



# How to Manage My Module Guide

## I Want to Create a Module

Log into  
<https://napier.akarisoftware.com/>  
and create a new  
module record

Enter  
Information  
for “Gate 1”  
Fields and  
submit for  
consideration

Once  
approved Enter  
Information for  
“Gate 2” Fields  
and submit for  
Consideration

Once  
approved Enter  
Information for  
“Gate 3” Fields  
and submit for  
Approval

School  
Quality  
Teams will  
manage  
through  
process to  
approval

[Watch 'Creating a new module' Video](#)

[See Overall Process Visual](#)

## I Want to Change a Module

Log into  
<https://napier.akarisoftware.com/>  
and navigate to  
your record

Select “Create  
New Version”  
then “Close” from  
3 dot menu  
against the  
module record

Make changes  
required in new  
version and  
submit for  
consideration

School Quality  
Teams will  
manage through  
process to  
approval

[Watch 'Making a Change to a Module' Video](#)

[See Overall Process Visual](#)

## I Want to Close a Module

Log into  
<https://napier.akarisoftware.com/>  
and navigate to  
your record

Select “Create  
New Version”  
then “Close”  
from 3 dot menu  
against the  
module record

Describe  
Rationale for  
closure and  
submit for  
consideration

School Quality  
Teams will  
manage through  
process to  
closure

[Watch 'Propose Closure of a Module' Video](#)

[See Overall Process Visual](#)

For further support information please visit the Curriculum Management Hub at this link [Support & Guidance \(napier.ac.uk\)](https://napier.ac.uk/support-and-guidance) or discuss your needs with your local Quality Team.



# How to Manage My Provision Guide

## I Want to Create a Provision

Log into  
<https://napier.akarisoftware.com/>  
and create a  
new provision  
record

Enter  
Information  
for "Gate 1"  
Fields and  
submit for  
consideration

Once approved  
Enter  
Information for  
"Gate 2" Fields  
and submit for  
Consideration

Once approved  
Enter  
Information for  
"Gate 3" Fields  
and submit for  
Approval

School  
Quality  
Teams will  
manage  
through  
process to  
approval

[Watch 'Create Provision' Video](#)

[See Overall Process Visual](#)

## I Want to Change a Provision

Log into  
<https://napier.akarisoftware.com/>  
and navigate to  
your record

Select "Create  
New Version"  
then "Close" from  
3 dot menu  
against the  
module record

Make changes  
required in new  
version and  
submit for  
consideration

School Quality  
Teams will  
manage through  
process to  
approval

[Provision change is similar to the Module change process](#)

[Watch 'Making a Change to a Module' Video](#)

[See Overall Process Visual](#)

## I Want to Close a Provision

Log into  
<https://napier.akarisoftware.com/>  
and navigate to  
your record

Select "Create  
New Version"  
then "Close"  
from 3 dot menu  
against the  
module record

Describe  
Rationale for  
closure and  
submit for  
consideration

School Quality  
Teams will  
manage through  
process to  
closure

[Provision close is similar to the Module close process](#)

[Watch 'Making a Change to a Module' Video](#)

[See Overall Process Visual](#)

For further support information please visit the Curriculum Management Hub at this link [Support & Guidance \(napier.ac.uk\)](https://napier.ac.uk/support) or discuss your needs with your local Quality Team.