Entering and Changing Data

The following sections outline specific data changes to be made in system.

All Study Packages – Entering the rationale for the change

All study packages will have a rationale for the change entered by the initiator of the change.

- When you create a new copy, new study package or new version, you will be prompted to enter a rationale for the change. This first rationale should explain **the reason for the change** being made (ie *Evaluate results suggest that the group assessment does not adequately prepare students for the case study assessment*).
    - **This will appear as the first line in the status log.**
- In the editing screens, there is a rationale/extra information box in the final tab. This field should be used to indicate **discussion and consultation** that occurred during drafting (ie *Director L&T suggested updates to the unit learning outcomes in response to the assessment updates requested by the U.C.*)
- In the editing screens, there is an **intent of change** field that will appear as a pop-up when you first view the unit. This data field can be edited, but will not appear in the status log.
- When the change is submitted, the submitter will be provided with a final opportunity to enter a rationale in a pop-up box. This final rationale should explain **what has changed**.
    - **This will appear as the second line in the status log.**

All Study Packages – Entering Availabilities

All study packages must have at least one availability to be submitted for approval.

Adding availabilities
1. Click **Manage** Availabilities in the **Action Menu Pop**-up
2. Press the **Green plus** button to enter a new availability
3. Enter the information required for planning and resourcing purposes
    a. For units: Enter the Location, Attendance Mode and Teaching Period that the unit will be offered in (set Liability Category, Load Category and Study Mode to All)
    b. For components and courses: Enter the Location, Attendance Mode, Load Category and Teaching Period that the course/component will be offered in (Set Liability Category and Study Mode to All)
4. Click on the **Green Tick** to add the availability
5. Repeat steps 2-4 for all variations on the availability information

All Study Packages – Adding other staff

Staff associated with study packages can be entered directly in Akari, or entered into Student One and fed into Akari. Staff must be associated with the study package to be able to view and edit drafts.

Other Staff

Anne Clocherty, Parmvir Dod, Steven Feast, Dean Johnson, Truong Luu, Barbara Whelan, Mo Zhou [Edit]
Refer to extended help text

Adding Other Staff to Akari – Units and Courses only

1. Navigate to **My Draft Units** or **My Draft Courses** and click on the relevant study package to bring up the **Action Menu Pop-up**

2. Select the **Edit** to enter the unit or course editing screens

3. Navigate to **Other Staff** in the **Main** tab and click on the word **Edit**

4. The Other staff details will expand into a table. Click the **Add User** button at the base of the table to search for additional staff

5. Enter the **first** or **last name** or the **staff ID**

Other Staff		
Name	**Permission Level**	**Del**
Anne Clocherty (216107H)	Edit (Unit Coordinator)	✕
Barbara Whelan (237431C)	Edit	
Dean Johnson (264472C)	Edit	✕
Mo Zhou (255877J)	Edit	✕
Parmvir Dod (255740K)	Edit	✕
Steven Feast (234185C)	Edit	✕
Truong Luu (238283A)	Edit	✕

Add User..
Refer to extended help text ↗ ✎

of the relevant user in the search bar, and click **Add** to add them to the list of staff.

6. Click **Save Unit** or **Save Course** to save the changes
7. Repeat steps 5 – 6 for all new users.
8. To delete a user, click on the **red cross** against their name in the **Other Staff** table

Add a user

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

Search by Name/ID   whelan

Search Results (1)

Name	
Barbara Whelan 237431C	Add

Adding Coordinator Information to Student One

Detailed information about updating coordinators in Student One can be found in the Student One Manual. A subsection of relevant information is replicated here for ease-of-use purposes only.

1. Open the **Study Package Coordinator Update Window** and enter the appropriate **Study Package Code** or search for the relevant study package. Click **Retrieve**

2. Enter the **Staff ID** of the relevant staff member in the column **Controller Staff ID**, on the same line as **Ownership**
3. Click **Save**

Manage Coordinators

ARCH1012 (61694) BIA120 Interior Architecture Philosophy and Practice (Draft)

⊕ Add New Coordinator

Add New Coordinator

User	
Start Date	

[Add] [Cancel]

Name	Start Date	Edit
Anne Clocherty	11 January 2017	

[Close]

