## **Logging into Curriculum Management System**

**Accessing the Curriculum Management System** 

- To access AKARI click <a href="https://nuig.akarisoftware.com/curriculum/">https://nuig.akarisoftware.com/curriculum/</a>
- 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 <u>Curriculum Management FAQ</u> page before logging a support request.

<u>Technical Issues</u>: All Technical issues such as account creation, access to service and performance issues should be directed to the <u>Service Desk</u>.

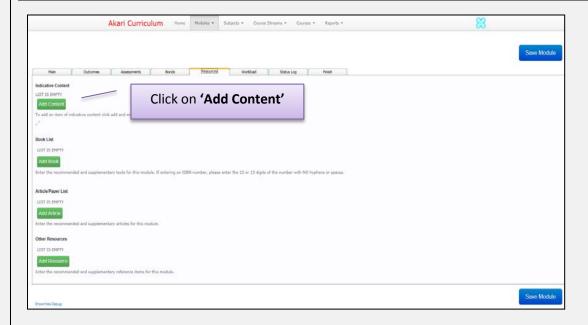
<u>Curriculum Issues:</u> Curriculum/Syllabus support queries, issues and requests should be directed to the Syllabus Team in <u>Academic Records</u>. Please visit the <u>Akari Helpdesk</u>

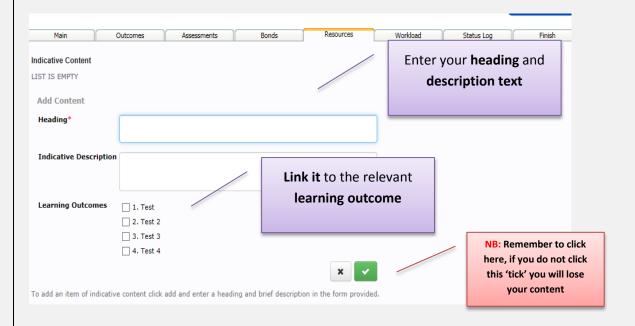
**CELT:** Issues with adding instructors on blackboard should be directed to CELT

# **Adding, Editing and Deleting Resources**

You can enter reference material here such as reading lists, journal articles or resources such as websites

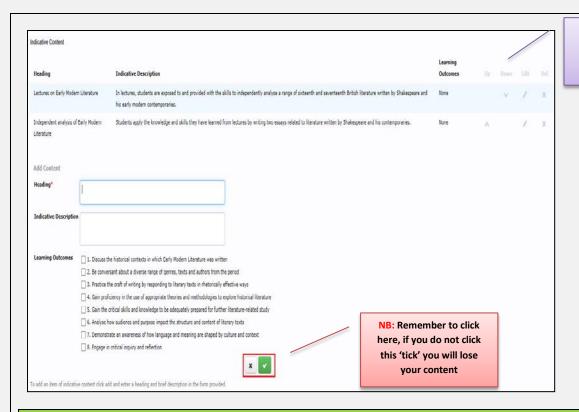
### **Indicative Content**







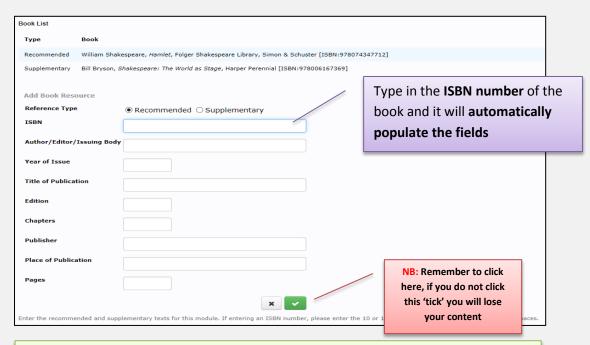
See below for an example of a completed entry; do not forget to save as you go



You can prioritise entries, edit and delete them here

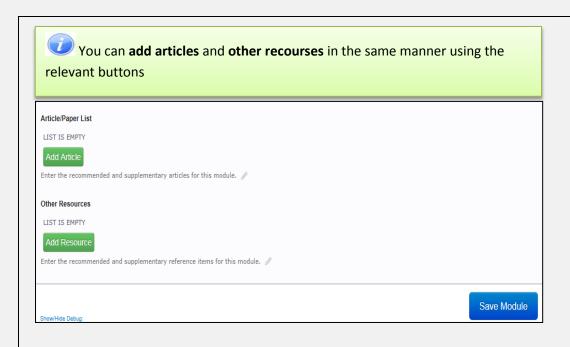
### **Book List**

Click on 'Add Book' to **Book List** add books to your LIST IS EMPTY reading list Enter the recommended and supplementary texts for this module. If entering an ISBN number, please enter the 10 or 13 digits of the number with NO hyphens or space





Vou can add additional books by repeating the steps above



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!