



Akari User Guide

Akari Curriculum Management

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Introduction

This user guide is 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

Staff from **Curtin Learning and Teaching** and **Student Services** that have been given administrator access to Akari will also need to refer to the **Akari Administrator Guide**.



Main Akari Screens

Accessing Akari

The Akari database is accessed via a weblink, and is supported for laptops or desktops with the following list of browsers.

- Chrome (last 2 stable releases)
- Safari (last 2 stable releases)
- Firefox (last 2 stable releases)
- Internet Explorer (Version 11 and Edge)

For optimum performance and compatibility, Akari Ireland recommend that you use the last stable release of Chrome.

Akari is not supported on tablets (IOS or Android) and will have only limited capabilities on these devices.

The **live** Akari environment is found at <https://akari.curtin.edu.au/curriculum/>

The **practice (test)** Akari environment is found at <https://test.akari.curtin.edu.au/curriculum/>

Users should be aware that the test environment is using for training and testing purposes only, and changes made in test will not be submitted or approved through the course approval workflow. Akari users should note that the test environment is not available off campus.

Akari Curriculum

237431C

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Remember Me

Sign in

[Forgot your password?](#)

Logging in

Staff Users

1. Enter your staff number and Alesco password
2. Click 'Log in'

Student Users

Student Representatives on the Faculty and University Courses Committees use their University Associate access within Akari

1. Enter your University Associate number and Alesco password
2. Click 'Log in'

Dashboard

The dashboard is the first screen that you will see when you log in to Akari. On this page, you will see links to the functionality that is available to you, including any units, courses or components that have been assigned to you.

If you do not see a link to the **Reports** menu, you have access to view Akari only. If you are a member of academic staff or provide support to academic staff in the creation and approval of curriculum, you will need to contact the CITS Service Desk and request **an upgrade in your user rights**. Approval from the Head of School (or equivalent) is required for new access.



Dashboard



Welcome to Curtin University's Curriculum Management System

The Curriculum Management System aims to provide quality assurance on the creation, manipulation and validation of the curriculum being taught, and to assist in the increasingly demanding process of course and unit design and quality assurance. Refer to the extended help text for assistance in using your dashboard.



Assigned Entities

Entity Type:

- 8 Recommended Units
- 4 Approved Units
- 2 Approved Components
- 1 Recommended Components
- 1 Recommended Courses
- 4 Approved Courses
- 1 Retired Courses

If you are listed as the coordinator or other staff member, your dashboard will always show a link to that study package, regardless of the approval status.



If you are also listed as an official reviewer/approver within the Faculty or Central workflows, your dashboard will also show study packages as they move through the approval process. Once a study package has been approved, it will be removed from your dashboard unless you are listed as the coordinator or other staff member.

Help Text

 Help text is provided for many of the data fields and screens available in the system. Extended help can be found by clicking the double arrow found below the help text (shown here on left). This will bring up a pop-up window containing additional information and or links that are relevant to each section.

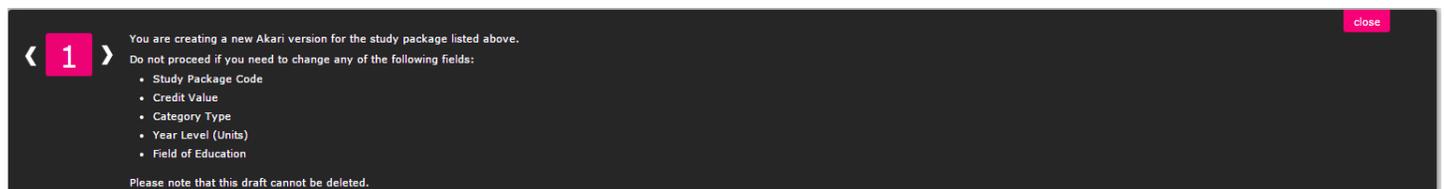
The dashboard help text contains a link to user guides and support materials. The materials in this link will be updated and maintained regularly.

Help text is maintained by the system administrator, on the advice of the Director of Course Quality, Craig Zimitat, and the Director of Student Administration, Megan Jenkinson. Please contact Craig or Megan if there are updates required to this help text.

Most of the in-system help text can be found within the editing screens. This text can be searched to assist with navigation; for example searching for the text OUA will help you identify and complete the additional fields required for Open Universities Australia. Use **CTRL-F** to Find text within each of the tabs.

Page Guides

Some of the Akari pages have “Page Guides” rather than help text to guide the users through the Akari screens. The page guide is retrieved by clicking on the “page guide” icon that appears to the right of the screen. This will bring up the page guide information, which users can navigate using the arrows. Data can still be entered into the screen if the page guide is displayed.



Akari Top Banner

The Akari Top Banner can be used to navigate through the Akari system.



