

Paper Outlines – How To: Edit/Create

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.

PAPER OUTLINES

- My Outlines
- All Outlines
- My Profile

My Outlines

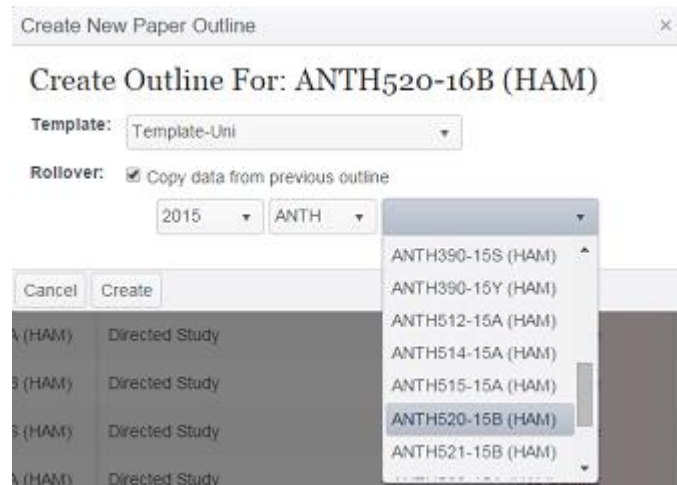
Year: 2016 ▼ Prefix: ANTH ▼

Paper ▲	Name	Status	Action
ANTH101-16A (HAM)	Exploring Cultures: Introduction to Anthropology	Unpublished	<input type="button" value="Edit"/>
ANTH102-16B (HAM)	New Zealand and the Pacific	In Progress	<input type="button" value="Edit"/>
ANTH201-16A (HAM)	Ethnicity and Identity	Published	<input type="button" value="View"/>
ANTH202-16B (HAM)	Polynesia and Its Peoples	In Progress	<input type="button" value="Edit"/>
ANTH206-16S (HAM)	Food, Taste, Cuisine: Origins and Transformations	Unpublished	<input type="button" value="Edit"/>
ANTH260-16B (HAM)	Special Topic	In Progress	<input type="button" value="Edit"/>
ANTH300-16A (HAM)	Culture and Power in the Pacific	In Progress	<input type="button" value="Edit"/>
ANTH301-16B (HAM)	Anthropological Thought and Practice	Published	<input type="button" value="View"/>
ANTH325-16T (HAM)	Maori Heritage Management	In Progress	<input type="button" value="Edit"/>
ANTH360-16A (HAM)	Special Topic	In Progress	<input type="button" value="Edit"/>
ANTH390-16A (HAM)	Directed Study	In Progress	<input type="button" value="Edit"/>
ANTH390-16B (HAM)	Directed Study	In Progress	<input type="button" value="Edit"/>
ANTH390-16S (HAM)	Directed Study	In Progress	<input type="button" value="Edit"/>
ANTH390-16Y (HAM)	Directed Study	In Progress	<input type="button" value="Edit"/>
ANTH515-16A (HAM)	Ethnographic Research	No Outline	<input type="button" value="Create"/>

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:



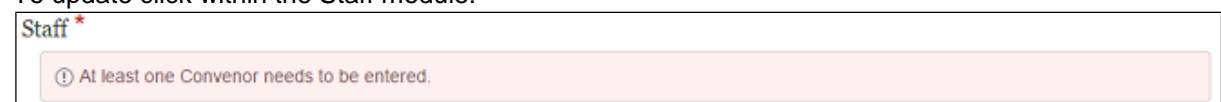
Select the Template you wish to use from the drop-down list (as of Oct 2015 there is only one available for selection). If you wish to copy data from another outline, for instance, if you are going to use the same information from last year’s paper outline, you can elect to do this by ticking the box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

