



Generating Reports

Reports – Action Menu Pop-up

Individual Reports

Individual Unit, Course and Component Reports can be viewed and downloaded using the Action Menu pop-up.

1. Navigate to the required study package using the searching or assigned entities screen
2. Left click on the required study package and version
3. Select “View” or “Download” to generate the PDF version of the course, component or unit report.

If you select “view report”, the link to the report can be sent to other Akari users. The link will remain live and unbroken, as the study package changes status through the approval process, and as others make changes to the draft.

Comparison Reports

If the study package has been submitted through the approval process, and you want to see the differences between versions, the following steps should be taken.

1. Navigate to the required study package using the searching or assigned entities screen
2. Left click on the newest version of the study package, and select “Download” to generate a PDF
3. Select the previous version of the study package, and left click to bring up the Action menu pop-up
4. Select “Download” to generate a second PDF
5. Open Adobe Acrobat, and select “Compare Documents” from the tools menu
6. Select both PDFs, and click “Compare”

A new PDF will be generated with highlighting of fields that are different between the two versions.

Curriculum Reports

1. Navigate to the required study package using the searching or assigned entities screen
2. Left click on the required study package and version
3. Select “Curriculum report word” or “Curriculum report PDF” to generate the report.
4. Reformat the report as required (template can be provided by systems administrator).

Reports – Change Registers

1. From the **Akari Banner**, under **Reports**, select **Change Register**
2. Choose from **Units**, **Components** and **Courses** and the **Level of Change**
3. Enter the date range to generate the report for (Note: Do not enter a date prior to 15/11/2015 the go-live date of Akari Release 1)
4. If you only want to bring up study packages owned by a particular owning organisation, enter this organisation into the domain. Otherwise leave blank
5. Click on the **Green Tick** to generate the report

Reports – Unit Reports

1. Navigate to Unit Reports from the Akari Banner
2. Select the required report from the drop-down menu
3. Enter details into the search fields to narrow down the results
4. If prompted, enter the specific unit(s) that you want to generate the report for

| |
|--|
| Export to Excel: Assessment Breakdown |
| Any |
| Export to Excel: Tuition Pattern - Full Time |
| Export to Excel: Tuition Pattern - Part Time |
| Export to Excel: Tuition Patterns |
| Export to Excel: Assessment Breakdown |
| Export to Excel: Unit Book List |
| Export to PDF: Book of Units |
| Export to Excel: List Units without Learning Outcomes |
| Export to Excel: List Units/programs without Learning Outcomes |
| Export to Excel: List Units with Learning Outcomes |
| Export to Excel: List of Units where Learning Outcomes or Assessment Structure is modified |
| Export to Excel: List Units not attached to Course |
| Export to Excel: List Units Overview |
| Export to Excel: List Updated/Created Books Attached to Units |
| Export to Excel: Units and Assessment Strategies |

The following reports do not generate any results, because the functionality is not used at Curtin:

- Export to Excel: Tuition Pattern – Part Time
- Export to Excel: Unit Book List
- Export to Excel: List Updated/Created Books Attached to Units

The following sections outline the types of information that can be gathered from the unit reports

Unit Details

Relevant Unit Reports:

- Export to PDF: Book of Units

Details provided in the reports

- As per unit view/download, but with the ability to include multiple units.

Relevant Unit Reports:

- Export to Excel: List Units Overview
- Export to Excel: List Units not attached to Course
- Export to Excel: List Units without Learning Outcomes
- Export to Excel: List Units with Learning Outcomes

Details provided in the reports

- Unit ID
- Unit UDC
- Unit Title (short)
- Unit Name (Full)
- Abbreviated Title
- Field of Education
- Effective Date
- Unit Status
- Unit Coordinator
- Unit Reviewer
- Credit Value
- Year Level
- Approval Date

The report is broken down by unit and version. The report can be used to generate



- A list of units broken down by various criteria

Instructions for generating and using the **Export to Excel: List Units/programs without Learning Outcomes** will be provided when the report is updated by Akari Ireland.