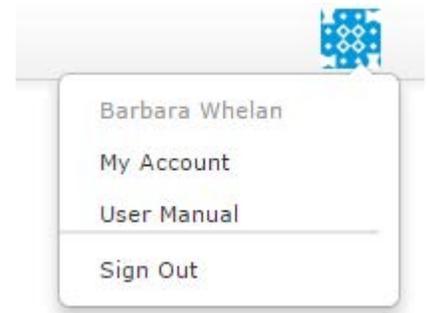
Banner Item	Description
Home	The home button will take you back to the dashboard
Units	Users can use the units menu to <ul style="list-style-type: none"> create a new unit from scratch navigate to the list of all of their units

	<ul style="list-style-type: none"> • search for all units
Components	<p>Users can use the components menu to</p> <ul style="list-style-type: none"> • create a new component (major/minor/stream/MOOC series) • navigate to the list of all of their components • search for all components
Courses	<p>Users can use the courses menu to</p> <ul style="list-style-type: none"> • create a new course • navigate to the list of all of their courses • search for all courses
Reports	<p>Additional reports for units and courses are found in this section. Individual unit and course reports are viewed and downloaded in the My Units (or courses or components)/All Units (or courses or components) screens</p>
Settings	<p>The Settings menu is available only to Administrators and Systems Administrators. It is used to maintain the Akari windows.</p>

My Account

There is a logo in the top-right of the dashboard which provides links to your account and the user manual. Staff can view details of their account and rights in Akari, but will not be able to make their user details in the My Account section.

Staff log out of the application using this menu.



Please do not use the user manual link in this section. User guides and support materials are found in the link on the dashboard.

Users update their personal email notification settings in the My Account section.

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**

Finding and Reporting on Study Packages

My Units (Assigned Entities)

Assigned entities are the study packages (courses, majors, minors, streams, units, theses, modules and/or MOOCs) that have been assigned to a particular user, as defined in the earlier section on the dashboard.



My Draft Courses My Approved Courses

3 records found

Code	Title	Version	Effective Date
OG-INTHL	Graduate Diploma in International Health (OpenUnis) <i>View this Course in previous delivery periods</i> <i>A new version of this Course exists</i>	2	April 1st 2016

Clicking on the links in the assigned entities section of the dashboard will bring up a list of all of your assigned study packages, as shown in the screenshot above. This screen can also be displayed by clicking on “My Units”, “My Components” or “My Courses” from the dashboard’s main tabs.

The assigned entities screen will display all of your assigned units, components or courses, depending on what type of study package was selected. The tabs at the top of the page will indicate the approval status of the study package.

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

Reports

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.

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

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

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.

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

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.

Automatic 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	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Coordinator of any parent entities • Systems Administrator
Additional staff are added to the unit or removed	<ul style="list-style-type: none"> • Unit Coordinator • Staff member added/removed
Draft unit is submitted	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed unit is reviewed	<ul style="list-style-type: none"> • Secretary of CC or nominee • Systems Administrator
Reviewed unit is recommended	<ul style="list-style-type: none"> • Systems Administrator
Endorsed unit is approved	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Coordinator of any parent entities • Systems Administrator
Recommended unit is approved	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Coordinator of any parent entities • Systems Administrator
Unit is reverted back to draft during approval process	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator
Unit is rejected during approval process	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator



Unit Deactivations

Type of Change	Who will be notified
Approved unit is submitted for deactivation	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Coordinator of any parent entities • Head of School (or nominee) for that owning area • Systems Administrator
Submitted deactivation is endorsed	<ul style="list-style-type: none"> • Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed deactivation is requested	<ul style="list-style-type: none"> • Secretary of CC or nominee • Systems Administrator
Requested deactivation is recommended	<ul style="list-style-type: none"> • Systems Administrator
Unit is deactivated	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator
Request for deactivation is rejected, and unit is returned to approved status	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator

Component Changes & Approvals

Type of Change	Who will be notified
New draft component is created	<ul style="list-style-type: none"> • Study package coordinator • Coordinator of any parent entities • Systems Administrator
Draft component is submitted	<ul style="list-style-type: none"> • Study package coordinator • Coordinator of any parent entities • Head of School (or nominee) for that owning area • Systems Administrator
Submitted component is endorsed	<ul style="list-style-type: none"> • Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed component is reviewed	<ul style="list-style-type: none"> • Secretary of CC or nominee • Systems Administrator
Reviewed component is recommended	<ul style="list-style-type: none"> • Systems Administrator
Endorsed component is approved	<ul style="list-style-type: none"> • Study package coordinator • Coordinator of any parent entities • Systems Administrator
Recommended component is approved	<ul style="list-style-type: none"> • Study package coordinator • Coordinator of any parent entities • Systems Administrator
Component is reverted back to draft during approval process	<ul style="list-style-type: none"> • Study package coordinator • Systems Administrator
Component is rejected during approval process	<ul style="list-style-type: none"> • Study package coordinator • Systems Administrator

