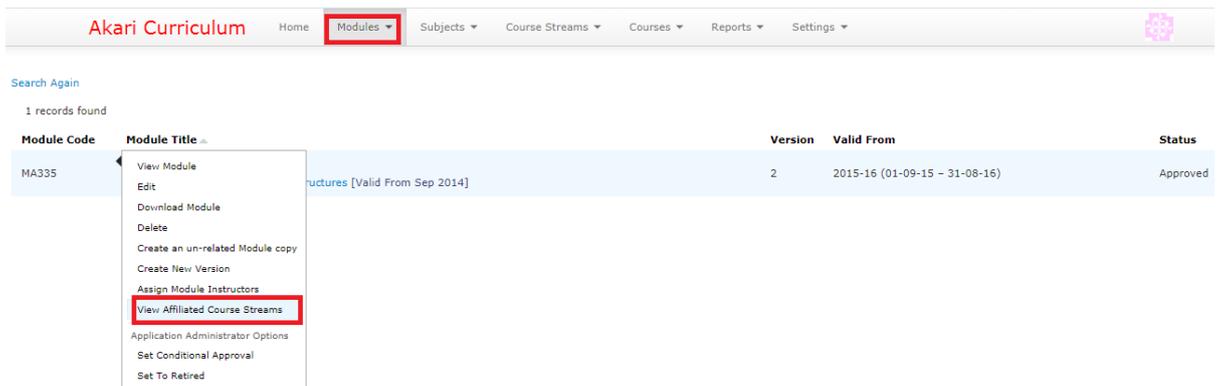


How do I Retire a module on Akari and Quercus?

- **How to retire a module on Akari – Curriculum Management System**

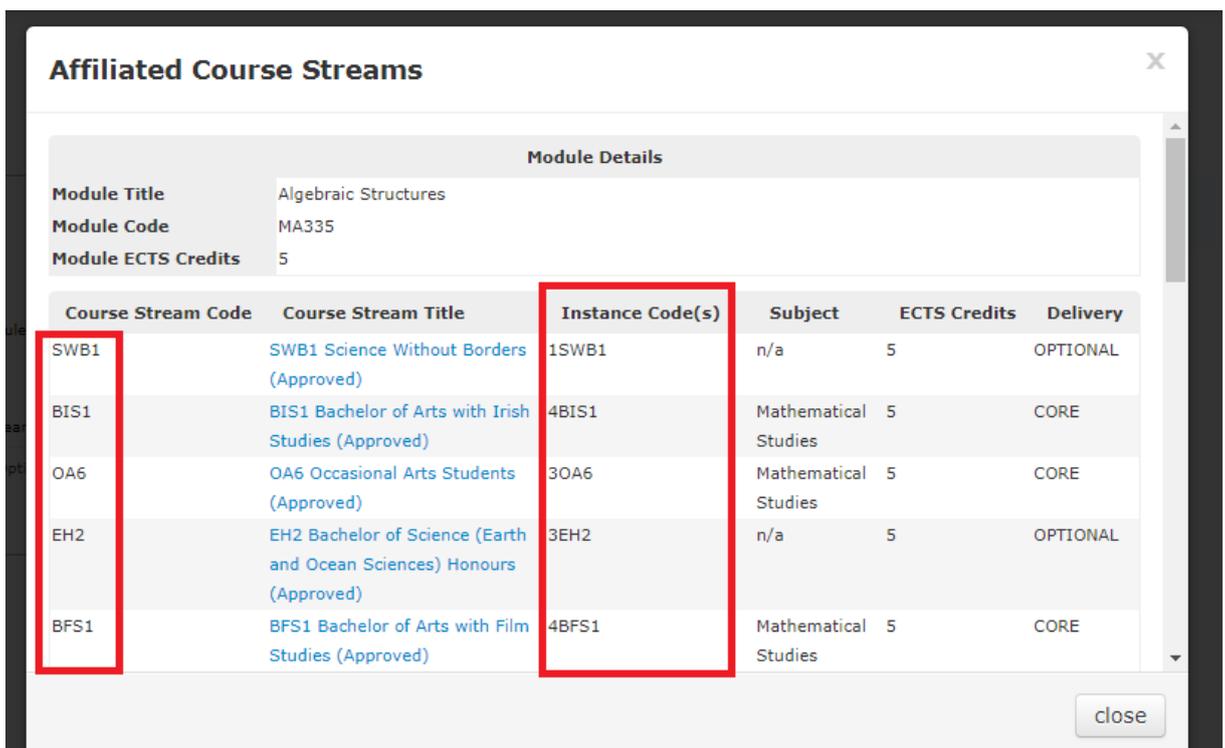
1. The module should be deleted from every affiliated instance on Akari.
2. You can check where the module is affiliated by searching the module code and view affiliated course streams on Akari.



