Curtin University

Release 2 Functionality

Akari Curriculum Management

AKARI software
Transforming the Curriculum Lifecycle

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Release 2 Functionality

Introduction

These release notes are provided as a supplement to the Akari User Guide, and provide specific details on the latest developments to Akari released in January and April 2017. The information contained in these release notes will be added to the Akari User Guides at the earliest possible convenience.

The release notes are intended for all users of the Akari system, including **but not limited to**

- Academic staff across all of Curtin University's campuses and locations
- Teaching Support Coordinators/Officers
- Deans of Learning & Teaching
- Heads of School
- Directors of Learning and Teaching / Associate Deans
- Members of faculty and central Courses Committees
- Courses Management
- Course Administration Team
- Flexible Learning Support
- Course Quality
- University Marketing
- Curtin X

These release notes contain additional information for staff from Curtin Learning and Teaching and Student Services that have been given administrator access. This information will be added to the Akari Administrator Guide at the earliest possible convenience.

Executive Summary

Newly developed functionality

The following functionality has been developed, tested and implemented in Akari in the first two releases of 2017.

- Change registers

Change registers are excel reports that are able to provide details on what fields have changed between versions, after the changes have been fully approved. These change reports have been available to administrative staff in Curtin Learning and Teaching and Student Services since Release 2A. Access to these reports has been provided to all regular Akari users from Release 2B onwards.

- Deactivation workflow

Since Release 2A, deactivations of units, courses and components can be actioned in the Akari system, and will follow the Central Approval workflow. The approved version of the study package is moved through the deactivation process with no changes made to the study package.

Approved ➔ Deactivation Submitted ➔ Deactivation Endorsed ➔ Deactivation Requested
➔ Deactivation Recommended ➔ Retired

- Recording course accreditation and mapping to professional competencies

Accrediting bodies have been added to Akari, allowing Curtin to record multiple course accreditations against the courses. Additional functionality has been added, allowing administrators to associate competency frameworks or standards frameworks to the accrediting bodies. Once a competency framework has been set-up, and a course linked to the accrediting body, the course learning outcomes can be mapped to the professional competencies or threshold standards.

- Notifications

In-system notifications have been configured to ensure that Akari users receive notifications of changes where it is relevant to their role. Notifications will be sent to Akari users on a daily basis by default, but they have also been configured to ensure that individual users can set the frequency of the notifications they receive (weekly digest, daily digest or individual emails).

- Assessment Quality

The recording of assessment information in Akari has been updated to reflect the work done by the Assessment Quality Panels in 2016 and 2017. Data fields have been relabelled to reflect their assessment classification level, and mapping between the assessment classification levels has been configured in-system. Various business rules, obtained from the Assessment and Student Progression manual, have been built into the system to ensure that assessment profiles that lie outside of the policy guidelines require a recorded assessment exemption.

- Improvements to Faculty workflow

The name of the "recommended" status in the Faculty-level workflow has been changed to "endorsed" to ensure that Deans of Learning and Teaching are able to view both central and faculty approvals within the one Akari tab. The new workflow is as follows:

<div align="center">

Draft ➜ Submitted ➜ Endorsed ➜ Approved

</div>

This is similar to the Central level workflow (unchanged), which is as follows:

<div align="center">

Draft ➜ Submitted ➜ Endorsed ➜ Reviewed ➜ Recommended ➜ Approved

</div>

- Curriculum Report

A new curriculum report has been developed, based on the Curtin curriculum map, to assist in the creation of curriculum maps for comprehensive course reviews and course accreditations. This report can be generated in word or PDF and reformatted as required.

Upgrades and improvements

The following upgrades and improvements have been made as part of Release 2.

- Coordinator is retained in new versions

When a new draft version of a study package is created, the study package coordinator will be maintained from the previous version.

- Intent of update

The intent of update text did not previously appear in the unit, course and component reports, which has now been corrected for the report view. This text will now appear as a pop-up when users view the study package report.