Component Deactivations

Type of Change	Who will be notified
Approved component is submitted for deactivation	<ul style="list-style-type: none"> • Study package coordinator • Coordinator of any parent entities • Head of School (or nominee) for that owning area • Systems Administrator
Submitted deactivation is endorsed	<ul style="list-style-type: none"> • Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed deactivation is requested	<ul style="list-style-type: none"> • Secretary of CC or nominee • Systems Administrator
Requested deactivation is recommended	<ul style="list-style-type: none"> • Systems Administrator
Component is deactivated	<ul style="list-style-type: none"> • Study package coordinator • Systems Administrator
Request for deactivation is rejected, and component is returned to approved status	<ul style="list-style-type: none"> • Study package coordinator • Systems Administrator

Course Changes & Approvals

Type of Change	Who will be notified
New draft course is created	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator
Additional staff are added to the course	<ul style="list-style-type: none"> • Anyone listed in “other staff”
Draft course is submitted	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Head of School (or nominee) for that owning area • Systems Administrator
Submitted course is endorsed	<ul style="list-style-type: none"> • Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed course is reviewed	<ul style="list-style-type: none"> • Secretary of CC or nominee • Systems Administrator
Reviewed course is recommended	<ul style="list-style-type: none"> • Systems Administrator
Endorsed course is approved	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator
Recommended course is approved	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator
Course is reverted back to draft during approval process	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator
Course is rejected during approval process	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator

Course Deactivations

Type of Change	Who will be notified
Approved course is submitted for deactivation	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Head of School (or nominee) for that owning area • Systems Administrator



Type of Change	Who will be notified
Submitted deactivation is endorsed	<ul style="list-style-type: none"> • Dean of Learning & Teaching (or nominee) for that owning area • Systems Administrator
Endorsed deactivation is requested	<ul style="list-style-type: none"> • Secretary of CC or nominee • Systems Administrator
Requested deactivation is recommended	<ul style="list-style-type: none"> • Systems Administrator
Course is deactivated	<ul style="list-style-type: none"> • Anyone listed in “other staff” • Systems Administrator
Request for deactivation is rejected, and course is returned to approved status	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 <p>-----</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 <p>-----</p> <ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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 <p>-----</p> <ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Submission of draft course, component or unit • Approved course, component or unit submitted for deactivation
Dean of Learning & Teaching (or nominee)	<ul style="list-style-type: none"> • Course, component or unit is endorsed • Course, component or unit is endorsed for deactivation
Secretary of CC (or nominee)	<ul style="list-style-type: none"> • Course, component or unit is reviewed • Course, component or unit is requested for deactivation
Systems Administrator	<ul style="list-style-type: none"> • 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 requested • Deactivation of study package is recommended • Deactivation of study package is approved



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
 - **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
 - **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
 - **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

Making Changes and Creating New Study Packages

All changes to study packages require a new version on Akari, regardless of whether a new version is required in downstream systems. Some fields, such as Field of Education, are locked for editing from Version 2, and cannot be changed without creating a new study package code. These fields are identified in the upcoming section “Overview of editing screens.”

Creating new drafts of the same study package

Draft study packages can be created

- as a non-workflow change
 - Specific fields, such as OUA only fields, can be changed without triggering an approval process. If a non-workflow change is selected, only these fields will be editable.
- as an approved change
 - Changes that go through a faculty approval will have centrally approved fields locked for editing
 - Changes that go through a central approval will have both faculty and centrally approved fields open for editing, except where they are locked from version 2

Draft study packages can be edited by the study package authors, and submitted for approval through the formal approval processes.

Creating new drafts with a different user defined code

Draft study packages can be created with a different user defined code

- as a copy of an existing study package;
 - An existing study package is copied either when a locked field needs changing (such as changing the Field of Education) which would result in an administratively new study package, or when a new equivalent needs to be created (such as creating a new OUA version of an existing Curtin unit, or a postgraduate version of an existing undergraduate unit). All of the information will copy over from the existing record, and all should be checked and updated as required, prior to submission.
- as a new study package
 - Where a completely new study package needs to be created, it is recommended that staff create a new study package from scratch, rather than copying an existing study package.

Draft study packages can be edited by the study package authors, and submitted for approval through the formal approval process.

Deleting drafts

Study packages cannot be deleted after they have entered the approval process, so the ability to delete drafts has been turned off for Akari users. If a user wants to remove a draft study package that they own but no longer require, they should select “Reject this unit” or “Reject this course” from the editing screens or the actions to perform drop-down. Drafts should only be deleted if they are the first version of the study package code.

Data Entry Fields

The following types of data entry fields can be found in the editing screens. Some fields will be locked down for editing based on the system validation (see upcoming section).

Field Type	Description
Multi-select	Multi-select fields display as two side-by-side boxes. The left box shows all of the options that are available but not selected, and the right box shows all the options that apply to this study package. Use the single arrow to move a single item from one box to the other, and the double arrows to move all options from one box to the other.