Tuition Pattern Information

Relevant Unit Reports:

- Export to Excel: Tuition Pattern – Full Time
- Export to Excel: Tuition Patterns

Details provided in the reports

- Unit ID
- Unit UDC
- Unit Title
- Abbreviated Title
- Unit Status
- Version
- Effective Date
- Mode(s) of Delivery
- Additional Workload Information
- Tuition Pattern Type
- Tuition Pattern Description
- Workload Total Hours
- Workload Frequency
- Average Weekly Workload
- Contact Type

The report is broken down by activity and unit. It can be used to generate

- A breakdown of all tuition patterns across a range of units
- A list of all study packages that contain a particular type of activity
- An extraction of all “additional tuition pattern information” text

Assessment Information

Relevant Unit Reports:

- Export to Excel: Assessment Breakdown

Details provided in the reports

- Unit ID
- Unit UDC
- Unit Title
- Abbreviated Title
- Unit Status
- Additional Text Field (Assessment Description)
- Learning Outcomes
- Percentage of Total
- Assessment Date
- Assessment Category (ACL1)
- Assessment Type
- Submit
- Non Marked

The report is broken down by assessment task and unit. It can be used to generate

- A breakdown of all assessments across a range of units
- A list of all study packages that contain a particular type of assessment

Relevant Unit Reports:

- Export to Excel: Units and Assessment Strategies

Details provided in the reports

- Unit ID
- Unit UDC
- Unit Title
- Abbreviated Heading
- Unit Status
- Effective Date
- Unit Learning Outcomes
- Assessment Category (ACL1)
- Assessment Type
- Assessment Description
- Percentage of total

The report is broken down by assessment task and unit. It can be used to generate

- A breakdown of all assessments across a range of units
- A list of all study packages that contain a particular type of assessment

Relevant Unit Reports:

- Export to Excel: List of Units where Learning Outcomes or Assessment Structure is modified
 - Updated Assessments tab

Details provided in the reports

- Unit ID
- Unit UDC
- Unit Title
- Abbreviated Heading
- Unit Status
- Unit Version
- Effective Date
- Assessment
- Is Assessment deleted?
- Is Assessment Non marked?
- Assessment percentage
- Assessment Marks out of
- Assessment Pass Mark
- Delivery Period
- Assessment Duration
- Assessment Sitting
- Assessment Session
- Assessment Category (ACL1)
- Assessment Type
- Assessment Timing
- Assessment Created
- Assessment Updated

The report is broken down by learning outcome and unit. It can be used to generate

- A breakdown of all assessment changes across a range of units



Unit Learning Outcome Information

Relevant Unit Reports:

- Export to Excel: List of Units where Learning Outcomes or Assessment Structure is modified
 - Updated Learning Outcomes tab

Details provided in the reports

- Unit ID
- Unit UDC
- Unit Title
- Abbreviated Heading
- Unit Status
- Unit Version
- Effective Date
- Learning Outcome
- Is Learning Outcome deleted?
- Date Learning Outcome Created
- Date Learning Outcome Updated

The report is broken down by learning outcome and unit. It can be used to generate

- A breakdown of all learning outcome changes across a range of units

Reports – Course Reports

1. Navigate to Course Reports from the Akari Banner
2. Select the required report from the drop-down menu
3. Enter details

into the search fields to narrow down the results

4. If prompted, enter the specific course(s) that you want to generate the report for

Choose: [v]

- Choose:
- Timing of Assessments
- Unit Assessments and Tuition Patterns for Course
- Course Book of Units with Unit Updates
- Unit Intent of Updates For Course
- Units Updated after Course Approval
- Courses with updated learning outcomes
- Courses and Attached Units
- Export to Excel: Courses by Mode of Delivery
- Export to Excel: Courses by Method of Delivery
- Export to Excel: Professional Body Accreditation
- User Details for Units on Course

The following reports do not generate any results, because the functionality is not used at Curtin:

- Export to Excel: Courses by Mode of Delivery
- Export to Excel: Courses by Method of Delivery
- Course Book of Units with Unit Updates*
- Units updated after course approval*

Instructions for generating and using the **Timing of Assessments** will be provided when the report is updated by Akari Ireland.