- Unit titles on a faculty workflow

Unit titles were previously locked to a central workflow – this has been corrected in-system so that unit titles can be updated on a faculty approved workflow.

- Unit links

On the main tab, units now display the component that they are linked to as well as the courses.

- Help text

Help text and page guides have been updated throughout the system to reflect the new functionality.

Course Accreditation & Professional Competencies

Professional Competency Mapping

Add professional body

★ Award Body

Please Select ▼

Status

☑

★ Valid From

Renewal Date

Interim Date

Contact Person

Evidence

Notes

Location

❌ ✔️

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.

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	▤

Changes to Workflows

Approval Status (Deactivations)

Approval Status	Description	Actions and Responsibilities
Approved	A study package must be set through to approved if it is to be deactivated	Unit and Course Coordinators and Teaching Support Coordinators/Officers cannot make changes to an approved study package prior to deactivation. If the study package requires deactivation, the Unit or Course Coordinator should select **Submit for Deactivation** from the Action Menu pop-up. The **effective deactivation date** should be the **day after the final study period in which students will be admitted/enrolled in the study package**.
Deactivation Submitted	Study packages submitted for deactivation have been submitted for endorsing by the Head of School or nominee.	The Head of School or nominee (eg School Business Manager and/or Director of Learning and Teaching) reviews the request for deactivation and reverts to approved or endorses the deactivation of the study package. When changing status, a pop-up window will appear. If a school committee or board has met to discuss and recommend the deactivation of the study package, this should be noted in this field, along with any other comments or recommendations from the Head of School.
Deactivation Endorsed	Study packages endorsed for deactivation have been endorsed by the Head of School or nominee and are awaiting review from the Faculty Courses Committee.	The Dean of Learning and Teaching or nominee recommends the request for deactivation or reverts the study package to approved. When changing status, a pop-up window will appear. If a faculty committee or board has met to discuss and recommend the deactivation of the study package, this should be noted in this field, along with any other comments or recommendations from the Faculty Courses Committee.
Deactivation Requested	Study packages requested for deactivation have been reviewed by the Faculty Courses Committee and are awaiting recommendation from the University Courses Committee.	The chair and secretary of University Courses Committee or nominee recommends the deactivation or reverts the study package to approved. When changing status, a pop-up window will appear. If a central committee or board has met to discuss and recommend the deactivation of the study package, this should be noted in this field, along with any other comments or recommendations from the University Courses Committee.
Deactivation Recommended	Study packages recommended for deactivation have been recommended by Faculty and Central courses committees and are awaiting final review and approval by the Academic Board.	The chair and secretary of Academic Board or nominee approves the deactivation or reverts the study package to approved. When changing status, a pop-up window will appear. If a committee or board has met to discuss and recommend the deactivation of the study package, this should be noted in this field, along with any other comments or recommendations from the Academic Board.
Retired	A study package has completed the deactivation process and will no longer be offered.	Unit and Course Coordinators and Teaching Support Coordinators/Officers cannot make changes to a retired study package, but they are able to reactivate the study package or make new copies of the study package.

Approval Status (Faculty Approvals)

