream

Course Title*

Master of Engineering - Software Engineering

Characters Left: 211
This is the title of the course and appears on official documentation (max 80 characters)

Course Code

NB - DO NOT ENTER A CODE HERE. The code will be allocated by the system.

Enter Course Code **NB:**
for College Administrators ONLY

Lock Title
Only available to administrators. If checked, the Title can not be edited by users.

Discipline

ENGINEERING - College of E

Already populated with previous College entry

The name of the discipline in which the course resides.

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

Discipline

ENGINEERING - College of E

The name of the discipline in which the course resides.

Course Level

Undergraduate
Certificate
Bachelor
Honours
Diploma
Higher Diploma
No award
Qualify
Postgraduate
Access Course
Masters - Taught
Masters - Research
ISS Test
Postgraduate Certificate
Postgraduate Diploma
No award - Postgraduate

Selected

Enter course level e.g. Masters taught, Research etc

This is how the course will be delivered to its intended audience.

Number of Course Instances*

1

This dropdown will define the minimum duration of the course.

Course Description

This field defines all members of staff who have access to edit the course. This access is granted by the course sponsor.

Course Sponsor*

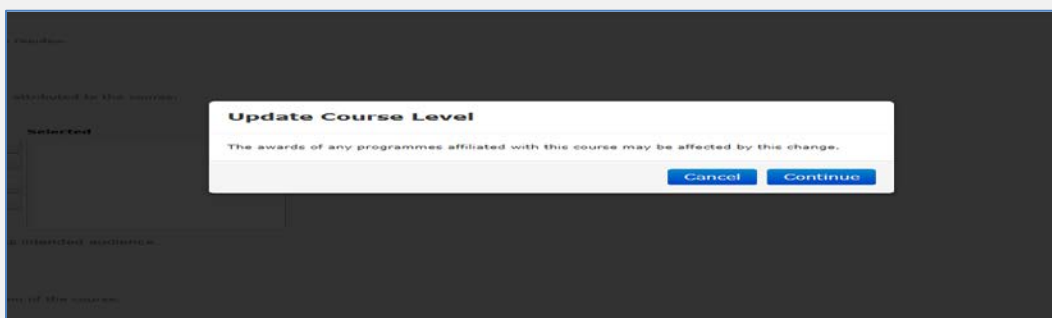
Coyle, Sheila (00231865) (EDIT)

Identifies the Dean of College in which this course resides and ultimately the person who is chief supporter of the course.

Course Award*

Name Del

No awards found for this course



i When you select the course level this prompt will come up, hit **Continue**



Mode of Delivery*

Available	Selected
Academic Support	
Defer Place	
Distance Education	
Evening	
Full Time	
Full Time (Continuous Progr	
ISS Test	
Part Time	
Part Time (Continuous Progr	
Research	

This is how the course will be delivered to its intended audience.

Number of Course Instances*

This dropdown will define the minimum duration of the course.

Course Description

This field defines all members of staff who have access to edit the course. This access is granted by the course sponsor.

Course Sponsor* Coyle, Sheila (00231865) [\(EDIT\)](#)

Identifies the Dean of College in which this course resides and ultimately the person who is chief supporter of the course.

Select Full or Part-time and click the arrow to move it to the 'Selected' box

Select from the dropdown the duration of the course i.e. 1 or 2 years

Enter a short Course Description

This section will be populated with the name of the user who created the New Course

Course Award*

Name	Del
No awards found for this course	

The qualifications that students will achieve by completing the course

The course level field must be defined for awards to be added

Click on 'Add Award'

Course Award*

Name **Del**

No awards found for this course

Add an Award Cancel

Please search for the awards(s) you want to add. Awards are also filtered by the course level selected above.