Adding Coordinator Information to Akari

1. Navigate to **My Draft Units** or **My Draft Courses** and click on the relevant study package to bring up the **Action Menu Pop-up**
2. Select **Manage Coordinators** to bring up the coordinator pop-up window
3. **Click Add New Coordinator to bring up User Details**
4. **Enter the first or last name or the staff ID of the relevant user in the User search bar**
5. **Enter today's date in the start date field, and click Add to add the new coordinator**
6. **Changes are automatically saved. Close the window by clicking Close**

Units - Entering Learning Outcomes

Add a New Learning Outcome

describe

Level of Thinking

Blooms

Level of Thinking - Cognitive

☑ Remembering (T1)

☑ Comprehending (T2)

☐ Applying (T3)

☐ Analysing (T4)

☐ Evaluating (T5)

☑ Creating (T6)

[Cancel] [Add]

Each unit must have at least one unit learning outcome, and all unit learning outcomes must be assessed by at least one assessment. These will be mapped to the course learning outcomes in their linked courses and components. It is advised to enter unit learning outcomes before entering the unit assessments.

Adding learning outcomes

1. In the "Outcomes" tab, click **Add New Learning Outcome**
2. In the expanded window, enter the text of the new learning outcome.
3. Include the Course Learning Outcomes addressed and the Level of Thinking at the end of the outcome
4. Depending on the first word that is used, Akari may offer suggestions for mapping to a level of thinking. Once the full outcome has been entered, select the most appropriate level of thinking by ticking on the checkbox against the thinking level. Only one thinking level should be entered
5. Click **Add** to apply the unit learning outcome, and **Save Unit** to save the changes
6. Repeat steps 1-5 for all unit learning outcomes

Units - Entering Assessment Details

Assessments are entered as individual tasks, and validation is applied to ensure that the assessments address all learning outcomes and that the total percentage is 100%.

Adding assessment tasks

1. In the Assessment tab, click "Add Assessment"
2. In the expanded window, enter details of the assessment as follows:

Add Assessment	
Category Type	Not yet determined ▼
Assessment Type	Not yet determined ▼
Assessment Description	
Non-Marked	☐
% of Total Mark	
Week Due	Not Yet Determined ▼
Learning Outcomes*	Please enter some learning outcomes on the Outcomes tab.
Supervision	Not yet determined ▼
Medium	Not yet determined ▼
Role	Not yet determined ▼
Pass / Fail	☐
Assessor	Not yet determined ▼
Feedback Type	
Work Integrated Learning	Not Yet Determined ▼
Assessment Difficulty	Not yet determined ▼
Central Admin	☐
Language Proficiency	Not evident/applicable ▼

a. **Assessment Classification Level 1**: use the AQP Classification Level 1 for the assessment or "Not yet determined" if unknown.

b. **Assessment Type**: Select an appropriate assessment type from the drop-down or "Not yet determined" if no assessment type is appropriate

c. **Assessment Description:** This is the text that will be entered into Student One and exported into the Unit Outline Builder. Please be concise.

d. **Non-Marked:** This box must be ticked if the assessment is either 0% or pass/fail. Ticking this box removes the **% of Total Mark** field. (Note: if all assessments are pass/fail in a pass/fail unit, the first assessment must be listed as 100% with pass/fail ticked)

e. **% of Total Mark**: If the assessment is not ticked non-marked a number between 1 and 100 must be entered in this field.

f. **Week Due**: Use "Not Yet Determined" if you do not wish to record the week due

g. **Learning Outcomes**: Learning Outcomes should be added before assessment tasks are entered, as each assessment must address at least one unit learning outcome, and all unit learning outcomes must be assessed by at least one assessment. To link a learning outcome to an assessment, tick the check box against the relevant unit learning outcome(s).

h. **Assessment Classification Level 2**: use the AQP level 2 classification for the assessment, or "Not yet determined" if unknown

i. **Assessment Classification Level 3**: use the AQP level 3 classification for the assessment, or "Not yet determined" if unknown

j. **Role**: this field indicates if the student is working individually, in pairs or in groups for the assessment task

k. **Pass/Fail**: this checkbox is ticked if the assessment task is pass/fail (refer to information against the non-marked field for more information)

l. **Assessor**: indicate who will assess the task, or use "not yet determined" if unknown

m. **Feedback Type**: indicate how students will receive feedback or leave blank if unknown. The following options are available: *Annotated script, grade, mark, rubric, verbal, group report, individual email, peer feedback, specific feedback sessions, other electronic means, audio feedback, audio/video, self feedback*

n. **Work Integrated Learning**: Enter the Work Integrated Learning level for the assessment task or leave as "Not Yet Determined" if unknown