Approval Status	Description	Actions and Responsibilities
Draft	Draft study packages are being edited and changed, prior to entering the formal approval process.	Unit and Course Coordinators and Teaching Support Coordinators/Officers create and edit study packages in a draft status. Administrative support staff from Courses Management, Course Administration and Flexible Learning Support and academic support staff from Course Design can assist in the draft stage. The coordinator would be expected to submit the study package for approval, unless otherwise determined by the school or faculty.
Submitted	Submitted study packages have been submitted for endorsing by the Head of School or nominee.	The Head of School or nominee (eg School Business Manager and/or Director of Learning and Teaching) reviews the study package and reverts to draft or endorses the study package. **Users are advised to not reject study packages.** When reverting to draft or endorsing, a pop-up window will appear. The endorser must add notes in this field indicating the changes that need to be made or reasons for rejection (if reverting to draft) or their recommendation for approval. The Head of School or nominee should also indicate in this field if a change should go to Faculty Courses Committee. If a school committee or board has met to discuss and endorse the study package, this should be noted in this field.
Endorsed **(Previously Recommended)**	Endorsed study packages have been recommended by the Head of School or nominee and are awaiting final review and approval by the Dean of Learning and Teaching or the Faculty Courses Committee.	The Dean of Learning and Teaching or nominee approves or reverts the study package to draft. **Users are advised to not reject study packages.** When reverting to draft or approving, a pop-up window will appear. The Dean L&T or nominee must add notes in this field indicating the changes that need to be made or reasons for rejection (if reverting to draft) or their recommendation for approval. If the Faculty Courses Committee has met to discuss and recommend the study package, this should be noted in this field.
Approved	An approved study package has completed the approval process and is ready to offer.	Unit and Course Coordinators and Teaching Support Coordinators/Officers cannot make changes to an approved study package, but they are able to make new versions and new copies of the study package. If the study package requires modification or change to fix a typo, the Courses Management team have administrator rights to be able to modify an approved study package.
Rejected	A rejected study package was not recommended and has been removed from the approval process	Unit and Course Coordinators and Teaching Support Coordinators/Officers cannot make changes to a rejected study package, or resubmit it into the approval process. A new copy of the study package can be created in draft (a new study package code will be required) and this study package entered into the approval process

Study packages that are already on a RECOMMENDED status in a faculty workflow will be moved to ENDORSED by the system administrator, for action by the Dean of Learning and Teaching or nominee. The Dean of Learning and Teaching will be notified by the system notifications to inform them that this has occurred.

Updated Reports

Curriculum Report

Curriculum Reports can be 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 "Curriculum report word" or "Curriculum report PDF" to generate the report.
4. Reformat the report as required.

Change Register

To run a change register report:

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

Assessment Quality Updates

Classification Level Mapping

The assessment classification levels are linked, and the selection of options in Assessment Classification Level 2 is restricted by the selection in Assessment Classification Level 1 (and Assessment Classification Level 3 is restricted by the selection in Assessment Classification Level 2). This classification mapping is shown below.

Assessment Classification Level 1	Assessment Classification Level 2	Assessment Classification Level 3
Submission	Document	Text-based
	File	Non-text-based
	Object	Physical
	Portfolio	Physical
	Takehome Exam	Non-Invigilated
	Link	Text-based
		Non-text-based
	Electronic portfolio	Text-based
		Non-text-based
Examination	Exam	Central-Invigilated
		School-Invigilated
	Test	School-Invigilated

Assessment Classification Level 1	Assessment Classification Level 2	Assessment Classification Level 3
	eTest	Central-Invigilated
		School-Invigilated
		Non-Invigilated
Performance	Skill	Demonstration
		Creative
	Presentation	In-class
		Online
		Other
Combination	Presentation and Document	Inclass and Text-based
		Online and Text-based
		Other and Text-based
	Presentation and File	Inclass and Non-text-based
		Online and Non-text-based
		Other and non-text-based
	Presentation and Object	Studio and Non-text based
WIL-Practicum	Integrated knowledge-skills-behaviours	Performance Evaluation

Business Rules & System Validation

From Release 1, the following simple business rules have been set-up in system around the assessments.

- Each assessment addresses at least one unit learning outcome
- Each learning outcome is addressed by at least one assessment
- The total sum of the assessment percentages is 100%

As part of Release 2, the following business rules around assessments, obtained from the Assessment and Student Progression Manual, have been built into the system.

