



Data Entry Overview

The following tables provide information on which data fields are contained in each tab of the editing screens, as well as details on mandatory and locked fields.

Fields that must be completed are indicated in system with an asterisk (*). In most cases, mandatory fields can be completed by the curriculum creator. The exception to this is the **Administration Notes** field, which must be completed by a member of Courses Management prior to submission.

Certain fields cannot be changed without creating a whole new study package code. These fields are marked as locked from version 2 onwards. These fields include the user defined code, year level, field of education and credit value.










Some fields are locked for editing to particular users. These fields include the review dates field, the administration notes field and the CRICOS code. These fields are indicated in the help text.

When changing an existing study package, all centrally approved fields will be locked for editing if a faculty approved workflow is selected. Curriculum creators should contact Courses Management to confirm that a change must be upgraded to a central workflow to unlock fields before upgrading to a central workflow in system.

KEY	
*	Mandatory Field (change cannot be submitted without the field being complete)
	Locked from Version 2 (will require a new user defined code to change this field)
	Centrally approved (will require an upgrade to a central workflow to change this field)
	Admin update only (will require an administrative user to change this field)
	Admin / HoS / Dean update only (will require an administrative user, the Head of School or the Dean of Learning and Teaching to change this field)
	Does not carry over when a new copy is created
	Field auto-saves when a change is made to it

Unit Editing Screens

Tab	Description	Fields
Main	The Main Tab contains general information about a unit. It is the first tab that you will see in the unit editing screens.	<ul style="list-style-type: none"> Affiliated courses Unit UDC & External Version * Unit Name (Full *, Short * and Abbreviated) Credit Value * Unit Type * Category Type * Year Level * Effective Date * Level of Thinking * Language of Instruction * Review Dates Other Staff

		<ul style="list-style-type: none"> • Owning * & Teaching  Organisations • Field of Education  * • Additional Completion Criteria (specific) • Policy Exemption (Look-up & Text) • Result Type * • OUA Delivery Methods • Flags (Higher Approval , Curtin-OUA, Honours, Curtin International, Stand-alone Electives) • Further Information • Transitional Arrangements • Attributes (ELP , WIL) • Keywords  • Administration Notes * 
Outcomes	The Outcomes Tab contains information about the Unit Learning Outcomes. Each unit will require at least one unit learning outcome. These should be entered before the assessments are added	<ul style="list-style-type: none"> • Unit Learning Outcomes, containing <ul style="list-style-type: none"> ○ Description ○ Level of Thinking • Indigenous perspectives
Dependencies	The Dependencies Tab contains information about a unit's requisites, including equivalents and replacements. It also contains a lot of the OUA specific text fields required for OUA units	<ul style="list-style-type: none"> • Requisites  <ul style="list-style-type: none"> ○ Requisite Type ○ Entity ○ Entity Type • Additional Requisite Information • Student Requirements  • Student Requirements Notes • Collaboration with another institution  • Computer Requirements • Special Requirements
Assessments	The Assessments Tab contains information about the assessment tasks and how they address the unit learning outcomes provided in the outcomes tab. Unit Learning Outcomes should be entered prior to Assessment Tasks	<ul style="list-style-type: none"> • Assessment Breakdown • Assessment Tasks <ul style="list-style-type: none"> ○ Assessment Classification Level 1 ○ Assessment Type ○ Assessment Description ○ Non-marked ○ % of total mark ○ Week Due ○ Learning Outcomes * ○ Assessment Classification Level 2 ○ Assessment Classification Level 3 ○ Role ○ Pass/Fail ○ Assessor ○ Feedback Type ○ Work Integrated Learning ○ Assessment Difficulty ○ Central Admin ○ Language Proficiency
Tuition Pattern	The Tuition Pattern Tab contains information on the tuition pattern for	<ul style="list-style-type: none"> • Tuition Pattern Items <ul style="list-style-type: none"> ○ Delivery Type ○ Contact Type ○ Tuition Pattern Type



	the most common delivery.	<ul style="list-style-type: none"> ○ Tuition Pattern Description ○ Contact Hours ○ Frequency ● Work Experience Indicator ⊖ ● Additional Workload Information ● Instructional Method
Resources	The Resources Tab contains the unit syllabus, and additional OUA information. If desired, information on the booklist can be provided here.	<ul style="list-style-type: none"> ● Syllabus * (includes OUA topics) ● Mature Content ● Book List <ul style="list-style-type: none"> ○ Reference Type ○ ISBN ○ Author/Editor/Issuing Body ○ Year of Issue ○ Title of Publication ○ Edition ○ Chapters ○ Publisher & Place of Publication ○ Pages ● Journal Article/Paper List <ul style="list-style-type: none"> ○ Reference Type ○ Author/Editor/ or Name of Issuing Body ○ Year of Issue ○ Article Title ○ Volume No or Date ○ Pages ○ ISSN ○ URL ● Other Resources <ul style="list-style-type: none"> ○ Type of Medium ○ Author/Editor/Issuing Body ○ Year of Issue ○ Title of Item ○ Place of Publication & Publisher's Name ○ URL ● Unit Materials
Action	The Actions Tab contains submission buttons and drafting notes. It is the last tab that you will see in the unit editing screens	<ul style="list-style-type: none"> ● Save and exit ● Print preview ● Set to rejected ● Set to submitted ● Executive Summary