Unit Assessment Breakdown

Performance

Assessment Type	Assessment Description	% of Total Mark	Week Due
Presentation	n/a	50%	Not Yet Determined
	Total for Performance	50%	

Examination

Assessment Type	Assessment Description	% of Total Mark	Week Due
Exam	n/a	50%	Not Yet Determined
	Total for Examination	50%	
	Total	100%	

    o. **Assessment Difficulty**: Not in use, leave as not yet determined

    p. **Central Admin**: Tick this box if the assessment task is a final exam that needs to be centrally scheduled

    q. **Language Proficiency**: Enter the English Language Proficiency level for the assessment task, or leave as "Not Yet Determined" if unknown.

3. Click on the **tick** to apply the assessment task and then click on **Save Unit** to save the changes

4. Repeat steps 1-4 for all assessment tasks

Calculating the assessment breakdown

1. Enter the sub-totals recorded for each Assessment Category type in the assessment breakdown field for that category type.

2. The percentage will change to grey as each field in the assessment breakdown is updated to match the totals and subtotals of the assessment tasks.

3. Once all of the percentages have changed from red to grey, the percentages are calculating correctly and validation around assessment calculations has been satisfied.

4. Click **Save Unit** to save the changes

Units - Entering Tuition Patterns

Tuition patterns for the main offering should be entered into Akari for resource planning purposes, but the source of truth for timetabling remains the Student One availabilities.

Tuition Pattern

A full list and description of tuition patterns is available by expanding the help text.

Full Time (0 items)

Add Tuition Item

Adding tuition items

New Tuition Item

Delivery Type	Full Time
Contact Type	Not Set
Tuition Pattern Type	Lecture
Tuition Pattern Description	
Contact Hours	
Frequency	Weekly (14 times)

1. In the "Tuition Pattern" tab, click **Add Tuition Item**

2. In the expanded window, leave Delivery Type as Full Time and Contact Type as Not Set

3. Change the tuition pattern type to the appropriate teaching activity type and enter a description if required

4. Enter the contact hours in hours

5. Enter the frequency for the activity type (ie if it is offered twice per week, select Weekly (2 times))

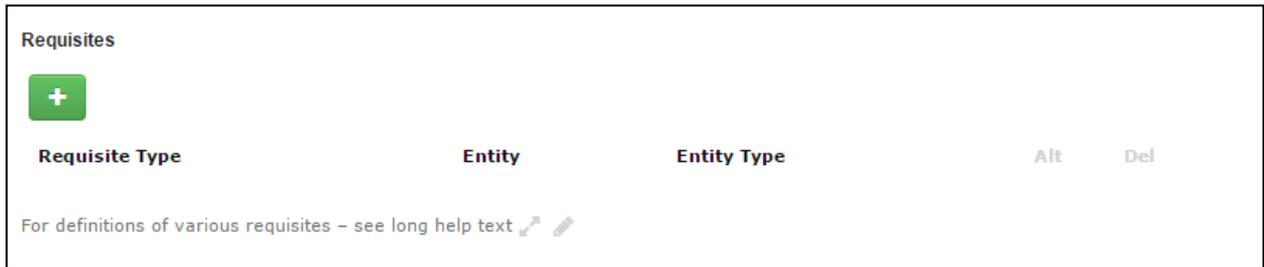6. Click on the green tick to enter the activity type and click on the Save Unit button to save the changes

7. Repeat steps 2-6 for all activity types

NOTE: If you have one one-hour lecture per week and one two-hour lecture per week, please set these up as two separate tuition items, like you would with the availabilities.

Units - Setting up Requisites

Requisites for units, components and courses are found in the Dependencies tabs in the editing screens. Units have additional options for setting up requisites, but the instructions below for setting up equivalents and replacements can be used for all study package types.