- A unit has a maximum of four (4) summative assessments
  - *A summative assessment is defined as an assessment task that has a percentage or is pass/fail*
- Each examination does not exceed 50% of the total final unit grade
  - *An examination is defined as an assessment task that has an Assessment Classification Level 1 category of "Examination" and includes tests and eTests, as well as exams*
- Group assessments are capped at 35% of the total final unit grade
  - *A group assessment is defined as an assessment task that has a student role of "Group" or "Pair".*
  - *The total percentage across all assessment tasks cannot exceed 35%*
- Non-invigilated eTests cannot exceed 50% of the total final unit grade
  - *A non-invigilated eTest is defined as an assessment task that has an Assessment Classification Level 2 of "eTest" and an Assessment Classification Level 3 of "Non-invigilated".*
  - *The total percentage across all assessment tasks cannot exceed 50%*
- A single non-invigilated eTest is not more than 25% of the total final unit grade
  - *A non-invigilated eTest is defined as an assessment task that has an Assessment Classification Level 2 of "eTest" and an Assessment Classification Level 3 of "Non-invigilated".*

These business rules are validated on submission of the unit, and a unit will be prevented from submission if it is in breach of these business rules. Schools are required to seek a formal exemption to the Assessment and Student

Progression Manual, following the approval process outlined in that policy. Once the formal exemption is recorded in Akari, the unit can be submitted for approval.

Notifications

Configuration of Notifications – Types of Change

Notifications have been configured as followed:

Unit Changes & Approvals

Type of Change	Who will be notified
New draft unit is created	- Anyone listed in "other staff" - Coordinator of any parent entities - Systems Administrator
Additional staff are added to the unit or removed	- Unit Coordinator - Staff member added/removed
Draft unit is submitted	- Unit Coordinator and anyone listed in "other staff" - Coordinator of any parent entities - Head of School (or nominee) for that owning area - Systems Administrator
Submitted unit is endorsed	- Dean of Learning & Teaching (or nominee) for that owning area - Systems Administrator
Endorsed unit is reviewed	- Secretary of CC or nominee - Systems Administrator
Reviewed unit is recommended	Systems Administrator
Endorsed unit is approved	- Anyone listed in "other staff" - Coordinator of any parent entities - Systems Administrator
Recommended unit is approved	- Anyone listed in "other staff" - Coordinator of any parent entities - Systems Administrator
Unit is reverted back to draft during approval process	- Anyone listed in "other staff" - Systems Administrator
Unit is rejected during approval process	- Anyone listed in "other staff" - Systems Administrator

Unit Deactivations

Type of Change	Who will be notified
Approved unit is submitted for deactivation	- Anyone listed in "other staff" - Coordinator of any parent entities - Head of School (or nominee) for that owning area - Systems Administrator

Type of Change	Who will be notified
Submitted deactivation is endorsed	• Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed deactivation is requested	• Secretary of CC or nominee • Systems Administrator
Requested deactivation is recommended	• Systems Administrator
Unit is deactivated	• Anyone listed in "other staff" • Systems Administrator
Request for deactivation is rejected, and unit is returned to approved status	• Anyone listed in "other staff" • Systems Administrator

Component Changes & Approvals

Type of Change	Who will be notified
New draft component is created	• Study package coordinator • Coordinator of any parent entities • Systems Administrator
Draft component is submitted	• Study package coordinator • Coordinator of any parent entities • Head of School (or nominee) for that owning area • Systems Administrator
Submitted component is endorsed	• Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed component is reviewed	• Secretary of CC or nominee • Systems Administrator
Reviewed component is recommended	• Systems Administrator
Endorsed component is approved	• Study package coordinator • Coordinator of any parent entities • Systems Administrator
Recommended component is approved	• Study package coordinator • Coordinator of any parent entities • Systems Administrator
Component is reverted back to draft during approval process	• Study package coordinator • Systems Administrator
Component is rejected during approval process	• Study package coordinator • Systems Administrator

Component Deactivations

Type of Change	Who will be notified
Approved component is submitted for deactivation	• Study package coordinator • Coordinator of any parent entities • Head of School (or nominee) for that owning area • Systems Administrator