Search by Awarding Body - Select -

Search by Award/Code

Search Results
3 results found

#	Name	Add
1.	276 - Degree of Master of Engineering	<input type="button" value="Add"/>
2.	277 - Degree of Master of Engineering Design	<input type="button" value="Add"/>
3.	278 - Degree of Master of Engineering Science	<input type="button" value="Add"/>

The qualifications that students will achieve by completing the affiliated course streams.
The course level field must be defined for awards to be added

Type in the title of the course and it will bring up a list for you to select from

Click on Add against the correct award

Who Can Access

Name	Permission Level	Del
Coyle, Sheila (0023186S)	Edit (Module Owner)	<input type="button" value="Del"/>

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

Here you can search for and add Editors; users who will be contributing to the set-up of this Course and Stream

Add a user

Please search for the user(s) you want to add... (close)

Search by Discipline Select..

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

Select by name and 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	<input type="button" value="Del"/>

Create Course Stream



- Once you have completed the Course set up the next step is to create a New Course Stream
- A Course Stream is where you add the Course Instance and the Modules

Akari Curriculum Home Modules Subjects Course Streams Courses Reports Settings

Man

Affiliated Course Streams

Course Stream Code	Course Stream Title
n/a	

Create Course Stream

Click on 'Create Course Stream'

Create a new Course Stream

Course Stream Title: Master of Engineering - Software Engineering

Valid From: 2016-17 (01-09-16 – 31-08-17)

Discipline: College of Engineering & Informatics

Cancel Create



Once you create a new course stream a column will open with pre-populated information from the Course, ensure that you choose the correct valid from year

Click on 'Create'

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

INFO Course Stream created successfully

Main

Affiliated Course Streams

Course Stream Code	Course Stream Title
	Master of Engineering - Software Engineering (Draft)


Create Course Stream

You will see your New Course Stream under the **Course Stream Title** description, which you can now **click on**

The New Course Stream main page will appear

You can follow the Training Documents on 'Updating a Course Stream' for the next steps

BACK EDIT DOWNLOAD BOOK OF MODULES LEARNING OUTCOMES SUBMIT FOR APPROVAL DELETE COPY TIMING OF ASSESSMENTS REJECT PROGRAMME


DRAFT

Master of Engineering - Software Engineering

Awards			
No Programme Award Assigned			
Course Stream Code:	Mode of Delivery:	Taught - Full Time	No. of Semesters :
NFQ Level:	9	EQF Level:	7
EHEA Level:		Second Cycle	
Embedded Award:	No		
Valid From:	2016-17 (01-09-16 – 31-08-17)		
Course:	Master of Engineering - Software Engineering		
Discipline:	College of Engineering & Informatics		
Course Stream Director:	Sheila Coyle		
Educational Aim of Course Stream:	n/a		
Clearing House Code:			

PAGE BREAK

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 (012407918)	X
Coyle, Sheila (00221860)	
ELWOOD, TARA (00233075)	X
FLYNN, CARMEL (01049175)	X
HOPKIN, MELBA (0021650)	X
NOON-KELLY, CLAIRE (00219875)	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!

Updating an Existing Course Stream for the Next Academic Year



NB: This Document is specific to **Level 1 structures**

Akari Curriculum Home Modules Subjects Course Streams Courses Reports Settings

My Course Streams
All Course Streams

Dashboard

Click on the **'Course Streams'** dropdown and select either **'My Course Streams'** or **'All Course Streams'**

Akari Curriculum Home Modules Subjects Course Streams Courses Reports Settings

Search Course Stream

Enter your search terms and click search...

Course Stream Title

NFQ Level Person

Status Valid From

Course Stream ID Course Stream Code

Course Locations

Award Awarding Body

Discipline

Clearing House Code

Search

Under the **'All Course Streams'** Enter in the Course Stream Code and Search

Course Stream Code is the Course Code and the numeric for the stream in question

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

Search Again

4 records found

Code	Course Stream	Version	Valid From	Status
CL1	CL1 Bachelor of Corporate Law View in previous delivery periods here A new version of this Course Stream has been created View...	3	2015-16 (01-09-15 - 31-08-16)	
CL1	CL1 Bachelor of Corporate Law View in previous delivery periods here A new version of this Course Stream has been created View...	4	2016-17 (01-09-16 - 31-08-17)	
CL1	CL1 Bachelor of Corporate Law View in previous delivery periods here	5	2017-18 (01-09-17 - 31-08-18)	
PCL1	PCL1 Professional Credit Award (Leading Learning) View in previous delivery periods here	2	2015-16 (01-09-15 - 31-08-16)	

