

Paper Outlines – How To: Approvals

1. PURPOSE

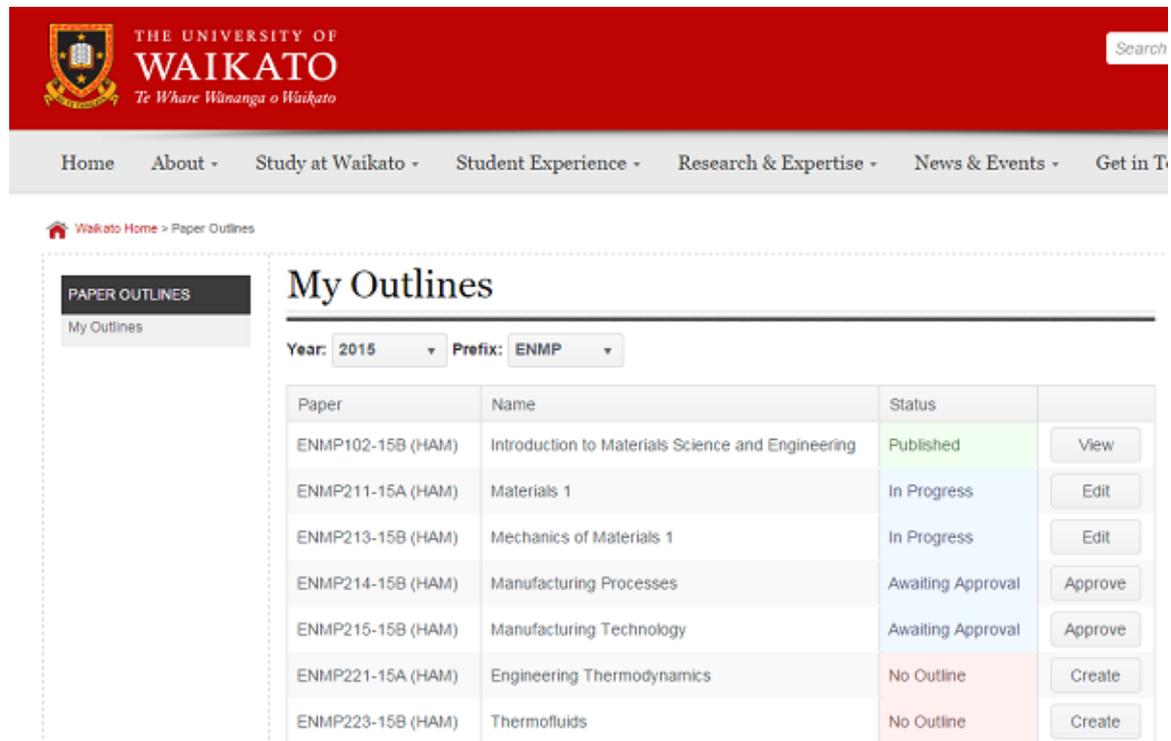
The Paper Outlines System is an online application which was created to provide a simple to use environment that would reduce time spent on the administration of paper outline related activities. It is designed to provide a centralised repository where outlines can be created, maintained, reviewed, presented and stored. It allows for outlines to be pre-populated with University-wide information to reduce the risk of duplication, increasing accuracy and improving consistency, while allowing for Faculty-specific information to be incorporated.

The system presents a condensed outline to those not enrolled in a paper, with the full outline available to students who are enrolled in the paper.

2. LOG IN

You can access the system at URL: <https://paperoutlines.waikato.ac.nz>

Once you have signed in, you will be taken to your initial My Outlines landing page, where you will be able to access all the paper outlines that you are associated with.