Type of Change	Who will be notified
Submitted deactivation is endorsed	• Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed deactivation is requested	• Secretary of CC or nominee • Systems Administrator
Requested deactivation is recommended	• Systems Administrator
Component is deactivated	• Study package coordinator • Systems Administrator
Request for deactivation is rejected, and component is returned to approved status	• Study package coordinator • Systems Administrator

Course Changes & Approvals

Type of Change	Who will be notified
New draft course is created	• Anyone listed in "other staff" • Systems Administrator
Additional staff are added to the course	• Anyone listed in "other staff"
Draft course is submitted	• Anyone listed in "other staff" • Head of School (or nominee) for that owning area • Systems Administrator
Submitted course is endorsed	• Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed course is reviewed	• Secretary of CC or nominee • Systems Administrator
Reviewed course is recommended	• Systems Administrator
Endorsed course is approved	• Anyone listed in "other staff" • Systems Administrator
Recommended course is approved	• Anyone listed in "other staff" • Systems Administrator
Course is reverted back to draft during approval process	• Anyone listed in "other staff" • Systems Administrator
Course is rejected during approval process	• Anyone listed in "other staff" • Systems Administrator

Course Deactivations

Type of Change	Who will be notified
Approved course is submitted for deactivation	• Anyone listed in "other staff" • Head of School (or nominee) for that owning area • Systems Administrator
Submitted deactivation is endorsed	• Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed deactivation is requested	• Secretary of CC or nominee • Systems Administrator
Requested deactivation is recommended	• Systems Administrator

Type of Change	Who will be notified
Course is deactivated	• Anyone listed in "other staff" • Systems Administrator
Request for deactivation is rejected, and course is returned to approved status	• Anyone listed in "other staff" • Systems Administrator

Configuration of Notifications – User Role

Notifications have been configured as followed:

| User Role	When you will be notified
Unit Coordinator	• Creation of a new draft • Adding users to "Other staff" • Removing users from "Other staff" • Submission of draft • Unit reverted to draft during approval process • Unit rejected during approval process • Unit approved • Unit submitted for deactivation • Deactivation of unit approved
Member of Other staff (units)	• Creation of a new draft • When you are added to "Other staff" • When you are removed from "Other staff" • Submission of a draft • Unit reverted to draft during approval process • Unit rejected during approval process • Unit approved • Unit submitted for deactivation • Deactivation of unit approved
Component Coordinator	• Creation of a new draft for a unit in the structure • Submission of a new draft for a unit in the structure • Approval of a change to a unit in the structure • Unit in structure submitted for deactivation ------ • Creation of a new draft component • Submission of draft component • Component reverted to draft during approval process • Component rejected during approval process • Component approved • Component submitted for deactivation • Deactivation of component approved

User Role	When you will be notified
Course Coordinator	• Creation of a new draft for a unit/component in the structure • Submission of a new draft for a unit/component in the structure • Approval of a change to a unit/component in the structure • Unit/Component in structure submitted for deactivation ------ • Creation of a new draft course • Adding users to "Other staff" • Removing users from "Other staff" • Submission of draft course • Course reverted to draft during approval process • Course rejected during approval process • Course approved • Course submitted for deactivation • Deactivation of course approved
Member of Other staff (courses)	• Creation of a new draft for a unit/component in the structure • Submission of a new draft for a unit/component in the structure • Approval of a change to a unit/component in the structure • Unit/Component in structure submitted for deactivation ------ • Creation of a new draft course • When you are added to "Other staff" • When you are removed from "Other staff" • Submission of draft course • Course reverted to draft during approval process • Course rejected during approval process • Course approved • Course submitted for deactivation • Deactivation of course approved
Head of School (or nominee)	• Submission of draft course, component or unit • Approved course, component or unit submitted for deactivation
Dean of Learning & Teaching (or nominee)	• Course, component or unit is endorsed • Course, component or unit is endorsed for deactivation
Secretary of CC (or nominee)	• Course, component or unit is reviewed • Course, component or unit is requested for deactivation
Systems Administrator	• Creation of a new draft unit, component or course • Submission of a unit, component or course • Study package is reverted to draft during approval process • Study package is rejected during approval process • Study package is endorsed • Study package is reviewed • Study package is recommended • Study package is approved • Study package is submitted for deactivation • Deactivation of study package is endorsed • Deactivation of study package is requested • Deactivation of study package is recommended • Deactivation of study package is approved