Look-up	When you click into a look-up field, text will appear stating “Please enter 3 more characters...” Enter at least three characters to narrow down the options that appear in this field or enter %%% to bring up all options. More than one option can be selected in a look-up field. Extended help text will normally provide details on all of the available options in a look-up field.
Flag / Checkbox	A flag or checkbox is used to indicate simple Yes/No fields
Radio button	Radio buttons are available for where there is a choice of options, generally associated with long strings of text. Only one option can be selected for a radio button.
Free Text	Free text fields exist where strings of text can be entered. Formatting is not currently available for free text fields, due to the need to transfer to other systems.
Drop downs	Drop-downs are available for where there is a choice of options to be selected from a list. Only one option can be selected from a drop-down

Mapping of Data Entry Fields

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.

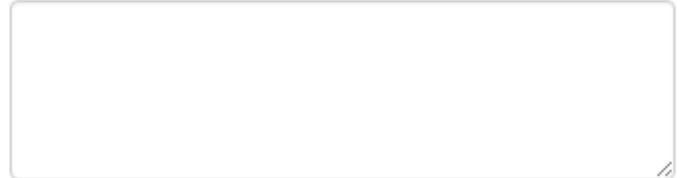
Assessment Classification Level 1	Assessment Classification Level 2	Assessment Classification Level 3	
Submission	Document	Text-based	
	File	Non-text-based	
	Object	Physical	
	Portfolio	Physical	
	Takehome Exam	Non-Invigilated	
	Link		Text-based
			Non-text-based
Electronic portfolio		Text-based	
		Non-text-based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

Assessment Classification Level 1	Assessment Classification Level 2	Assessment Classification Level 3
WIL-Practicum	Integrated knowledge-skills-behaviours	Performance Evaluation

Navigation & Configuration Tips

As Akari is accessed through a web browser, you can use some of your browser's functionality to help navigate, edit and configure your view.

Depending on your choice of browser, some text fields can be resized. To resize a text field, click on the double-lines shown in the bottom right hand corner and drag the box until it is the required size.



Configure your view using keyboard shortcuts

CTRL (+) +	Zoom in
CTRL (+) –	Zoom out
CTRL (+) 0	Return to 100% zoom

Configure your view using the mouse scroll wheel

CTRL (+) Scroll up	Zoom in
CTRL (+) Scroll down	Zoom out

Navigate using keyboard shortcuts

CTRL (+) F	Find a word on the currently opened tab
TAB	Move to the next form field
SHIFT (+) TAB	Move to the previous form field

System Validation

System validation is applied to guide changes and developments in system. System validation is applied at the point of submission, and will check to against several fields and data elements.

Units will be prevented from submission unless:

- All assessments add up to 100%
- The assessment breakdown matches the detailed assessment tasks
- Each assessment addresses at least one unit learning outcome
- Each learning outcome is assessed at least once
- Mandatory fields are completed
- The user defined code matches the system validation that is applied in Student One, including the year level (refer to the ***Study Packaging Coding and Naming Conventions***)

Courses and Components will be prevented from submission unless:

- The user defined code matches the system validation that is applied in Student One
- Mandatory fields are completed



Additionally, Courses and Components must have an approved version for all units before the course/component can be approved.

If you attempt to submit a change that does not meet the system validation requirements, an error message will be generated in the submission pop-up box.

Assessment breakdown must total 100%. It is currently 0%

Are you certain you want to set the status of this Unit to Submitted?

Business Rules

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.

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

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 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)



		<ul style="list-style-type: none"> • Further Information • Transitional Arrangements • Attributes (ELP <input checked="" type="checkbox"/>, 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 <input checked="" type="checkbox"/> • Student Requirements Notes • Collaboration with another institution \ominus • 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"> ○ Category Type (Assessment Classification Level 1) ○ Assessment Type ○ Assessment Description ○ Non-marked ○ % of total mark ○ Week Due ○ Learning Outcomes * ○ Supervision (Assessment Classification Level 2) ○ Medium (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 the most common delivery.	<ul style="list-style-type: none"> • Tuition Pattern Items <ul style="list-style-type: none"> ○ Delivery Type ○ Contact Type ○ Tuition Pattern Type ○ Tuition Pattern Description ○ Contact Hours ○ Frequency • Work Experience Indicator \ominus • Additional Workload Information

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"> • Instructional Method • 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 * ⊖ • Owning * & Teaching Organisations • Review Dates 🗓



		<ul style="list-style-type: none"> • 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 • On-campus Requirements



		<ul style="list-style-type: none"> • Intermediate Awards (Generic) • Award Pathway (Generic ) • Course Accreditation \ominus & 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	<ul style="list-style-type: none"> • Filter

	shows the constructive alignment between the Course Learning Outcomes and the Unit (and/or Component) Learning Outcomes	<ul style="list-style-type: none"> • Unit Code • Unit Title • Unit Version (Akari Version) • 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 screens.

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. 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 ☒ • Teaching Period ☒ • Attendance Mode ☒ • Load Category ☒ • Liability Category ☒ • Study Mode ☒
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 ☒ • Start Date ☒
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 *☒ • Status ☒ • Valid From *☒ • Renewal Date ☒ • Interim Date ☒ • Contact Person ☒ • Evidence ☒ • Notes ☒ • Location ☒



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.