Requisites

Requisite Type	Entity	Entity Type	Alt	Del

For definitions of various requisites – see long help text

Setting up prerequisites
1. In the Dependencies tab, click on the **Plus button** under requisites.
2. Enter either the (partial/full) **code** or **title** (change the entity type or status if required) and press **search**
3. Select the relevant unit(s), and change the dependency type to **Prerequisite**
4. Click on the **green tick** to select the prerequisite(s) and click **Save unit** to save the changes

Steps 1-4, above, are applicable to the following types of dependencies
- Prerequisite
- Concurrent Prerequisite
- Co-Requisite
- Anti-Requisite
- Equivalent
- Replacement

Alternate Prerequisites are set up using the following steps

Requisite Type	Entity	Entity Type	Alt	Del
Anti Requisite	FAKE1000 Leapfrog [Retired]	Unit	+	✕

For definitions of various requisites – see long help text

Add alternative requisite

Setting up alternate prerequisites
1. Enter the first prerequisite (or concurrent prerequisite) following steps 1-4, above.
2. Press the red plus button that is located against the prerequisite line in the requisites table
3. Enter either the (partial/full) **code** or **title** (change the entity type or status if required) and press **search**
4. Select the relevant unit(s) and click on the **green tick** to select the alternate prerequisite(s)
5. Click **Save unit** to save the changes

AKARI software
Transforming the Curriculum Lifecycle

Courses/Components - Setting up Structures

Course and Component Structures are found across the Study Plan and Structure List tabs. Core units are set up in the Study Plan tab only. Elective units are set up in the Structure List tab only. All other unit links will require set-up in both the study plan and structure list tabs. Structures need to be set up before mapping and awards can be assigned.

- Structure lists must have at least the credit value assigned; where known, the minimum and maximum number of units should also be included
- The total credit value of a course or component must be equal to the number of core units plus the number of credits in the structure lists
- One structure list is needed for
    - Each set of alternate core units in each designated year and study period
    - Each option or elective 'slot' in each designated year and study period

Setting up core units
1. Go to the study plan tab and press the plus button to add new units
2. Enter either the (partial/full) code or title and press search.
3. Select the relevant units), and change the delivery type to core
4. Enter the year and the study period and click on the tick to add the unit(s).
5. Repeat steps 2-4 for each core unit in the structure (see separate instructions for alternate cores)

Setting up options lists
1. Go to the structure list tab, and press the plus button to create a new structure list
2. Change M/E to "Option" and the Title to "Optional units in [Year X, Semester X]" (change highlighted text to the relevant year and semester
3. Enter the number of credits for the options list in the MIN and MAX
4. Enter the minimum number of units and maximum number of units in the Units MIN and MAX field (ie this might be one, or it might be at least one, at most two)
5. Press the tick to save the option list
6. Go back to the study plan tab and press the plus button to add new units
7. Enter either the (partial/full) code or title and press search.
8. Select the relevant unit(s), and change the delivery type to option and select the structure list created previously
9. Enter the year and the study period and click on the tick to add the unit(s).
10. Repeat steps 7-9 for each optional unit in the structure

Structure List

Add Structure List

M/E *

Alternate Core ▼

Title *

Description

Credits
| Min | 0 | Max | 0 |

AND/OR

and ▼

Units
| Min | 0 | Max | 0 |

✖ ✔

Setting up lists of alternate cores
1. Go to the structure list tab, and press the plus button to create a new structure list
2. Change M/E to "Alternate Core" and the Title to "Alternates to [SPK, Title]" (change highlighted text to the code and title
3. Enter the number of credits for the structure list in the MIN and MAX
4. Enter the minimum number of units and maximum number of units in the Units MIN and MAX field (ie this might be one, or it might be at least one, at most two)
5. Press the tick to save the list
6. Go back to the study plan tab and press the plus button to add new units
7. Enter either the (partial/full) code or title and press search.
8. Select the relevant unit(s), and change the delivery type to alternate core and select the structure list created previously
9. Enter the year and the study period and click on the tick to add the unit(s).
10. Repeat steps 7-9 for each alternate core in the structure

Setting up lists of recommended electives
1. Go to the structure list tab, and press the plus button to create a new structure list
2. Change M/E to "Recommended Electives" and the Title to "Recommended electives in [Year X, Semester X]" (change highlighted text to the relevant year and semester
3. Enter the number of credits for the structure list in the MIN and MAX
4. Enter the minimum number of units and maximum number of units in the Units MIN and MAX field (ie this might be one, or it might be at least one, at most two)
5. Press the tick to save the list
6. Go back to the study plan tab and press the plus button to add new units
7. Enter either the (partial/full) code or title and press search.
8. Select the relevant unit(s), and change the delivery type to recommended elective and select the structure list created previously
9. Enter the year and the study period and click on the tick to add the unit(s).
10. Repeat steps 7-9 for each recommended elective in the structure