Component Editing Screens

Tab	Description	Fields
Main	The Main Tab contains general information about a component. It is the first tab that you will see in the component editing screens.	<ul style="list-style-type: none"> ● Affiliated courses ☑ ● Code * 🔒 ☑ & External Version * ● Component Name (Full * ⊖, Short * ⊖ and Abbreviated ⊖) ● Credit Value 🔒 * ● Component Type 🔒 * ● Category Type 🔒 * ● CRICOS Code ☑ 📄 ● Effective Date * ● Language of Instruction * ⊖





		<ul style="list-style-type: none"> • Owning * & Teaching 📄 Organisations • Review Dates 🗓️ • Primary 📍* and Secondary 📍 Field of Education • Policy Exemption (Look-up & Text) • Flags (Curtin-OUA, Honours ⊖, Curtin International) • Keywords 📍
Info	The Information Tab contains most of the component text. It is the second tab that you will see in the component editing screens.	<ul style="list-style-type: none"> • Duration and Availability • Study Package Accreditation • Study Package Accreditation Status • Study Package Completion Details • Study Package Entry Requirements (Specific) • Study Package Organisation (Specific & Note) • Study Package Overview (Specific & Note) • Open Enrolment Units • Practicum Placements • Professional Recognition • Recommended Study Pattern • Transitional Arrangements * • Administration Notes 🗨️* • Career Opportunities • Structure Note • Articulation Agreements • Award Features • Additional Component Expenses (Generic & Specific) • Credit for Recognised Learning (Generic) • Further Information
Outcomes	The Outcomes Tab contains the learning outcomes of the stream, which will be mapped to the course learning outcomes	<ul style="list-style-type: none"> • Learning Outcome Description
Dependencies	The Dependencies Tab contains information about a component's equivalents and replacements. It also contains additional text-based information about the component not contained in the info tab.	<ul style="list-style-type: none"> • Equivalent / Replacement 📄 <ul style="list-style-type: none"> ○ Requisite Type ○ Entity ○ Entity Type • Special Requirements • Collaboration with Another Institution ⊖ • Additional Completion Requirements • Study Package Entry/Completion Note
Structure List	The structure is found across two tabs – if there any unit lists (ie lists of alternate cores, options or electives), structure lists must be set up	<ul style="list-style-type: none"> • Delivery Type • Title • Credits (Min/Max) • Units (Min/Max) <p>(Add, Edit or Delete)</p> <p>Where a structure list is required, all of the information listed above must be populated</p>
Study Plan	The structure is found across two tabs – core units are recorded in the study plan tab, alternate	<ul style="list-style-type: none"> • Year * • Study Period* • Delivery Type* • Structure List



	cores, options and electives are recorded in both tabs	<ul style="list-style-type: none"> • Unit Code • Unit Title • Unit Version (Akari Version) • Credits* (Add or Delete)
LO Mapping	The LO Mapping Tab shows the constructive alignment between the Component Learning Outcomes and the Unit Learning Outcomes	<ul style="list-style-type: none"> • Filter • Unit Code • Unit Title • Unit Version (Akari Version) • Unit Learning Outcomes
Actions	The Actions Tab contains submission buttons and drafting notes. It is the last tab that you will see in the component editing screens.	<ul style="list-style-type: none"> • Save and exit • Set to rejected • Set to submitted • Extra Information ☒

Course Editing Screens

Tab	Description	Fields
Main	The Main Tab contains general information about a course. It is the first tab that you will see in the course editing screens.	<ul style="list-style-type: none"> • Course Code 🗑️*☒ & External Version 🗑️ • Course Name (Full *⊖, Short *⊖ and Abbreviated ⊖) • Course Credits 🗑️* • CRICOS Code 🗑️📄 • Course Type 🗑️* • Category Type 🗑️* • Language of Instruction ⊖ • Effective Date * • Review Dates 🗑️🗑️ • Owning * & Teaching 📄 Organisations • AQF Level 🗑️* • Primary 🗑️ & Secondary 🗑️ Field of Education • Additional Completion Criteria (specific) • Policy Exemption (Look-up 🗑️☒ & Text) • Duration (Semesters per year *, Duration) • Flags (Higher Approval 🗑️🗑️, Curtin-OUA, Curtin International, CSP 🗑️) • Other staff 📄 • Keywords 🗑️
Info	The Info Tab contains most of the course text. It is the second tab that you will see in the course editing screens	<ul style="list-style-type: none"> • Collaboration with another institution ⊖ • Course Entry Requirements (Generic 🗑️, Specific & Note) • Course Overview (Generic 🗑️, Specific & Note) • Additional Completion Requirements (Look-up & Text) • Additional Course Expenses (Generic & Specific) • Credit for Recognised Learning (Generic & Specific) • Further Information • Generic Course Structure Disclaimer • Course Organisation (Generic 🗑️, Specific & Note) • Career Opportunities

