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. If you are a lecturer or convenor and require access to a paper that is not listed, contact your Department Administrator. Once they have associated you with the outline, it is an overnight process, so check the next day for access.
The Status column shows you where in the process the outline is and the Action button shows you what actions you can take, dependant on your role type. Click on the “Edit” or “Create” button to access the paper outline. Paper outlines at View have been approved and published.

3. CREATE

To begin editing a paper outline initially, you will need to click on the Create button and the Create New Paper Outline box will appear:

Create Outline For: ANTH520-16B (HAM)

Select the Template you wish to use from the drop-down list (as of Oct 2015 there is only one available for selection). If you wish to copy data from another outline, for instance, if you are going to use the same information from last year’s paper outline, you can elect to do this by ticking the box next to “Copy data from previous outline” and then select the outline from the drop-down lists and then click on Create.

4. EDIT

Once you are within the paper outline you can add or amend information as necessary.

Staff Module

To update click within the Staff module: Add the username of the staff member to the Username box, select role type from the drop-down box and click on Associate. Student tutors can be entered by using their student username.
Once added, convenors and lecturers have access to amend the outline (overnight process). While tutors and librarians can be listed on the outline, those with this role type, are not able to edit, but do have the ability to View the outline. Whether associated staff are displayed on the outline can be (de)selected through the Visible tick box. Convenors and lecturers can be removed from the outline by clicking on the x button.

**Staff Associations**

<table>
<thead>
<tr>
<th>Role</th>
<th>Username</th>
<th>Firstname</th>
<th>Surname</th>
<th>Visible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convener</td>
<td>kbuss</td>
<td>Karla</td>
<td>Buss</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**Introduction Module (optional)**

To update click within the Introduction module. The Introduction is optional and does not need to be completed:

**Paper Description Module**

To update click within the Paper Description module. This module is compulsory:

**Paper Structure Module**

To update click within the Paper Structure module. This module is compulsory:

**Timetable Module**

If there is timetable information held within the SMS (Student Management System), this will pre-populate the timetable module. If there is no pre-populated timetable information, you will need to add text into the first text box “Enter any general information you wish to advise the students about the timetable”.

If you have no tutorial, workshop, lab or studio timetable information these sections will be automatically hidden by the system and will not appear on the published outline.
Learning Outcomes

To update click in the red box within the Learning Outcomes module. This module is compulsory:

Once you have clicked within the module you will be presented with the Edit: Learning Outcomes box. Click on Create:

This will open the Create box where you will enter in your learning outcomes individually in the Title box and an optional Description. Click Save after each learning outcome and continue to Create until all learning outcomes have been entered.
To re-order learning outcomes, hover over the grey left-hand column until the cursor changes to the Move Pointer and then drag and drop. To delete learning outcomes click on the x.

Assessment

This section is where we explain about the internal assessment components for the paper. We do not need to include the final exam (if there is one) within the assessment components table.

There is an optional text-box available for you to enter any information with regards to the Assessment Components in the following table:

The assessment/exam ratio is pre-populated with information from the SMS:

To add assessment components click in the red box:
Once you have clicked within the module you will be presented with the Edit: Assessments box. Click on Create:

This will open the Create Assessment box where you will enter in your assessment components individually, by giving them a Component Description, Due Date, Percentage of Internal Mark, Submission Method (you can multi-select submission methods or select Other and enter free-text) and whether it is Compulsory. Compulsory indicates to the student that should they not complete that assessment item, they will IC the paper. The Description area is where you could add further descriptive information about the component which will display under the table. The Open Date and Mark Out Of boxes are optional and do not print on the outline. Open Date indicates when a particular assessment component is available to be started e.g. an online test. The Mark Out Of will automatically default to 100%. Click Save after each assessment component and continue to Create until all components have been entered.
As well as creating individual assessment components we have the ability to create Child components which count toward a Parent component. This is done through the Parent/Child Relationship section.

You need to first create your Parent Component, by selecting Parent Assessment from the drop-down list, adding a Component Description and selecting your calculation type (how the children will count towards the parent component). Note that the percentage of internal mark needs to be added to the Parent Component, not to the individual Children. Click Save.

Next create your Child Components by selecting Child Assessment from the drop-down list and selecting which assessment component is the Parent. Complete the fields and click Save.

Items within the Assessments Components table can be reordered by clicking on the Reorder button.

Once your assessment components have been created, you can link them to your learning outcomes.

Go back to the Learning Outcomes module, click on an item, then select (or multi-select) your assessment component(s) from the Assessments drop-down box:

Learning outcomes with linked assessment components will display as follows on the paper outline:
You can select a Reference Style by clicking within the module:

Select a Reference Style from the drop-box:

The next three modules - How Achievement Will be Measured, Assignment Submission and Collection Procedure and Process for Requesting Extensions modules are all free-text fields and are compulsory. Click within the modules to update information:

How achievement will be measured

Assignement submission and collection procedure

Process for requesting extensions, special consideration and for appealing marks

Topics

To update click in the red box within the Topics module. This module is compulsory:
Once you have clicked within the module you will be presented with the Edit: Topics box. Click on Create:

This will open the Create box where you will enter in your topics individually in the Title box and an optional Description. Click Save after each topic and continue to Create until all topics have been entered.