Course Details

Relevant Course Reports:

- Courses with updated learning outcomes (excel)

Details provided in the reports

- Course Code
- Course Name (Full)
- Course Status
- Effective Date
- Owing Organisation

The report does not provide details about the nature of the change of the learning outcome

Relevant Course Reports:

- Export to Excel: Professional Body Accreditation

Details provided in the reports

- Course ID
- Course Code
- AQF Level
- Course Name (Full)
- Course Name
- Course Chair
- Course Status
- Professional Body

The report is broken down by course. It can be used to generate

- A list of all accredited courses

Unit Details by Course

Relevant Course Reports:

- Unit Assessments and Tuition Patterns for Course (excel report)
 - Assessments tab

Details provided in the reports

- Unit UDC
- Unit Title
- Unit Group
- Unit Delivery Type
- Unit Coordinator
- Unit Semester
- Unit Credits
- Percentage
- Reassessment requirement
- Assessment Type
- Additional Text Field (Assessment Description)
- Week Due
- MLO Addressed by

The report is broken down by learning outcome addressed by assessment task. All units within the course will be exported for the report. It can be used to generate

- A breakdown of assessments and ULOs across a course



Relevant Course Reports:

- Unit Assessments and Tuition Patterns for Course (excel report)
 - Tuition Patterns tab

Details provided in the reports

- Course Code
- Unit UDC
- Unit Title
- Unit Group
- Unit Delivery Type
- Unit Coordinator
- Unit Semester
- Tuition Pattern Type
- Additional Text Field (Additional Tuition Pattern Information)
- Tuition Pattern Mode
- Contact Hours

The report is broken down by learning outcome addressed by assessment task. All units within the course will be exported for the report. It can be used to generate

- A breakdown of tuition pattern types across a course

Unit Intent of Updates for Course

Relevant Course Reports:

- Unit Intent of updates for Course (excel report)

Details provided in the reports

- Course ID
- CRICOS Code
- Programme Code (Course UDC)
- Delivered in Stage
- Delivered in Semester
- Programme Title
- Module Id
- Module Code (Unit UDC)
- Module Status
- Module Title
- Unit Coordinator
- Valid from
- Date modified
- Statement of Intent

The report is broken down by unit. It can be used to generate

- A list of units in a course

Courses and Attached Units

Relevant Course Reports:

- Courses and Attached Units (excel report)

Details provided in the reports

- Course ID
- Course Code (Course UDC)
- Course Name (Full)
- Course status

- Effective Date
- Unit ID
- Unit UDC
- Unit Title
- Abbreviated Heading
- Unit Status
- Effective Date
- Unit Delivered in

The report is broken down by unit. It can be used to generate

- A list of units in a course

User Details for Units on Course

Relevant Course Reports:

- User details for units on course (excel report)

Details provided in the reports

- Programme Code (Course UDC)
- Delivered in Semester
- Program Title
- Programme Sponsor
- Module Code (Unit UDC)
- Module Title
- Unit Coordinator
- Unit Reviewer
- Who Can Access

The report is broken down by unit. It can be used to generate

- Staff involved in teaching and supporting units in a course

Reports – Offline Analysis

Curtin has developed templates for further analysis of Akari information, which can be provided on request. The following additional analyses are available by requesting the information from the systems administrator.

Notification Analysis

- A breakdown of the type and nature of status changes
- A breakdown of the type of study package being changed
- A breakdown on the nature of the status change for deactivations
- A breakdown on the nature of the status change for new/changes
- Weekly or Quarterly Breakdown of the nature of all status changes
- Weekly or Quarterly Breakdown of the nature of deactivation status changes
- Weekly or Quarterly Breakdown of the nature of new/changes status changes

Change Register Comparison

- A yearly comparison of unit changes by month
- A yearly comparison of course and component changes by month
- Common unit changes by month
- Common course & component changes by month