The screenshot shows the Akari Curriculum Management System interface. The 'Modules' menu is highlighted, and a dropdown menu is open for the module MA335. The dropdown menu includes options such as 'View Module', 'Edit', 'Download Module', 'Delete', 'Create an un-related Module copy', 'Create New Version', 'Assign Module Instructors', and 'View Affiliated Course Streams'. The 'View Affiliated Course Streams' option is highlighted with a red box.

Module Code	Module Title	Version	Valid From	Status
MA335	Algebraic Structures [Valid From Sep 2014]	2	2015-16 (01-09-15 - 31-08-16)	Approved

3. **Create a New Version** of each stream to which the module is affiliated and in the same academic year delete the module from each course instance listed under Instance Code(s).



The screenshot shows the 'Affiliated Course Streams' window. The window title is 'Affiliated Course Streams'. The 'Module Details' section shows the following information:

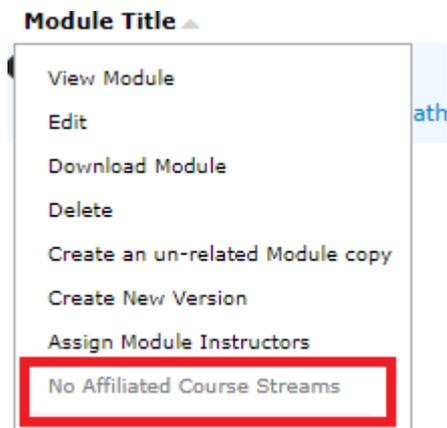
- Module Title: Algebraic Structures
- Module Code: MA335
- Module ECTS Credits: 5

The table below lists the affiliated course streams:

Course Stream Code	Course Stream Title	Instance Code(s)	Subject	ECTS Credits	Delivery
SWB1	SWB1 Science Without Borders (Approved)	1SWB1	n/a	5	OPTIONAL
BIS1	BIS1 Bachelor of Arts with Irish Studies (Approved)	4BIS1	Mathematical Studies	5	CORE
OA6	OA6 Occasional Arts Students (Approved)	3OA6	Mathematical Studies	5	CORE
EH2	EH2 Bachelor of Science (Earth and Ocean Sciences) Honours (Approved)	3EH2	n/a	5	OPTIONAL
BFS1	BFS1 Bachelor of Arts with Film Studies (Approved)	4BFS1	Mathematical Studies	5	CORE

4. When those instances are all approved and sent across to Quercus as part of the integration in that academic year, you can follow the next step in the following academic year.

5. In the next academic year when you search the module code you will see that the module has No Affiliated Course Stream, if you have followed the first 4 steps correctly.



6. At that stage, you can log a ticket with the syllabus team and request that the module is set to 'retired'.

- **How to retire a module on Quercus - Student Records System**

A module **cannot** be retired on Quercus as it needs to remain on the system for historical reasons i.e. historical transcripts.

When a student requests a historical transcript, the data is extracted from Quercus, therefore all the historical data needs to be remain on Quercus.

The modules can remain on Quercus but should not be affiliated to any course instance from the year that the module is retired, this is similar to Akari. By following the process as outlined above on Akari, when the updated course instances are sent from Akari to Quercus, with the old module code deleted from them, those records will replace the records on Quercus, and consequently the modules will no longer be affiliated to any course instance on Quercus either.