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

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

Other Staff
Anne Clocherty, Parmvir Dod, Steven Feast, Dean Johnson, Truong Luu, Barbara Whelan, Mo Zhou [\[Edit\]](#)
Refer to extended help text ↗

Other Staff

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

[Add User..](#)
Refer to extended help text ↗

- 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
- Enter the **first** or **last name** or the **staff ID** of the relevant user in the search bar, and click **Add** to add them to the list of staff.

Add a user

Please search for the user(s) you want to add... [\(Close\)](#)

Search by Name/ID

Search Results (1)

Name	
Barbara Whelan 237431C	Add

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

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.

- Open the **Study Package Coordinator Update Window** and enter the appropriate **Study Package Code** or search for the relevant study package. Click **Retrieve**
- Enter the **Staff ID** of the relevant staff member in the column **Controller Staff ID**, on the same line as **Ownership**
- Click **Save**



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**

Name	Start Date	Edit
Anne Clocherty	11 January 2017	

Units - Entering Learning Outcomes

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:
 - 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.

Add Assessment

Category Type

Assessment Type

Assessment Description

Non-Marked

% of Total Mark

Week Due

Learning Outcomes* Please enter some learning outcomes on the Outcomes tab.

Supervision

Medium

Role

Pass / Fail

Assessor

Feedback Type

Work Integrated Learning

Assessment Difficulty

Central Admin

Language Proficiency



- 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
- 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

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%	

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

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

New Tuition Item

Delivery Type	<input style="width: 90%;" type="text" value="Full Time"/>
Contact Type	<input style="width: 90%;" type="text" value="Not Set"/>
Tuition Pattern Type	<input style="width: 90%;" type="text" value="Lecture"/>
Tuition Pattern Description	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
Contact Hours	<input style="width: 80%;" type="text"/>
Frequency	<input style="width: 90%;" type="text" value="Weekly (14 times)"/>

✕
✓

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.



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



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

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.

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

- 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.

Version	LO 1	LO 2	LO 3	LO 4	LO 5	LO 6	LO 7	LO 8	LO 9
1.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
1.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Link Learning Outcomes

from ACCT2003 Accounting Computer Packages

The Learning Outcome "apply principles of accounting, economics, information systems, statistic, law and behavioural science as they relate to reporting business activity" is supported by the following Unit Learning Outcomes:

- 1. demonstrate practical hands-on skills in the use of fully integrated computerised accounting package in a small business environment, CLO1, CLO5, T3
- 2. interpret, analyse, and solve different types of accounting problems in a computerised environment, and post transactions for a variety of business structures in order to produce financial statements and other analytical reports for management, CLO1, CLO2, CLO3, T4
- 3. demonstrate an understanding of the systems development life cycle, the strategic issues and risks associated with accounting software acquisition and IT investments, current and future trends in accounting software, and the principles of accounting software selections, CLO1, CLO2, T5
- 4. apply knowledge gained to assist management in the selection and implementation of an appropriate accounting software system, CLO1, CLO2, T3

Close

- 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.
- Click **Close** when finished
- 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
[Date Field]

Renewal Date
[Date Field]

Interim Date
[Date Field]

Contact Person
[Text Field]

Evidence
[Text Field]

Notes
[Text Field]

Location
[Text Field]

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		AACA
	Description	
1	Apply knowledge	<input checked="" type="checkbox"/>
2	think creatively	<input type="checkbox"/>

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

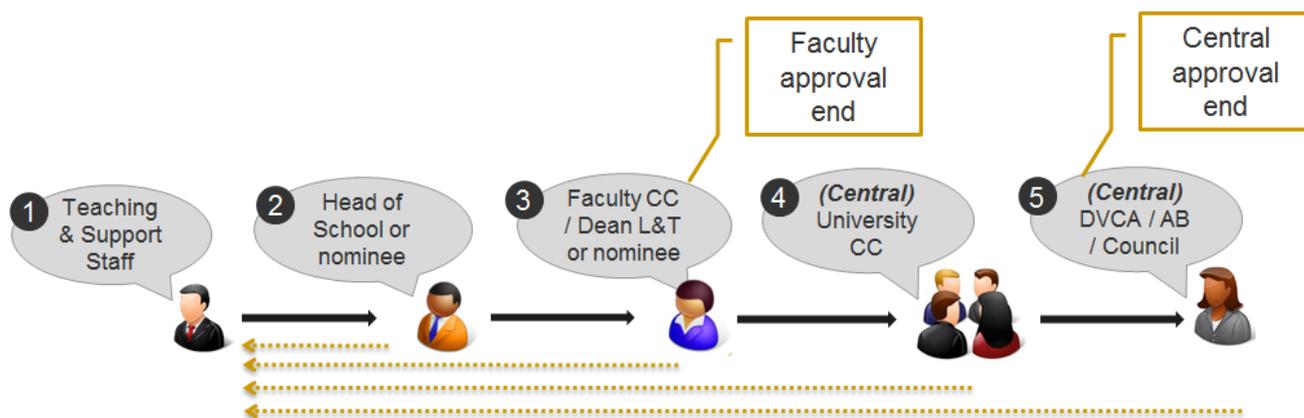
1. Go to the Awards tab and click on the final year
2. In the Year Award, select the relevant award type from the drop-down.
3. If the course is only available as an intermediate award (ie it is an exit award only), “Is Intermediate Award” should be changed to “Yes”.
4. Enter the course code and name 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**