Click on the most recent version of the stream

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

Search Again
3 records found

Code	Course Stream	Version	Valid From
CL1	CL1 Bachelor of Corporate Law View in previous delivery periods here A new version of this Course Stream has been created View...	3	2015-16 (01-09-15 - 31-08-16)
CL1	<input type="text" value="CL1 Bachelor of Corporate Law"/>	4	2016-17 (01-09-16 - 31-08-17)
PCL1	(Learning)	2	2015-16 (01-09-15 - 31-08-16)

- View Course Stream
- Edit
- Download Course Stream
- Download Book of Modules
- Download Learning Outcomes
- Set To Retired
- Delete
- Create an un-related Course Stream copy
- Get Conditional Approval
- Create New Version**
- Timing of Assessments
- Manage Sponsors
- Module Batch Options
- Set Modules to Conditional Approval
- Set Modules to Pending Approval
- Approve All Modules

Click on 'Create New Version'

Are you certain you want to change or modify this programme? ✕

CL1: CL1 Bachelor of Corporate Law

Please outline briefly the changes you wish to make to this Course Stream and give your reasons for proposing this change:

You can enter the details for the update here

Note: The changed Course Stream must be submitted for approval and once approved will replace the existing version in all Courses etc

Cancel **Confirm**

Click on 'Confirm'

SUCCESS

Programme ready for editing

A new draft of programme 'CL1 - CL1 Bachelor of Corporate Law' has been created.

The new draft should appear in your "Draft" list below. Next Step: [Edit this draft version now...](#)

Search Course Stream

Enter your search terms and click search...

Course Stream Title

NFQ Level Person

Status Valid From

Course Stream ID Course Stream Code

Course Locations

Award Awarding Body

Discipline

Clearing House Code

You can edit this version of the Course Stream by clicking on the **'Edit this draft version now'** and it will open the main screen



This will create a draft version of the Course Stream for September of the next academic year

File Edit View Favorites Tools Help

Akari Curriculum Home Modules Subjects Course Streams Courses Reports Settings Aka

Main Stream Outcomes Course Instance Modules PO Delivery Status Log Final

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

Course Stream Title*
Characters Left: 226
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 Edit Del
Add External Code
Any external code, which is affiliated with a course stream such as CAO. Multiple Clearing House Codes

Language of Instruction
The language in which the entity is instructed or taught

Valid From
This field outlines the date at which the course stream becomes active/valid.

You can now edit the draft version

HELPFUL TIPS

Main Tab – As this is an existing Course Stream all the fields are populated based on the previous academic years entries, therefore there is no requirement to update the contents of this tab unless there is a change since last year

Stream Outcomes – The stream outcomes can be edited from year to year, see doc on Stream outcomes

Course Instance – No updates required as this information will have copied over from the previous version, see doc on Course Instances updates

Modules - All the existing modules will be listed under the Modules tab, see doc on updating modules tab.

PO Delivery – The PO Delivery can be edited from year to year

Final – Save and Exit to edit again or Submit for Approval

How to Update a New or Existing Course Stream – Stream Outcomes

#	Programme Learning Outcome	PO Types	Up	Down	Edit	Del
1.	Stream Outcome 1	Knowledge - Breadth	▼	▲	✎	✕
2.	Stream Outcome 2	Knowledge - Kind	▲	▼	✎	✕
3.	Stream Outcome 3	Skill - Range	▲	▼	✎	✕

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

Click here to add a new **Stream Outcome**

Programme Learning Outcome
Stream Outcome 1

Outcome Type
Knowledge - Breadth

Update Cancel

'Edit' or 'Add' information

Select the appropriate 'Outcome Type' from the drop down list

Hit 'Update'

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!

Adding or Updating a Course Instance

[Main](#) | [Stream Outcomes](#) | **[Course Instance](#)** | [Modules](#) | [PO Delivery](#) | [Status Log](#) | [Final](#)

Course Instances

The stages of the course stream

▼ Year1

Level: This will be populated automatically

Course Instance #

Level

Course Instance

Course Instance

*ISCED

Course Instance Award

Location

Start Date

End Date

Thesis is required

Publish On Web

Active?