Creating an elective slot
1. Go to the structure list tab, and press the plus button to create a new structure list
2. Change M/E to "Elective" and the Title to "Electives in [Year X, Semester X]" (change highlighted text to the relevant year and semester
3. Enter the number of credits for the structure list in the MIN and MAX
4. Enter the minimum number of units and maximum number of units in the Units MIN and MAX field (ie this might be one, or it might be at least one, at most two)
5. Press the tick to save the list

Deleting units and structure lists in the structure
1. Go to the study plan tab and enter the year to bring up the partial structure
2. Click on the cross at the end of the relevant line to remove the unit from the structure
3. If the unit is associated with a structure list, all relevant lines must be deleted before the structure list can be deleted
4. Go to the structure list tab and click on the cross at the end of the relevant line to remove the structure list (this will appear as a crossed out circle ⊘ until all relevant lines are removed in the study plan tab.)

Remember to save your changes regularly to ensure that they are not lost.

Courses/Components - Learning Outcome Mapping

Courses and Components show the mapping of unit (or component) learning outcomes to course (or component) learning outcomes. This mapping should be applied after all learning outcomes have been determined.

1. Enter at least three digits of unit titles/codes in the **Filter** (use the Study Plan to determine the structure) to bring up a partial structure

2. Course Learning Outcomes are linked one-by-one to the Unit Learning Outcomes in the unit. Select the box in LO1 against the first unit to bring up a list of unit learning outcomes in the unit.

3. In the pop-up that appears, tick any unit learning outcome that corresponds to the course (or component) learning outcome, based on the mapping provided in the text.

4. Click **Close** when finished

5. Repeat steps 2-4 for each learning outcome and unit in the structure.

Courses – Professional Competency Mapping

Courses show the mapping of course learning outcomes to professional competencies. This mapping should be applied after all learning outcomes have been determined. The competency framework must have first been set-up in system. Please contact Courses Management to ensure that the competency framework has been added to Akari.

Add professional body

* Award Body

Please Select ▾

Status

☑

* Valid From

Renewal Date

Interim Date

Contact Person

Evidence

Notes

Location

✕ ✔

Associating courses to professional bodies
1.   Select **Professional Body of Accreditation** from the **Action Menu Pop-up**
2.   Click on the **Green Plus** button to add a Professional Body.
3.   Select the relevant professional body from the drop-down list and enter at least the Valid From date
4.   Enter any other information about the course accreditation
5.   Click on the **Green Tick** to save the Professional Body Association.

Mapping Course Learning Outcomes to Professional Competencies
1.   Once a Professional Body has been assigned to a course, the **Competency Mapping** tab will appear in the editing screens.
2.   Navigate to the Competency Mapping tab, and select the relevant competency framework against each Course Learning Outcome
3.   In the pop-up that appears, tick any professional competency that corresponds to the course learning outcome
4.   Click **Close** when finished
5.   Repeat steps 2-4 for all course learning outcomes and all competency frameworks associated with the course.

Competency Mapping

🖉

	Description	AACA
1	Apply knowledge	▤
2	think creatively	▤

Courses - Setting up Awards

After the course structure has been set-up, the awards for the course can be assigned in the awards tab.

Setting up principal awards
1.   Go to the Awards tab and click on the final year
2.   In the Year Award, select the relevant award type from the drop-down.
3.   If the course is only available as an intermediate award (ie it is an exit award only), "Is Intermediate Award" should be changed to "Yes".
4.   Enter the course code and name of any intermediate awards into the Intermediate Award (Specific) field.

5. If this course is an intermediate award of another course, enter the course code and name of this course into the Award Pathway text.
6. Click Save Course

Setting up intermediate awards
1. Go to the Awards tab and click on the relevant year (ie if you are assigning a Graduate Certificate/Diploma as an intermediate award of a Masters, this would be Year 1 rather than Year 2).
2. In the Year, Search for the name of the intermediate award
3. In the Year Award, select the relevant award type from the drop-down.
4. Change "Is Intermediate Award" to "Yes".
5. Click **Save Course**