Paper Outlines – How To: Recreate

1. PURPOSE

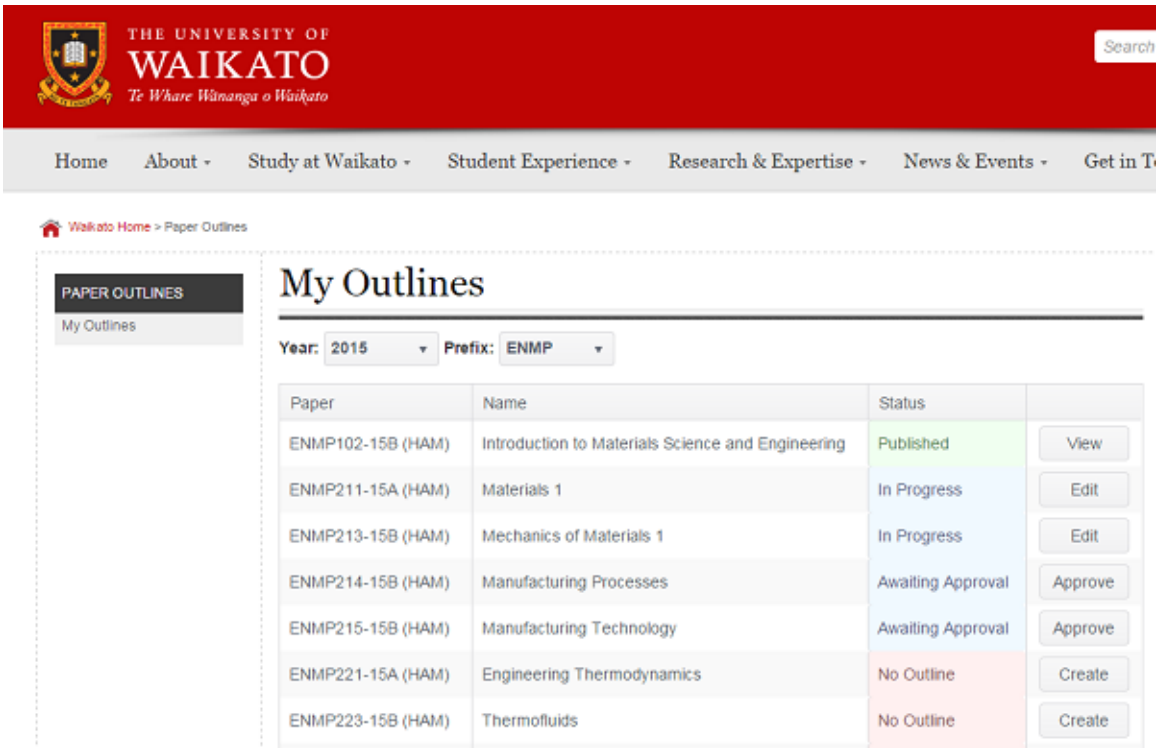
The Paper Outlines System is an online application which was created to provide a simple to use environment that would reduce time spent on the administration of paper outline related activities. It is designed to provide a centralised repository where outlines can be created, maintained, reviewed, presented 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.

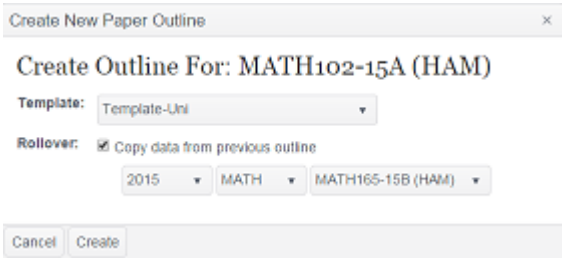
2. LOG IN

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 wish to create a paper outline based on another outline, when you click on create, the Create New Paper Outline pop-up box will display on the screen:

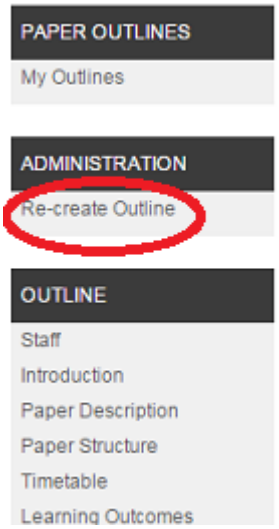


This functionality can be useful if you update information on one paper outline and wish to copy that over to another another outline e.g. copy a NET outline to an NTG outline.

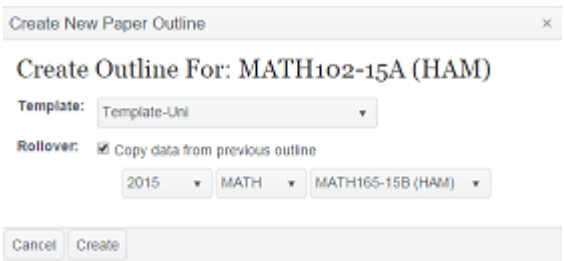
Tick in the box next to “Copy data from previous outline” and then select the outline from the drop-down lists.

Click on Create. This will pre-populate your outline with the data from the chosen outline.

If an outline has already been started and is at Edit. Go into the outline you wish to pre-populate with information and click on Re-create Outline from the left-hand column.



This will bring up the Create New Paper Outline pop-up box and you can now select the paper you wish to copy the data from. Please note that this will update **all** information on the outline.



Please Note:
If there are Assessment Components in the table of the outline you are copying information into, these will not be overwritten by those in the outline you are copying from. If you wish to have those assessment components replaced, you will need to delete them first and then copy the outline over. Assessment Component due dates do not copy over.

Google Chrome is the preferred browser.

3. CONTENT OWNER

Academic Offfice, Office of the Vice-Chancellor

4. REVIEW DATE

October 2019