4. EDIT

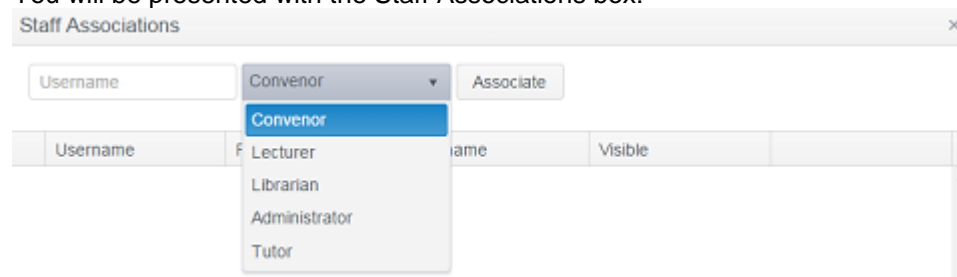
Once you are within the paper outline you can add or amend information as necessary.

Staff Module

To update click within the Staff module:



You will be presented with the Staff Associations box:



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 ✕

Username	Firstname	Surname	Visible	
Role: Convenor				
kbuss	Karla	Buss	<input checked="" type="checkbox"/>	<input type="button" value="✕"/>

Introduction Module (optional)

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

Introduction

This space is available should you wish to include an introduction to the paper.

Paper Description Module

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

Paper Description*

Provide an overview of the paper.

Paper Structure Module

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

Paper Structure*

Describe whether taught through lectures, tutorials, seminars, internet and advise of any additional off campus events such as field trips or marae visits etc. Give details about rooms, streaming arrangements and the use of online tools such as Panopto, Moodle or MyWeb.

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.

Timetable*

Enter any general information you wish to advise the student about the timetable. Include information about off campus visits or events such as field trips or marae visits etc.

Lectures

Name	Time	Room
Lecture 1	Mon, 09:00 AM - 11:00 AM	I.1.09 
Lecture 2	Thu, 09:00 AM - 11:00 AM	K.3.10 

Enter any lecture information you wish to advise the student.

Tutorials

No Tutorial data found for this outline.

Enter any tutorial information you wish to advise the student.

Workshops

No Workshop data found for this outline.

Enter any workshop information you wish to advise the student.

Labs

No Lab data found for this outline.

Enter any lab information you wish to advise the student.


Studios


No Studio data found for this outline.

Learning Outcomes

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

Learning Outcomes*

Staff are encouraged to approach the [Teaching Development Unit \(TDU\)](#) for assistance with the construction of learning outcomes. TDU have produced a booklet an [Introduction to Course Design](#)  which includes information on aligning learning outcomes with assessment tasks and graduate profiles of qualifications.

 Paper learning outcomes indicate the content, intellectual attributes, competencies, skills and dispositions that it is intended students will acquire by the end of the paper. Learning outcomes will usually describe a combination of paper content and particular ways of engaging with that content. Enter your papers learning outcomes here.

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

Edit: Learning Outcomes ⓘ ×

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.

x

Title * (max length 255 chars)

Description (optional)

B I U ≡ ≡ ↔ ↔ ≡ ≡ ✎

Cancel
Save

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:

<p>Assessment*</p> <p><i>Enter any general information you wish to advise the student about the assessment components.</i></p>

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

<p>Internally Assessed Components*</p> <p>The internal assessment/exam ratio (as stated in the University Calendar) is 1:0. There is no final exam.</p>
--

To add assessment components click in the red box:

ⓘ
At least one Assessment Component needs to be entered

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

Edit: Assessments ⓘ ×

Create Reorder

Component Description	Due Date	Time	Percentage of internal mark	Submission Method	Compulsory	
No records to display						

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.