Study Package Approval and Workflow

Once a draft study package has been fully populated, the study package is submitted for approval. There are two levels of approval, Faculty and Central, depending on the data field that is changed. Where a study package contains changes at a faculty and central level, the change must be submitted for central approval.





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

Approval Status (Central 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 recommends the study package. Users are advised to not reject study packages. When reverting to draft or recommending, 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. If a school committee or board has met to discuss and recommend the study package, this should be noted in this field.
Endorsed	Endorsed study packages 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 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. Points discussed at the Faculty Courses Committee should be noted in this field. Deans of Learning and Teaching are able to executively approve central changes if required. Please liaise with Courses Management to determine faculty processes.
Reviewed	Reviewed study packages 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 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 UCC representative 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. Points discussed at the University Courses Committee should be noted in this field.
Recommended	Recommended study packages 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 recommends 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 AB representative 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. Points discussed at the Academic Board should be noted in this field if applicable.
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

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.

Processes for Drafting and Collaborating

Drafts can be edited by all staff listed in the “Other staff” as well as the Study Package Coordinator. A staff member listed as the coordinator or in other staff is able to add additional contributors in the “Other staff section”, provided they are Curtin staff members or University Associates. External review and benchmarking is supported offline using the unit, course or component report.

More than one contributor is able to edit or add to a draft study package, though only one person can make a change at any one time. Additional contributors should be added to draft study packages to ensure that all relevant areas have reviewed the draft prior to submission (for example, admissions should be consulted on changes to the Course Entry Requirements).

If more than one contributor is involved in the drafting process (including when the drafts are reviewed by Director L&T prior to submission), notes to other contributors should be made in the “**Extra Information**” field on the final tab

in the editing screens. This field will display in the course, component and unit reports as “**Discussion Notes**”. Courses Management must add a note in the “**Administration Notes**” field prior to submission.

When a study package is ready for submission, the rationale for change must be entered in the pop-up that appears on submission. This rationale will be used for Faculty and Central courses committees and should include relevant information about what has changed and the reasons for this change. Include any additional information about stakeholder engagement and collaboration that is not already included in the extra information.

Processes for Review and Approval

Staff involved in the review process should compare the unit, course or component report from the newly submitted/changed study package with the previous version to determine what has changed. If a change is needed to a study package before it can be recommended for the next reviewer, the change should be reverted to draft. In the pop-up that appears, the reviewer should provide clear instructions about the changes required or the reasons for rejection. The draft study package can be changed by the coordinator or a member of other staff, and the change resubmitted for approval.

Deans of Learning and Teaching are able to executively approve Level 2 faculty changes, and hold over Level 1 faculty changes for the Faculty Courses Committee, depending on the nature of the change. Please liaise with Courses Management to determine faculty processes.

In some cases, study packages will be recommended by a school board rather than a Head of School. This should be indicated in the pop-up that appears when recommending or endorsing a study package.

Processes for OUA study packages

OUA study packages are not owned by the school/department that teaches them (or the school/department that owns the Curtin equivalent), so it is not possible for the Head of School or Dean of Learning and Teaching to action these directly in system. Administrative staff from Courses Management and/or Flexible Learning Support will process the changes in system as directed by the Head of School or Dean of Learning and Teaching. If recommending/approving a Curtin study package that has an OUA equivalent, please indicate in the status log that the OUA study package should be recommended/approved at the same time.

Offline Processes

There are several processes that will still occur offline.

- **Concept proposal** – Completely new study packages that will change the university’s educational profile still require a concept proposal to be approved by Senior Executive. This concept proposal is available from the Courses Management website and is submitted directly to the first available SET meeting by the Pro Vice Chancellor of the Faculty that is proposing the course. If approved, please send details through to Courses Management.
- **Business Case** – A Business Case is required for all new courses and major, and for reactivations of courses and majors. This Business Case is available from the Courses Management website and is approved outside of Akari, following the process outlined in the Course Approval and Quality Manual. If approved, please send details through to Courses Management.



- **Course Structure Form** – A Course Structure Form is needed in the short term to show changes to structures. This is available from the Courses Management website. It is anticipated that changes in upcoming releases will improve the User Experience in seeing course structure changes. Please refer to the CLT support site for updates.
- **OUA PIMS & EOI Forms** – Submission of changes to OUA study packages requires the completion of a separate PIMS form, available from the Courses Management website. If the course or unit is completely new, an Expression of Interest must also be completed. Please submit these to Flexible Learning Support by email OUA_PIMS_updates@curtin.edu.au

Actioning changes in system

The following steps should be undertaken to recommend or reject a study package, at each approval status.