Setting up email frequencies

The system has a default set-up of collating emails on a daily basis. Individual users are able to configure their own settings to more frequent (individual emails) or less frequent (weekly emails).

1. Navigate to **My Account** using the logo in the top-right corner
2. In the **Accounts Page** select the **Settings** tab
3. Against the **Email Notification Preference** select "system default", "immediately", "daily" or "weekly"
4. Click **Save**
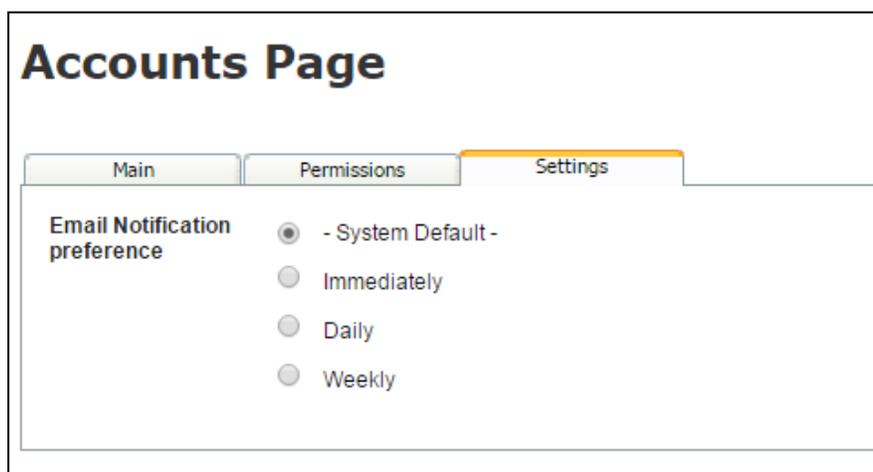
Interpreting the Digest Email

The five-minute, daily and weekly email digests will present summary information in a table format about relevant study package changes. The following columns are found in the table summary

- **Entity Type**
  - The entity type is either course, component or unit
- **Code**
  - The user defined code for the study package being changed. Changes are sorted by study package code, to ensure that multiple notifications about the same study package are easy to identify
- **Title**
  - The full title of the study package is included in this column, along with a link to the report in system
- **Date**
  - The date and time that the change was made
- **Initial Status** and **End Status**
  - If the notification has been triggered by a change in workflow, the initial and end status will be recorded in these columns
- **Actioned By**
  - The Akari user who made the change
- **Comment**
  - This comment field is populated with the text provided in the status log
- **Reason**
  - The following are the reasons for notifications being sent:
  - **Owner**: You have access to this study package as the study package coordinator
  - **Owner Added**: You have been made coordinator of this study package
  - **Owner Removed**: You are no longer listed as coordinator of this study package
  - **PE Owner**: You are the study package coordinator for a course/component that has this study package in its structure
  - **Coordinator**: You are listed as a coordinator of this study package
  - **PE Coordinator**: You are listed as a coordinator for a course/component that has this study package in its structure
  - **Notify Owner Access Added**: A user has been given access to this study package

- **Notify Owner Access Removed**: A user has had their access removed from this study package
- **Has Access**: You have access to this study package
- **Access Added**: You have been given access to this study package
- **Access Removed**: Your access has been removed from this study package
- **PE has Access**: You have access to a course/component that has contains this study package in its structure
- **Domain**: You can action this study package
- **Permission**: You can action this study package on behalf of others