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My Outlines

Year: 2015 Prefix: ENMP

Paper	Name	Status	
ENMP102-15B (HAM)	Introduction to Materials Science and Engineering	Published	View
ENMP211-15A (HAM)	Materials 1	In Progress	Edit
ENMP213-15B (HAM)	Mechanics of Materials 1	In Progress	Edit
ENMP214-15B (HAM)	Manufacturing Processes	Awaiting Approval	Approve
ENMP215-15B (HAM)	Manufacturing Technology	Awaiting Approval	Approve
ENMP221-15A (HAM)	Engineering Thermodynamics	No Outline	Create
ENMP223-15B (HAM)	Thermofluids	No Outline	Create

The Status column shows you where in the process the outline is and the associated button shows you what actions you can take.

Click on the “Approve” button to access the paper outline. Paper outlines at View have been approved and published, those at Edit or Create have not yet been submitted for approval.

3. REVIEW

The paper outline will appear on your screen for you to review.

The screenshot shows a web interface for reviewing a paper outline. On the left is a sidebar with a 'PAPER OUTLINES' section containing 'My Outlines' and an 'OUTLINE' section with a list of menu items: Staff, Introduction, Paper Description, Paper Structure, Timetable, Learning Outcomes, Assessment, Topics, Schedule, Required and Recommended Readings, Online Support, Workload, Linkages to Other Papers, Paper Appraisal, Additional Information, Reference to University Regulations, Referencing Guidelines and Caution against Plagiarism, Health and Safety, Class Representation, and Complaints Procedures. The main content area is titled 'ENMP214-15B (HAM) Manufacturing Processes 10 Points'. It includes sections for 'Staff' (with a 'Convenors' sub-section listing Karla Buss with contact details), 'Introduction' (with a placeholder text), 'Paper Description' (with 'hjk'), 'Paper Structure' (with 'hjk'), and 'Timetable' (with a placeholder text). Below the timetable is a table of lectures:

Name	Time	Room
Lecture 1	Tue, 12:00 PM - 13:00 PM	MSB.1.01
Lecture 2	Wed, 15:00 PM - 16:00 PM	S.1.02

At the bottom right, there is a box titled 'ENMP214-15B (HAM) Awaiting Approval' with 'Decline' and 'Approve' buttons.

Once reviewed, the button at the bottom right-hand corner will allow you to either Approve or Decline the paper outline.

4. DECLINE

If you click on Decline you will be presented with the following message:

The screenshot shows a dialog box titled 'Decline Outline' with a close button (X). It contains a question mark icon and the text: 'Please provide a reason for DECLINING this paper outline. The paper outline will be returned to the paper convenor for further updates.' Below this is a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Link, Unlink, Table, and Insert. At the bottom of the dialog are 'Decline' and 'Cancel' buttons.

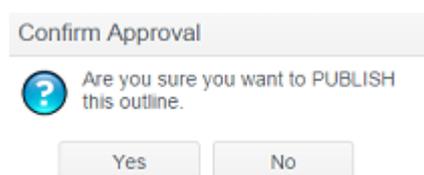
A clear reason is required as to why you are choosing not to Approve the outline at this time. Once you click Decline the paper's Status will change to Declined and an email notification will be sent to the staff associated with the outline. They will be able to Edit the outline again and once done, Submit for Approval.

The reason will be displayed at the top of the screen when the staff member go in to Edit the outline:



5. APPROVE

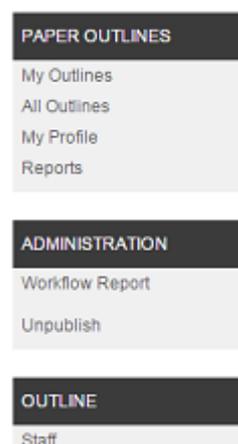
If you click on Approve you will be presented with the following message:



If you select Yes, the paper's Status will change to Published and will now be available for Viewing.

6. UNPUBLISH

You can Unpublish a paper outline as a result of unforeseen circumstances (such as an amendment to the assessment/exam ratio). This functionality can be found under the Administration heading in the left-hand column, while Viewing a paper outline.



Please Note:

Google Chrome is the preferred browser.

7. CONTENT OWNER

Academic Office, Office of the Vice-Chancellor

8. REVIEW DATE

October 2019