Create Assessment ×

Component Description:

Due Date: No set time Set time

Percentage of Internal mark:

Submission Method:

Is Compulsory:

Description:

B I U ☰ ☰ ↔ ↔ ☰ ✎

Parent/Child Relationship:

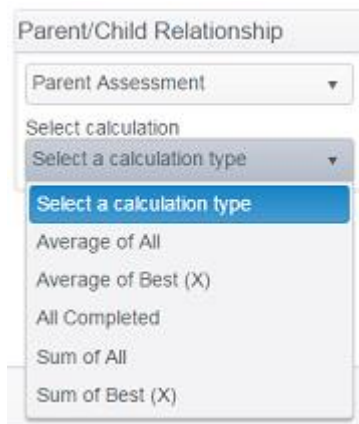
Open Date: No set time Set time

Open Date and Mark Out Of are optional fields, unless you have been directed to complete them. They will not appear on a Published outline. Open Date refers to when a resource will be available e.g. an online test. Mark Out Of defaults to 100%.

Cancel Save

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.



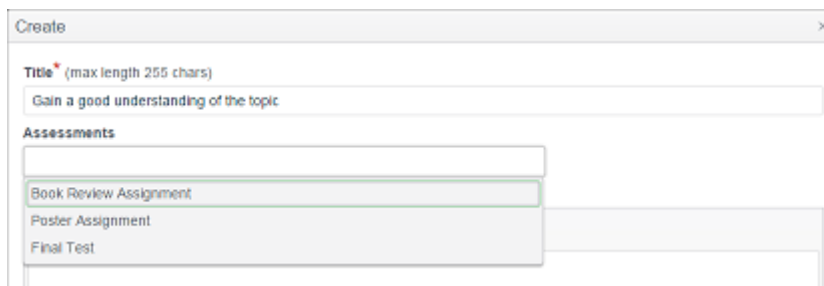
The screenshot shows a form titled "Parent/Child Relationship". It has a dropdown menu set to "Parent Assessment". Below it is a section "Select calculation" with a dropdown menu currently showing "Select a calculation type". The dropdown menu is open, listing the following options: "Average of All", "Average of Best (X)", "All Completed", "Sum of All", and "Sum of Best (X)".

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:

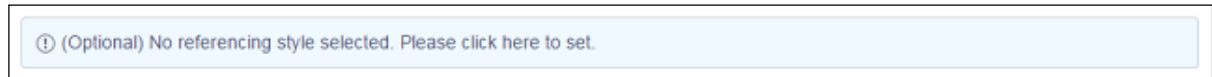


The screenshot shows a "Create" form for a learning outcome. It has a "Title" field with a red asterisk and "(max length 255 chars)". The title text is "Gain a good understanding of the topic". Below the title is an "Assessments" section with a dropdown menu. The dropdown menu is open, showing a list of assessment components: "Book Review Assignment", "Poster Assignment", and "Final Test".

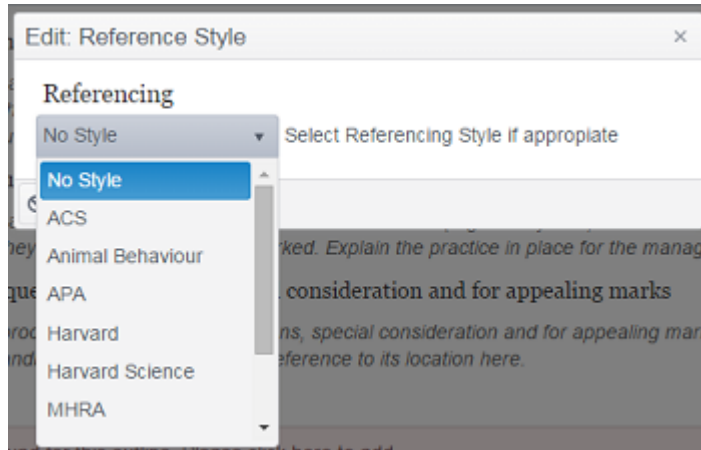
Learning outcomes with linked assessment components will display as follows on the paper outline:

- Gain a good understanding of the topic
 - Linked to the following assessments:
 - 1. Book Review Assignment

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*

Explain how achievement will be measured e.g. grading schedule. If detailed grading schedules will be distributed with specific assignments, summarise the overall measure of achievement in the paper. If further information is held elsewhere, such as webpage, handbook, lab manual, include reference to its location here.