Student Quota

Result Entry Level

College Approver can add the Course Instance here **in line with the Coding Convention**

Please enter the **ISCED code** from the Drop down menu

Only enter the award in the year the **students will graduate**

TIPS Select NUIG from the drop down list if you are outside NUIG but require your modules to be centrally timetabled by the Examinations Office

Not applicable for now

Not applicable for now

Not applicable for now

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!

How to Update a New or Existing Course Stream – **Modules Tab**

New Course Instance

Save Course Stream

Year 1 (Module Count 0)

Course Instance Credits: 0 Edit

Add Module/Subjects to Year 1...

Year 2 (Module Count 0)

Show/Hide Debug

locked for editing for you since 11:25 AM - Last checked 11:25:28

Save Course Stream

Enter Course Instance Credits i.e. 60 ECTS for an UG Year of study

New - Click on Add Modules to under the **'Modules Tab'** to build the curriculum for each year of course

Existing Course Instance

Save Course Stream

Year 1 (Module Count 15)

Course Instance Credits: 60 Edit

Semester 1

Add Elective Regulation

Module Id	Module Code	Module Title	INFO	Type	ECTS Credits	Requisites	Is	Stream	Def
11109	MS325	MS320 Business Information Systems (Approved)		OPTIONAL	5	+			
36811	GR305	GR305 Legal German (Approved) View Info		OPTIONAL	10	+			
36172	SH332	SH302 Spanish Language I (Beginners) (Approved) View Info		OPTIONAL	10	+			
36117	GR338	GR338 Beginners German for B. Corp Law and BCL students (Approved) View Info		OPTIONAL	10	+			
36174	SH340	SH340 Intermediate Spanish Language (Approved) View Info		OPTIONAL	10	+			
34651	AF104	AF104 Introduction to Financial Accounting (Approved)		CORE	5				
8727	LW331	LW331 Irish Legal Systems (Approved)		CORE	5				
36109	IT305	IT305 Italian (Approved) View Info		WOTWORLDLINE	10				

Semester 2

Add Elective Regulation

Module Id	Module Code	Module Title	INFO	Type	ECTS Credits	Requisites	Is	Stream	Def
36811	GR305	GR305 Legal German (Approved) View Info		OPTIONAL	10				
36172	SH332	SH302 Spanish Language I (Beginners) (Approved) View Info		OPTIONAL	10				

Existing - All existing modules will be listed under the **'Modules Tab'**

Akari Curriculum

Main Stream Outcomes Course Instance **Modules** PO Delivery Status Log Final

Modules

Assign modules to semesters in this section

Year 1 (Module Count 15)

Year 2 (Module Count 18)

Year 3 (Module Count 30)

Show/Hide Debug

locked for editing for you since 12:49 PM - Last checked 15:47:28

You can expand or collapse the years as required

The Options Available to you at this stage are:

Update or Change the Module Type

Semester 2

Add Elective Regulation

Module Id	Module Code	Module Title	INFO	Type	ECTS Credits	Requisites	Up	Down	Del
36011	GR006	GR006 Legal German (Approved) [View]	🔍	OPTIONAL	10				
36172	SH002	SH002 Spanish Language I (Beginners) (Approved) [View]	🔍	OPTIONAL	10				
36117	GR038	GR038 Beginners German for B. Corp Law and BCL students (Approved) [View]	🔍	OPTIONAL	10				
30174	SH040	SH040 Intermediate Spanish Language (Approved) [View]	🔍	OPTIONAL	10				
36109	IT005	IT005 Italian (Approved) [View]	🔍	NOTONLINE	10				
0701	LW009	LW009 Legal French (Approved)	🔍	Optional	10	+			
				Cancel					
11110	MS121	MS121 Business Information Management (Approved)	🔍	OPTIONAL	5	+	▲	▼	✕
0701	LW007.01	LW007.01 Legal Methods & Research (Approved)	🔍	Core	5				
				Cancel					
0799	LW062	LW062 Tort (Approved)	🔍	CORE	10		▲	▼	✕
471	AY005	AY005 Introduction to Management Accounting (Approved)	🔍	CORE	5		▲	▼	✕
0716	LW118	LW118 Contract (Approved)	🔍	CORE	10		▲	▼	✕
0714	LW117	LW117 Constitutional Law (Approved)	🔍	CORE	10		▲		✕

Add Modules/Subjects to Year 1..

