

Paper Outlines – How To: Search

1. LOG IN

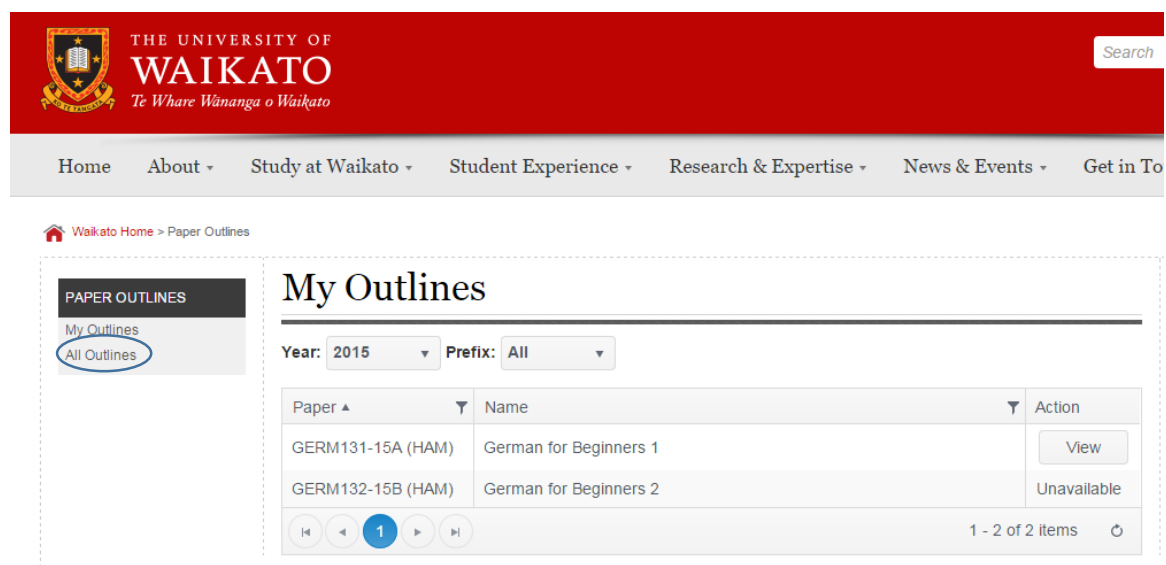
You can access the system at URL: <https://paperoutlines.waikato.ac.nz>

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 enrolled in.

View = Paper Outlines is approved/published and viewable by logged in students
Unavailable = Paper Outline is still in progress and will be published in due course

2. SEARCH

To be able to search for paper outlines across the university, click on the All Outlines link under the Paper Outlines header in the left-hand column:

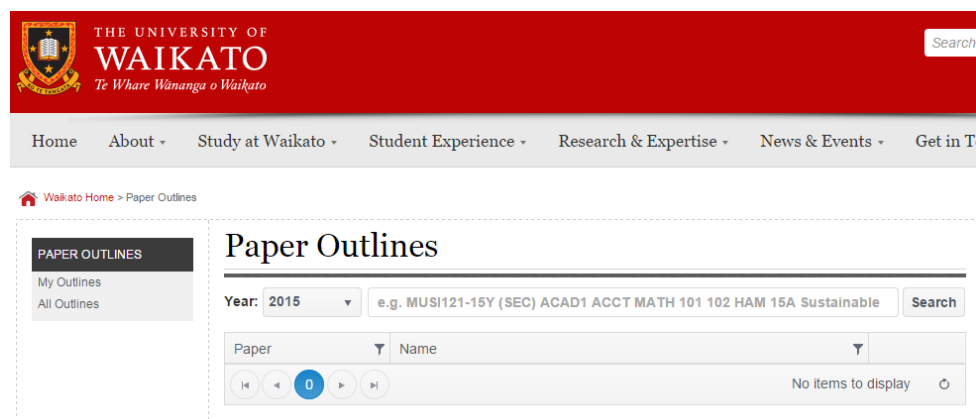


The screenshot shows the 'My Outlines' page. On the left, under 'PAPER OUTLINES', 'All Outlines' is selected. The main area has filters for 'Year: 2015' and 'Prefix: All'. Below is a table with two rows of results:

Paper	Name	Action
GERM131-15A (HAM)	German for Beginners 1	View
GERM132-15B (HAM)	German for Beginners 2	Unavailable

At the bottom of the table, it shows '1 - 2 of 2 items'.