Head of School Endorsement

1. The Head of School (or nominee) navigates to the “My submitted units” “My submitted components” and “My submitted courses” links on their dashboard

Assigned Entities

Entity Type:

- 14 Draft Units
- 1 Submitted Units
- 11 Recommended Units
- 47 Approved Units
- 3 Rejected Units
- 2 Draft Courses
- 1 Endorsed Courses
- 3 Approved Courses

2. Left click on each submitted unit, course and component to bring up to the action menu pop-up, and click either “view” or “download” to bring up the report

My Draft Units | My Submitted Units | My Recommended Units | My Approved Units | My Rejected Units

1 records found

UDC	Unit Name (Full) ▲	Version	Effective Date
MATH5000	Unit	2	January 1st 2017

- Set to Draft
- Set to Rejected
- Set to Recommended
- View Unit
- Edit
- Download Unit
- Copy This Unit
- Manage Coordinators
- View Status Log
- View Affiliated Courses
- Manage Availabilities

3. Look at the discussion notes and administration notes to see the rationale for change, and what consultation occurred during drafting. The specific changes should also be articulated in these sections.
4. If the changes should be recommended/endorsed, the Head of School or nominee clicks “Set to Endorsed”. They should indicate in the pop-up that appears any notes about the approval, including if the change should be sent to the Faculty Courses Committee or Executively signed off.
5. If there are further changes or clarification that the Head of School or nominee requires prior to recommending the change/development, they should click “Set to Draft”. In the pop-up that appears, indicate the specific changes that are required prior to recommendation.

Dean of Learning and Teaching Review

1. The Dean of Learning and Teaching (or nominee) navigates to the “My endorsed units” “My endorsed components” and “My endorsed courses” links on their dashboard
2. Left click on each endorsed unit, course and component to bring up to the action menu pop-up, and click either “view” or “download” to bring up the report

The screenshot shows a navigation bar with tabs: My Draft Units, My Submitted Units, My Recommended Units, My Approved Units, and My Rejected Units. Below the tabs, it says "1 records found". A table displays the following information:

UDC	Unit Name (Full) ▲	Version	Effective Date
MATH5000	Unit	2	January 1st 2017

An action menu is open over the 'Unit Name' column, listing the following options: Set to Draft, Set to Rejected, Set to Recommended, View Unit, Edit, Download Unit, Copy This Unit, Manage Coordinators, View Status Log, View Affiliated Courses, and Manage Availabilities.

3. Look at the discussion notes and administration notes to see the rationale for change, and what consultation occurred during drafting. The specific changes should also be articulated in these sections.
4. Depending on whether the change is faculty approved or centrally approved, the Dean of Learning and Teaching will either have the option to recommend (centrally approved) or approve (faculty approved) the changes
 - a. If the changes should be recommended, the Dean of Learning and Teaching or nominee clicks “Set to Reviewed”. They should indicate in the pop-up that appears any notes about the recommendation, including if the change was sent to the Faculty Courses Committee or Executively signed off.
 - b. If the changes should be approved, the Dean of Learning and Teaching or nominee clicks “Set to Approved”. They should indicate in the pop-up that appears any notes about the approval, including if the change was sent to the Faculty Courses Committee or Executively signed off.
5. If there are further changes or clarification that the Dean of Learning and Teaching or nominee requires prior to recommending or approving the change/development, they should click “Set to Draft”. In the pop-up that appears, indicate the specific changes that are required prior to recommendation.

Courses Committee Recommendation

1. The Chair or Secretary of Courses Committee searches for study packages at a status of “Reviewed” by navigating to All Units, All Courses or All Components, and Entering “Reviewed” in the Status



Search Units

Unit Name (Full)

Person Year Level

Status Effective Date

Unit Id UDC

Fields of Education Credit Value

Organisational Unit

- Left click on each reviewed unit, course and component to bring up to the action menu pop-up, and click either “view” or “download” to bring up the report

[Search Again](#)

1 records found

UDC	Unit Name (Full) ▲	Version	Effective Date	Status
ACCT3005	<ul style="list-style-type: none"> Set to Draft Set to Rejected Set to Recommended View Unit Edit Download Unit Copy This Unit Manage Coordinators View Status Log View Affiliated Courses Manage Availabilities 	1	July 1st 2017	Reviewed

- Look at the discussion notes and administration notes to see the rationale for change, and what consultation occurred during drafting. The specific changes should also be articulated in these sections.
- If the changes should be recommended, the Chair or Secretary of Courses Committee clicks “Set to Recommended”. They should indicate in the pop-up that appears any notes about the recommendation, including relevant minutes.
- If there are further changes or clarification that Courses Committee requires prior to recommending the change/development, the Chair/Secretary should click “Set to Draft”. In the pop-up that appears, indicate the specific changes that are required prior to recommendation.