Click on the field under 'Type', in the drop down menu, you will see all the options available. Choose 'Optional' and hit 'Save Course Stream'

You will notice that when a module is changed from **Core to Optional** a new button appears under Requisites **+**

NOTE: Requisites can only be added to modules which are Optional, see training notes on updating a requisite.

Save Course Stream



The main three types to choose online are **Core, Optional, Group Not Available**

Core – If you make the module 'Core', every student who registers for this stream/instance will be **automatically** registered for that module

Optional - If you make a module 'optional', this means that the student has a choice between choosing it or any other optional module to build up their ECTS to the ECTS for the Year/Course Instance i.e. 60 ECTS

Group Not Available to Select Online – This is used where a module is available on the curriculum but you do not want it to be made available online at registration, this relates to some modules where there maybe, for example, a quota

Add Newly Created Module to a Course Instance i.e. Year 1

Add Modules/Subjects to Year 1..

Year 2 (Module Count 18)

Year 3 (Module Count 30)



Add a New Module/Subject

Select **Module**

ADD MODULE/SUBJECT TO

Year # 1 Subject n/a

Type Optional

SEARCH FOR MODULE/SUBJECT

Title

Level Any ISCED Choose a field

Valid From 2017-10 (01-09-17 - 31-08-18) Status Any

ID Code ec1100

ECTS Credits Any

SEARCH RESULTS

EC1100 Skills for Economics [Approved]
EC1100 Skills for Economics [Draft]

Select 'Module'

Type in the module code and Search

Hit Search

HELPFUL TIPS

In this example you will see that two modules came back in the search, the 'Approved' version and the 'Draft' version of EC1100

- The 'Approved' version is the last Approved version
- The 'Draft' or 'Pending Approval' versions are modules awaiting full approval
- For this example; earlier in the process you may have created a new version

[Create New Version](#)

of an existing module to update it for the next academic year, i.e. changed the method of assessment or added work load items etc., this module could be in 'Draft' or 'Pending Approval'. **Please be aware that you can go ahead and add the module to a course stream while they are in draft or pending**

- For this example I will choose the (Draft) version of the module and 'Add'

SEARCH RESULTS

EC1100 Skills for Economics [Draft]

Cancel Add

Select the module and hit 'Add'

Semester 1

Add Elective Regulation

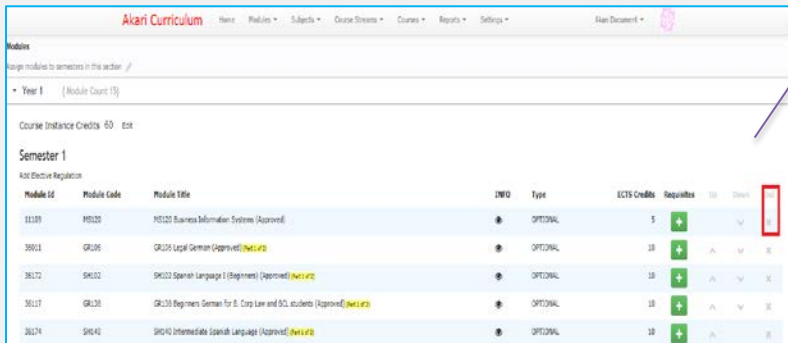
Module ID	Module Code	Module Title	INFO	Type	ECTS Credits	Requisites	Up	Down	Del
11109	MS120	MS120 Business Information Systems (Approved)		OPTIONAL	5	+			X
36911	GR106	GR106 Legal German (Approved) View Info		OPTIONAL	10	+			X
36172	SH102	SH102 Spanish Language I (Beginners) (Approved) View Info		OPTIONAL	10	+			X
36117	GR138	GR138 Business German for B. Corp Law and BCL students (Approved) View Info		OPTIONAL	10	+			X
36174	SH140	SH140 Intermediate Spanish Language (Approved) View Info		OPTIONAL	10	+			X
36386	EC1100	EC1100 Skills for Economics (Draft)		OPTIONAL	5	+			X
34851	AY104	AY104 Introduction to Financial Accounting (Approved)		CORE	5				
8727	LW131	LW131 Irish Legal Systems (Approved)		CORE	5				
36189	IT105	IT105 Italian (Approved) View Info		NONONLINE	10				

