



Finding and Actioning Study Packages

My Units, My Components and My Courses

Clicking on the links on the dashboard, or the **My Units**, **My Components** or **My Courses** links from the Akari banner will take the user through to the detailed entities screens. The detailed entities screens show units, components or courses, depending on the type of study package selected, and the tab at the top of the page will indicate the approval status of the study package.

If an Akari user plays a formal role in the approval workflow, their detailed entities screens will be broken down into **Assigned Entities** and **Actionable Entities**, as described in the dashboard section, and can move between assigned and actionable entities in the detailed entities screens. If an Akari user does not play a formal role in the approval workflow, all study packages in the detailed entities screens are **Assigned Entities**, and they will not have the ability to move between assigned and actionable entities in the detailed entities screens.

Under **Assigned Entities**, you will be able to see your study packages regardless of the approval status. As the study packages move backwards and forwards in the approval process, they will move between the tabs in the detailed entities screens, allowing users to monitor the approvals of their study packages.

Under **Actionable Entities**, you will be able to see the study packages that you can action. Study packages that are in previous or later stages in the workflow will not appear in the detailed entities screens, but can be found using the search functionality.

The screenshot shows a user interface with a tab labeled "My Draft Components". Below the tab is a table with the following data:

Component Code	Title	Version	Effective Date	Effective Deactivation Date
No Code Yet	No Title Assigned	Final Draft	September 1st 2016	

To the right of the table is a dropdown menu with the following options: Assigned, Actionable, and Assigned (highlighted).

The study packages in each tab can be rearranged by clicking on the column headings to arrange by

- Code
- Title
- Version
- Effective Date

All Units (Searching)

Users are also able to search for study packages by clicking on “All Units”, “Component search” or “All Courses” from the dashboard’s main tabs. The search screens for units and courses will allow for searching by multiple fields, and ordering the search results by clicking on the relevant column heading.

If no search terms are entered, all courses (or units or components) at all statuses will be returned. Do not use the Unit ID or Course ID options to search for a User Defined Code – in units search for

UDC and in courses search for **Code**. The course and unit search results can be rearranged by clicking on the column headings to arrange by

- UDC
- Name
- Version
- Effective Date
- Status

Action Menu pop-up

Left-Clicking on a study package that has been brought up in a search screen or in your assigned entities will give you a series of options for actions that can be undertaken. The available options depend on the stage of the study package and the user privileges of the user.

Users should see the following options for all study packages

- View
- Download
- View Status Log

Users with the ability to create units and courses will also see the following option for all study packages

- Copy

Other options that may appear, depending on user rights and study package status include:

- View Affiliated Courses
- Set to [different status]
- Edit
- Professional Body of Accreditation
- Change or Modify
- Manage Owners
- Manage availabilities

Action Menu Item	Description
View Affiliated Courses	Affiliated courses show the courses (including any sub-components) that a particular unit or component is linked to, including whether the study package is a core, alternate core, option or recommended elective in that course.
View	Viewing a study package will bring up a pop-up window with a study package report. The study package report contains all of the information that has been added into the editing screens. The Akari user can carry out any of the actions to perform by clicking on the relevant button at the top of the screen.
Download	Downloading a study package will bring up a PDF of the study package report seen in the “view study package” window.
View Status Log	The status log shows the changes to status that a study package has gone through, including the rationale and review notes entered by the Akari users as study packages are submitted and reviewed through the workflow.
Set to [different status]	Depending on the status of the study package and the rights of the user, the status of a study package can be changed using the Action Menu pop-up. Refer to the “ Study Package Approval and Workflow ” section of this manual for more information.



Copy	An administratively new study package is created by clicking on the “Copy” option from the action menu pop-up. Refer to the “ Creating new drafts with a different user defined code ” section of this manual for more information.
Edit	Study packages can only be edited in the draft stage. Refer to the “ Study Package Approval and Workflow ” section of this manual for more information.
Professional Body of Accreditation	Additional functionality around the Professional Body of Accreditation is being developed for the first release in 2017. The relevant professional bodies will be configured and made available in-system for this release.
Change or Modify	A new version of a study package is created by clicking on the “Change or Modify” option from the action menu pop-up. Refer to the “ Create new drafts of the same study package ” section of this manual for more information.
Manage Owners	The Manage Owners button brings up a screen that shows the unit, course or component coordinator. This menu is only used by Courses Management to control rights in the system. The source of truth for study package coordinators remains in Student One, and must be entered directly into the Student One system. Changes to the Coordinator in Student One will be automatically migrated into Akari. This screen is used predominantly to allow users access to components.
Manage Availabilities	The Manage Availabilities button brings up a screen that shows the approved high-level ‘licence to operate’ for a course, component or unit. All combinations of locations, study periods and student modes should be recorded in this screen prior to submission of a new development or change. The source of truth for availabilities remains in Student One, and changes to availabilities must still be requested through the normal availability management process.