You will be presented with the Paper Outlines page and a Search box:



The screenshot shows the 'Paper Outlines' page. On the left, under 'PAPER OUTLINES', 'All Outlines' is selected. The main area has filters for 'Year: 2015' and a search box containing 'e.g. MUSI121-15Y (SEC) ACAD1 ACCT MATH 101 102 HAM 15A Sustainable'. Below the search box is a table with one row:

Paper	Name

At the bottom of the table, it shows 'No items to display'.

3. SEARCH CRITERIA

There are a number of different ways to search for outlines.

Full paper occurrence codes will return those specific paper outlines e.g. ACAD101-16A (HAM) ECON599-16G (HAM):

Year: **2015**

Paper ▲	Name	
ACAD101-16A (HAM)	Academic Foundations	Unavailable
ECON599-16G (HAM)	Report of an Investigation	Unavailable

1 - 2 of 2 items

Partial paper codes will return all paper outlines that begin with the criteria entered e.g. ACAD MATH1 COMP20 (wild cards are not required):

Year: **2015**

Paper ▲	Name	
ACAD101-15A (HAM)	Academic Foundations	<input type="button" value="View"/>
ACAD101-15B (HAM)	Academic Foundations	Unavailable
COMP200-15A (HAM)	Computer Systems	Unavailable
COMP202-15B (HAM)	Computer Communications	Unavailable
COMP203-15A (HAM)	Programming with Data Structures	Unavailable
COMP204-15B (HAM)	Object-Oriented Program Design	Unavailable
MATH101-15A (HAM)	Introduction to Calculus	Unavailable
MATH101-15B (HAM)	Introduction to Calculus	Unavailable
MATH101-15C (HAM)	Introduction to Calculus	Unavailable
MATH101-15D (HAM)	Introduction to Calculus	Unavailable
MATH101-15S (HAM)	Introduction to Calculus	Unavailable
MATH102-15A (HAM)	Introduction to Algebra	Unavailable

Subject and paper codes can be combined to find multiple papers within a subject
e.g. ECON 200 202 204:

Year: 2015 Search

Paper ▲	Name ▼	
ECON200-15A (HAM)	Macroeconomics and the Global Economy	Unavailable
ECON200-15A (TGA)	Macroeconomics and the Global Economy	Unavailable
ECON200-15B (TGA)	Macroeconomics and the Global Economy	Unavailable
ECON200-15T (HAM)	Macroeconomics and the Global Economy	Unavailable
ECON202-15A (HAM)	Microeconomics and Business Economics	Unavailable
ECON204-15B (HAM)	Quantitative Methods for Economics and Finance	Unavailable
ECON204-15B (TGA)	Quantitative Methods for Economics and Finance	Unavailable
ECON204-15S (HAM)	Quantitative Methods for Economics and Finance	Unavailable
ECON204-15T (HAM)	Quantitative Methods for Economics and Finance	Unavailable

1 - 9 of 9 items

Words can be entered which will search paper titles as well as subject titles e.g. Human:

Year: 2015 Search

Paper ▲	Name ▼	
BIOL580-15A (HAM)	Human and Applied Microbiology	Unavailable
BIOL585-15B (HAM)	Human Genetics	Unavailable
COMP325-15B (HAM)	Human-Computer Interaction	Unavailable
COMP325-15B (TGA)	Human-Computer Interaction	Unavailable

Locations or semester codes can refine your search. You can use a location code or the full location term e.g. HAM, TGA or Hamilton, Tauranga, Wintec, Online, Internet and/or semester code 16A or 16S:

Year: 2015 Search

Paper ▲	Name ▼	
ACCT224-15A (TGA)	Legal Issues in Business and E-Commerce	Unavailable

1 - 1 of 1 items

NOTE Paper Codes are case sensitive for the best result use UPPER CASE

4. CONTENT OWNER

Academic Office, Office of the Vice-Chancellor

5. REVIEW DATE

August 2019