The module will be added under Semester 1 as the module is a Semester 1 module

The 'Type' will default to Optional



Delete a Module



Module Id	Module Code	Module Title	INFO	Type	ECTS Credits	Requisites	Top	Stream
11189	MS100	MS100 Business Information Systems (Approved)		OPTIONAL	5			X
38911	GR106	GR106 Legal German (Approved) <i>(New)</i>		OPTIONAL	10			X
38172	SK102	SK102 Spanish Language 1 (Beginners) (Approved) <i>(New)</i>		OPTIONAL	10			X
38117	GR130	GR130 Beginner German for B. Corp Law and BCL students (Approved) <i>(New)</i>		OPTIONAL	10			X
38174	SK140	SK140 Intermediate Spanish Language (Approved) <i>(New)</i>		OPTIONAL	10			X

Click on the 'X' beside the module in question, this will delete the module from the stream/course instance



Always remember to hit the Save Course Stream button at the top or at the bottom of the page

Prerequisite – please see the training manual for instructions

Existing Modules



Where there is a new version of an existing module which is already on the course stream/instance i.e. Take GR106 above for example.....

- If you have created a new version of a module it **will not be visible under the course stream**
- The system only allows a *single version to be active at any point of time*. This means that when a new version of a Module is created; it only becomes live and consequently replaces the current version when it is approved and its Valid From date comes into effect. Then, the list of affiliated Course Streams will re-appear in the Module Main tab.
- If a module is already attached to the course stream and has a new version in the pipeline then the course sponsor doesn't have to do anything to the course stream - the new version will replace the old one automatically. If an Owner/Editor click on the title of any such module in the Modules tab then they will see a narrative that a Draft version of the module exists or you will have at least received an email if a new version is Approved.
- **For this year** the modules which are in 'awaiting processing' will not go from the 'Awaiting Processing' Tab into the 'Approved' tab until the data has gone via the Akari message links over to the student record system, at which time the Akari system will be closed to edits.
- A user should be able to view the pdf which should show the updated details of the course stream. There is development happening in relation to this at the moment so I will update this document as there is more clarity from Akari.

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!

How to Update a New or Existing Course Stream – PO Delivery

Use Detailed Mappings

PO Delivery

PO Delivery shows how the course stream outcomes are delivered

Click the appropriate boxes to map modules and their learning outcomes to Course Stream Outcomes

Type: None Selected

Semester #: None Selected

Select 'All' from the drop down list

Type: All

Semester #: None Selected

Optional	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
Semester 1								
MS120 Business Information Systems (Approved) ⓘ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GR106 Legal German (Approved) ⓘ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SH102 Spanish Language I (Beginners) (Approved) ⓘ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GR138 Beginners German for B. Corp Law and BCL students (Approved) ⓘ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SH140 Intermediate Spanish Language (Approved) ⓘ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Semester 2								
LW109 Legal French (Approved) ⓘ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS121 Business Information Management (Approved) ⓘ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the appropriate 'Outcome Type' from the drop down list

All the modules with the Programme Outcome options will appear

Optional	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
Semester 1								
MS120 Business Information Systems (Approved) ⓘ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GR106 Legal German (Approved) ⓘ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SH102 Spanish Language I (Beginners) (Approved) ⓘ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GR138 Beginners German for B. Corp Law and BCL students (Approved) ⓘ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SH140 Intermediate Spanish Language (Approved) ⓘ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hovering over PO1, PO2 etc will indicate the Stream Outcome to which it is linked

Optional	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
Semester 1								
MS120 Business Information Systems (Approved) ⓘ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Optional								
Semester 1	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
MS120 Business Information Systems (Approved) 🔗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tick the box relating to the relevant Stream outcome

You can check the information here and click 'Finished'

Semester 3	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
MK204 Marketing Principles (Approved) 🔗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

You will see that it is linked

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!