Academic Board / DVCA Approval

- The Chair or Secretary of Academic Board searches for study packages at a status of “Recommended” by navigating to All Units, All Courses or All Components, and Entering “Recommended” in the Status

Search Units

Unit Name (Full)

Person Year Level

Status Effective Date

Unit Id UDC

Fields of Education Credit Value

Organisational Unit

[Search](#)

- Left click on each recommended unit, course and component to be actioned to bring up to the action menu pop-up, and click either “view” or “download” to bring up the report

[Search Again](#)

1 records found

UDC	Unit Name (Full) ▲	Version	Effective Date	Status
ACCT3005	<ul style="list-style-type: none"> Set to Draft Set to Rejected Set to Recommended View Unit Edit Download Unit Copy This Unit Manage Coordinators View Status Log View Affiliated Courses Manage Availabilities 	1	July 1st 2017	Reviewed

- Look at the discussion notes and administration notes to see the rationale for change, and what consultation occurred during drafting. The specific changes should also be articulated in these sections.
- If the changes should be approved, the Chair or Secretary of Academic Board clicks “Set to Approved”. They should indicate in the pop-up that appears any notes about the approval, including relevant minutes.
- If there are further changes or clarification that Academic Board/DVCA requires prior to approving the change/development, the Chair/Secretary should click “Set to Draft”. In the pop-up that appears, indicate the specific changes that are required prior to approval.

Managing approvals

If you have accidentally upgraded to a central workflow, you will not be able to downgrade back to a faculty-level workflow. Please indicate in the rationale that the wrong workflow was requested so that the final stages can be appropriately managed by Courses Management.



Akari Support and Training

The following support and training materials are available

CLT Support Site

The Curtin Learning and Teaching support site is the best first point of call if you have any problems. Visit http://clt.curtin.edu.au/teaching_learning_services/akari.cfm for more details. This site includes frequently asked questions and links to support and training materials that may help answer your questions.

Courses Management

Courses Management are available for one-on-one support to staff from all faculties. Visit http://clt.curtin.edu.au/teaching_learning_services/courses_management/cm_contact_us.cfm for contact details.

Systems Administration

Certain changes in-system can be made by the systems administrator, such as changes to in-system help text or the available options in drop-down menus. Please request these changes via the CITS Service Desk (ext 9000 or email Service.Desk@curtin.edu.au).

Akari Project Team

The Akari Project Team, part of the Digital Futures Project, is overseeing the development and implementation of the Akari curriculum management system over 2016/2017.

Support for Curriculum Development and Review

The following areas are still available to provide support on the development and review of curriculum in-system

- Teaching Support Coordinators/Officers
 - Teaching Support Coordinators and Officers will receive training in the use of the Akari system, and may be able to assist in the use of the system
- Course Review & Faculty English Language Developers
 - Course Review in Curtin Learning and Teaching and Faculty English Language Developers in the faculties may be able to assist with completing the academic elements of the curriculum, such as the constructive alignment of the assessments and unit learning outcomes

Troubleshooting

If you encounter a problem in Akari, don't panic.

1. Take a screenshot of any error message that you received
2. Document the steps that you took when you encountered the problem

3. Provide details on the study package that you were working on.

Provide these details in an email to either the CITS Service Desk or Courses Management, along with your contact details.

Known Issues

- If you cannot edit a field
 - Check the **Data Entry Overview** section to ensure that the field is not locked to a central workflow. If it is, upgrade the change to a central approval
 - Check the **Data Entry Overview** section to ensure that the field is not locked to administrators. If it is, contact Courses Management
 - Ensure that you haven't set the change to a non-workflow change. Click on the **Action menu pop-up** in the draft study package – if you have an option to **Set to Approved** you have selected a non-workflow change. Upgrade the change to a central approval
- If you cannot submit or approve a change
 - Refer to the earlier section on **System Validation** to determine if there are additional actions you need to take prior to submission
 - If you cannot see an option that you were expecting in the **Action Menu pop-up**, contact Courses Management
 - If you can see the option in the **Action Menu pop-up** but there is an error message generated, address the issues raised in the error message or take a screenshot of the error message and send it through to Courses Management to seek clarification.

Support Areas

- The CITS Service Desk (ext 9000 or email Service.Desk@curtin.edu.au) is the best first point of call if you have trouble logging in or with system speed and functionality. The Service Desk will triage the call to other relevant areas as required.
- The Akari Systems Administrator is able to make changes and updates to user rights and some system configurations, as well as troubleshooting issues that arise in system. Where the issue can not be resolved by systems administration, they will escalate the issue to Akari Ireland for resolution.
- Some known issues are already scheduled for development and release in 2017. Please refer to the CLT Support Site for information about the upcoming releases.
- Certain changes and issues, such as changing the names and locations of data fields or making changes to workflows, can only be made by Akari Ireland. Issues that cannot be resolved by Curtin staff will be escalated to Akari Ireland by the relevant areas – normal Akari users would not be expected to contact Akari Ireland directly.