		<ul style="list-style-type: none"> • On-campus Requirements • Intermediate Awards (Generic) • Award Pathway (Generic ) • Course Accreditation  & Accreditation Status • Articulation Agreements • Practicum • Open Enrolment Units • Professional Recognition • Structure Note • Transitional Arrangements • Administration Note * • Major Areas of Study • Duration & Availability
CLO	The CLO Tab contains the Course Learning Outcomes and their alignment to the Graduate Attributes	<ul style="list-style-type: none"> • Description • Graduate Attribute
Dependencies	The Dependencies Tab contains information about a course's equivalents and replacements	<ul style="list-style-type: none"> • Requisite Type  • Entity • Entity Type
Awards	The Awards Tab contains information for the Graduation Statement and information about awards. Award Courses are required to have at least one award listed against them. System validation will prevent submission of drafts if this is not the case	<ul style="list-style-type: none"> • Award <input checked="" type="checkbox"/> o Year <input checked="" type="checkbox"/> o Level <input checked="" type="checkbox"/> o Year Code <input checked="" type="checkbox"/> o Year <input checked="" type="checkbox"/> o Year Award (is Intermediate Award) <input checked="" type="checkbox"/> • Intermediate Award (Specific) <input checked="" type="checkbox"/> • Award Detail <input checked="" type="checkbox"/> • Award Feature <input checked="" type="checkbox"/> • Award Pathway (Specific) <input checked="" type="checkbox"/>
Structure List	The structure is found across two tabs – if there any unit lists (ie lists of alternate cores, options or electives), structure lists must be set up	<ul style="list-style-type: none"> • Delivery Type • Title • Credits (Min/Max) • Units (Min/Max) (Add, Edit or Delete) <p>Where a structure list is required, all of the information listed above must be populated</p>
Study Plan	The structure is found across two tabs – core units are recorded in the study plan tab, alternate cores, options and electives are recorded in both tabs	<ul style="list-style-type: none"> • Year * • Study Period* • Delivery Type* • Structure List • Unit Code* • Unit Title* • Unit Version (Akari Version)* • Credits* <p>(Add or Delete)</p>
LO Mapping	The LO Mapping Tab shows the constructive alignment between the Course Learning	<ul style="list-style-type: none"> • Filter • Unit Code • Unit Title • Unit Version (Akari Version)



	Outcomes and the Unit (and/or Component) Learning Outcomes	<ul style="list-style-type: none"> • Unit Learning Outcomes
AQF Mapping	The AQF Mapping Tab shows the constructive alignment between the Course Learning Outcomes and the AQF Descriptors	<ul style="list-style-type: none"> • Graduate Attributes • Course Learning Outcomes • AQF Descriptors
Final	The Final Tab contains submission buttons and drafting notes. It is the last tab that you will see in the course editing screens.	<ul style="list-style-type: none"> • Save and exit • Print preview • Set to rejected • Set to submitted • Course Extra Information

Other actions from the Action Menu pop-up

Action	Description	Fields
Availabilities	<p>Approved offerings are entered by selecting Manage Availabilities from the Action Menu pop-up.</p> <p>Not all fields are required in Akari, please provide details on the location, study period and attendance mode for all study packages, along with the load category for courses and components.</p> <p>Enter new availabilities by clicking on the plus button, and delete existing availabilities by clicking on the cross against each line. Individual lines cannot be edited.</p> <p>This information is not integrated with Student One, so please ensure that you check against Akari when requesting/approving study package availabilities in the availability management process.</p>	<ul style="list-style-type: none"> • Location <input checked="" type="checkbox"/> • Teaching Period <input checked="" type="checkbox"/> • Attendance Mode <input checked="" type="checkbox"/> • Load Category <input checked="" type="checkbox"/> • Liability Category <input checked="" type="checkbox"/> • Study Mode <input checked="" type="checkbox"/>
Coordinator	<p>The Action Menu Pop-up has an option to Manage Coordinators. This is only used for components to allow someone other than the listed coordinator to edit the study package. Coordinator information is still entered in Student One, where it will automatically feed to Akari and other systems at Curtin whenever there is a change.</p>	<ul style="list-style-type: none"> • Name <input checked="" type="checkbox"/> • Start Date <input checked="" type="checkbox"/>
Professional Body of Accreditation	<p>The Action Menu Pop-up has an option to Add Professional Bodies of Accreditation to courses.</p>	<ul style="list-style-type: none"> • Award Body * <input checked="" type="checkbox"/> • Status <input checked="" type="checkbox"/> • Valid From * <input checked="" type="checkbox"/> • Renewal Date <input checked="" type="checkbox"/> • Interim Date <input checked="" type="checkbox"/> • Contact Person <input checked="" type="checkbox"/> • Evidence <input checked="" type="checkbox"/> • Notes <input checked="" type="checkbox"/> • Location <input checked="" type="checkbox"/>