The Finish Screen

Main Stream Outcomes Course Instance Modules PO Delivery Status Log **Final**

Save And Exit Print Preview

Press this button to save the Course Stream. You may edit this Course Stream subsequently by pressing the edit button on the main screen.

Click here for a printer friendly version of this Course Stream. To print the module select print from your browser's file menu.

Update Status

Submit For Approval Reject

Press this button if you wish to submit the Course Stream to the Registrar's office for approval. Note submit will only be possible if all required data has been provided.

Course Stream Extra Information

Here are your options to finish the process

Save And Exit

Press this button to save the Course Stream. You may edit this Course Stream subsequently by pressing the edit button on the main screen.

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

Course Stream Extra Information

You can also add in notes in 'Course Stream Extra Information'.


Print Preview

Click here for a printer friendly version of this Course Stream. To print the module select print from your browser's file menu.

Print Preview: This will give you a preview of the course stream and instances

Example of the Preview function

[BACK](#) [EDIT](#) [DOWNLOAD](#) [BOOK OF MODULES](#) [LEARNING OUTCOMES](#) [SUBMIT FOR APPROVAL](#) [DELETE](#) [COPY](#) [TIMING OF ASSESSMENTS](#) [INTENT OF THIS UPDATE](#) [REJECT PROGRAMME](#)


DRAFT

BMS1 Bachelor of Science (Mathematical Science)

Awards			
No Programme Award Assigned			
Course Stream Code:	BMS1	Mode of Delivery:	Full Time
No. of Semesters :	4		
NFQ Level:	8	EQF Level:	6
EHEA Level:	First Cycle		
Embedded Award:	No		
Valid From:	2018-19 (01-09-18 - 31-08-19)		
Course:	Bachelor of Science (Mathematical Science)		
Discipline:	College of Science		
Location:	NUIG		
Course Stream Director:	Head of College		
Educational Aim of Course Stream:	n/a		
Clearing House Code:	GY319		

PAGE BREAK

Semester Schedules

Code: 1BMS1 / Location: NUIG / 60 ECTS / Semester 1

Optional	Mod	Module Title	Co-ordinator	Level	ECTS	FT	PT	Written	Continuous	Oral, Audio	Department	Research	Study	Computer

What Happens Now?

Update Status

Submit For Approval

Press this button if you wish to submit the Course Stream to the Registrar's office for approval. Note submit will only be possible if all required data has been provided.

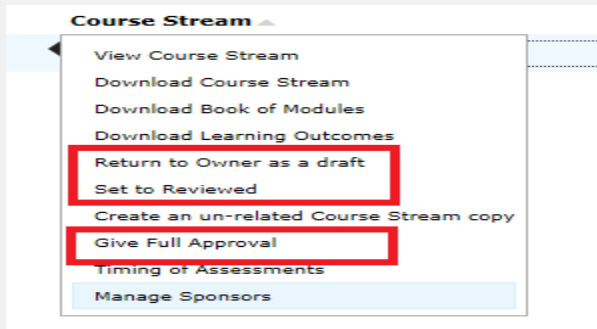
Please ensure that all updates are completed before submitting the course stream for approval.

'Submit For Approval' will move your course stream from 'My Draft Course Stream' to 'My Pending Course Stream'.

SUCCESS Course Stream Submitted for Approval

Course Stream _____ has been submitted for approval

My Draft Course Streams
My Pending Course Streams
My Approved Course Streams
My Rejected Programmes



My Pending Course Streams

The Final Approver in your College has three options:

'Set to Review' – This will move the course stream to

My Reviewed Course Streams

'Revert to Draft Status' – This will move the course stream back to

My Draft Course Streams

'Give Full Approval' – This will move the course stream to

My Awaiting Programmes

Once a course stream is in the 'My Awaiting Programmes' tab the approval process is complete. The course stream will go to the message queue between AKARI and Quercus ready to be accepted and approved by Quercus during integration.



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