To re-order topics, hover over the grey left-hand column until the cursor changes to the Move Pointer and then drag and drop. To delete topics click on the x.

**Schedule**

The Schedule is optional. It has already been pre-populated with the week numbers and dates of the paper. The standard University Teaching Recess, Study Week and Exam Periods have also been pre-populated in the Schedule, however you can (de)select the non-teaching weeks as appropriate for your paper. If you wish to complete a Schedule you will need to click on the Week. This will open the Edit box:
Select (or multi-select) the topics you wish to insert into that week and/or add additional information that relates to that week’s work (you can also add additional information into non-teaching weeks):

<table>
<thead>
<tr>
<th>Course</th>
<th>University</th>
<th>Week Beginning</th>
<th>Topics</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>29</td>
<td>Mon 13 Jul</td>
<td>Topic 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>30</td>
<td>Mon 20 Jul</td>
<td></td>
<td>No lectures this week due to prior commitments</td>
</tr>
<tr>
<td>3</td>
<td>31</td>
<td>Mon 27 Jul</td>
<td>Topic 1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>32</td>
<td>Mon 03 Aug</td>
<td>Topic 2</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>33</td>
<td>Mon 10 Aug</td>
<td></td>
<td>Ensure you have read Chapter 2</td>
</tr>
</tbody>
</table>

**Required and Recommended Readings**

This section has been split into three modules, which are all free-text fields. There must be information in at least one of the modules. Click within the modules to update information:

**Required Readings**
Specify the required readings for this paper.

**Recommended Readings**
Specify the recommended readings for this paper.

**Other Resources**
Specify any other resources that students will benefit from accessing. You may like to include other learning resources such as online recordings etc.
Online Support

To update click within the Online Support module. This module is compulsory:

Online Support
Describe the nature, availability and method of access to any online resources or support e.g. Moodle, MyWeb.

Workload

To update click within the Workload module. This module is compulsory:

Workload
Indicate expected workload in terms of both contact hours (or time online) and hours for study and assessment per week. Points bear a direct relationship to workload, one point equals to approximately 10 hours' total work, so a student might expect to spend about 150 hours in total during a semester on a 15-point paper.

Linkages to Other Papers (optional)

To update click within the Linkages to Other Papers module. This module is optional:

Linkages to Other Papers
Note any linkages to other papers where the linkage is of importance.

Prerequisites, Corequisites, Equivalents and Restrictions will be pre-populated from the SMS.

Paper Appraisal

To update click within the Paper Appraisal module. This module is compulsory:

Paper Appraisal
Include information about the types of student feedback that were received in the previous year's student appraisals and indicate changes made in response to this feedback.

Additional Information (optional)

To update click within the Additional Information module. This module is optional:

Additional Information
Optional section for any additional information you would like to advise students.

The remaining modules have been pre-populated with University-wide information from SASD. There is also the opportunity for your Faculty-Wide Administrator to populate these sections with information that is consistent across your Faculty.
Once the outline is complete you will need to submit it to your Chairperson of Dept/Head of School for Approval. To do this you will need to click on the Submit for approval button at the bottom right-hand corner of the screen.

This will run a validation of the outline that ensures that all compulsory modules have been completed. If there is information missing the following message will appear in the middle of the screen:

Validation Failed

Can not submit the paper outline until all sections are complete
Once you click on OK the modules that are missing information will display at the bottom right-hand corner. You can click on each module’s name to be taken directly to it.

Once the modules are complete, click on Submit for approval again. If the outline passes the validation you will be presented with:

Once the outline has been submitted for approval to the Chair of Department/Head of School, it can be viewed, but can no longer be edited. The Chair of Department/Head of School will receive an email with a link to your paper outline. They can then click on the link, review the paper outline and either approve or request amendments. Once the outline is approved, it is Published and available for students to view.

Enrolled students and University of Waikato staff members will view the full outline, non-enrolled students will view a condensed outline made up of Staff Contact Details, Paper Description, Paper Structure, Learning Outcomes, Assessment/Exam Ratio, Assessment Components Table, Required and Recommended Readings, Online Support, Workload and Linkages to other Papers.
Please Note:

Google Chrome is the preferred browser.
Should you wish to print a copy of your outline before it has been approved, press Ctrl-P while in the outline.
When editing text within a module, the Enter/Return key creates a new paragraph. Shift + Enter/Return will create a new sentence on a new line.
Information, including tables can be copied from Word, however there can sometimes be unexpected formatting results. Be aware that there may be formatting changes, should you paste from other applications. Tables that contain merged cells will not display properly in the system.
If a paper has multiple-convenors, it will have to be decided outside of the system, who will review which outlines.
If pre-populated information from the SMS is amended, it will not be reflected on the paper outline until the following day.
Help information can be accessed from within each module, by clicking on the “i” icon at the top right-hand corner:

To enable the Spell-checker in Google Chrome, right-click in a module, then select Spell-checker options, then Language Settings:

5. CONTENT OWNER

Academic Office, Office of the Vice-Chancellor

6. REVIEW DATE

October 2019