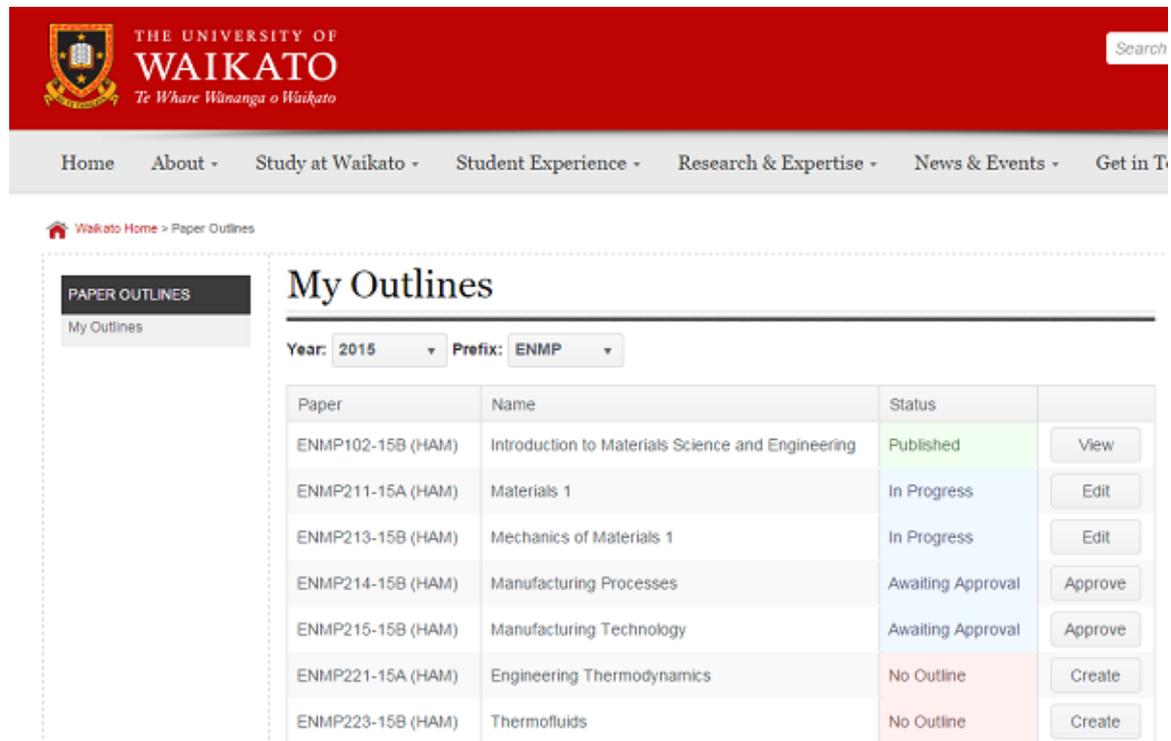# Paper Outlines – How To: Approvals

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.

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.

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:

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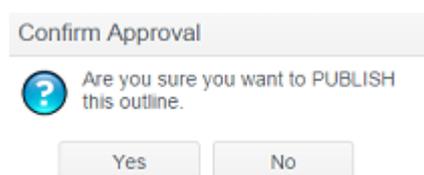
If you select Yes, the paper's Status will change to Published and will now be available for Viewing.

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.
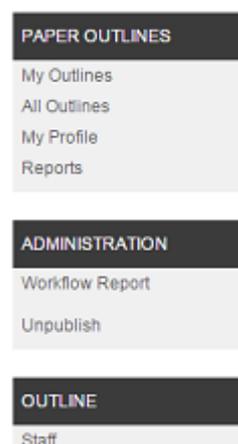
Please Note:
Google Chrome is the preferred browser.

7.   CONTENT OWNER

Academic Offfice, Office of the Vice-Chancellor

8.   REVIEW DATE

October 2019