Assignment submission and collection procedure*

State where and/or how the assignments are to be submitted (e.g. via MyWeb, Moodle or in hard copy), the expected turnaround time and where/how they may be collected once marked. Explain the practice in place for the management of assessment deadlines.

Process for requesting extensions, special consideration and for appealing marks*

Explain the process for requesting extensions, special consideration and for appealing marks. If the information is held elsewhere, such as webpage, handbook, lab manual, include reference to its location here.

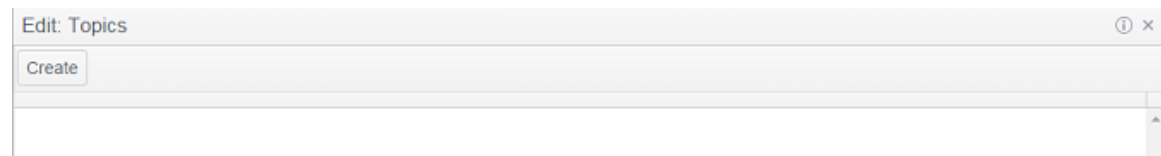
Topics

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

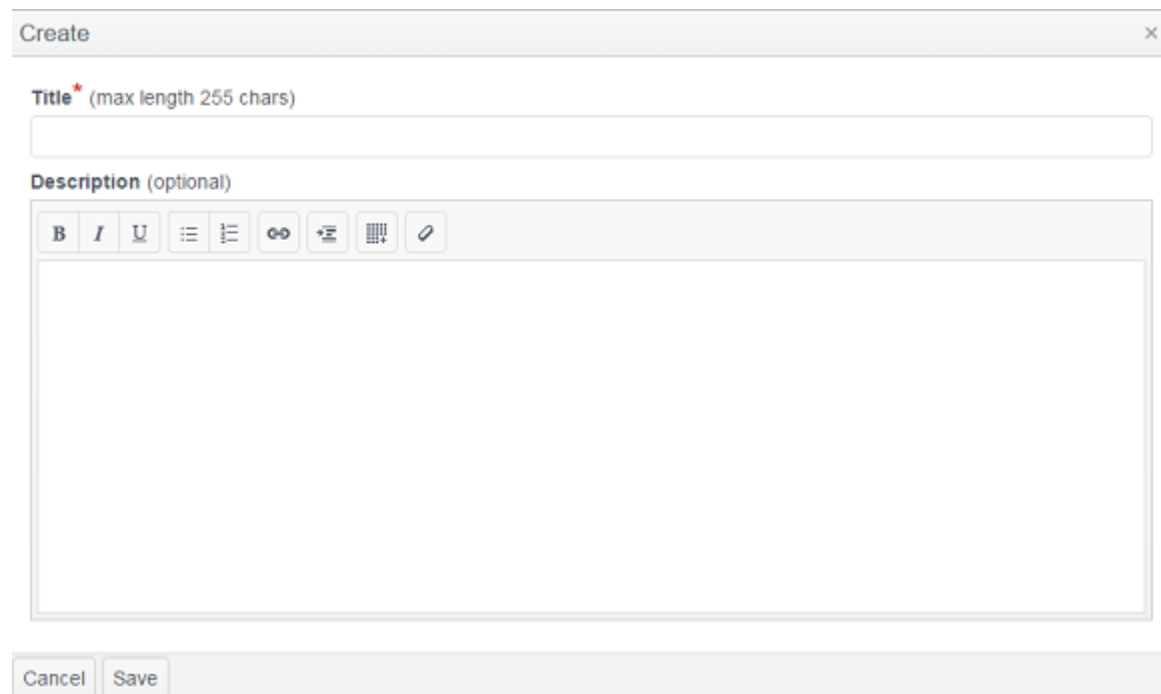
Topics*

ⓘ At least one Topic needs to be entered.

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



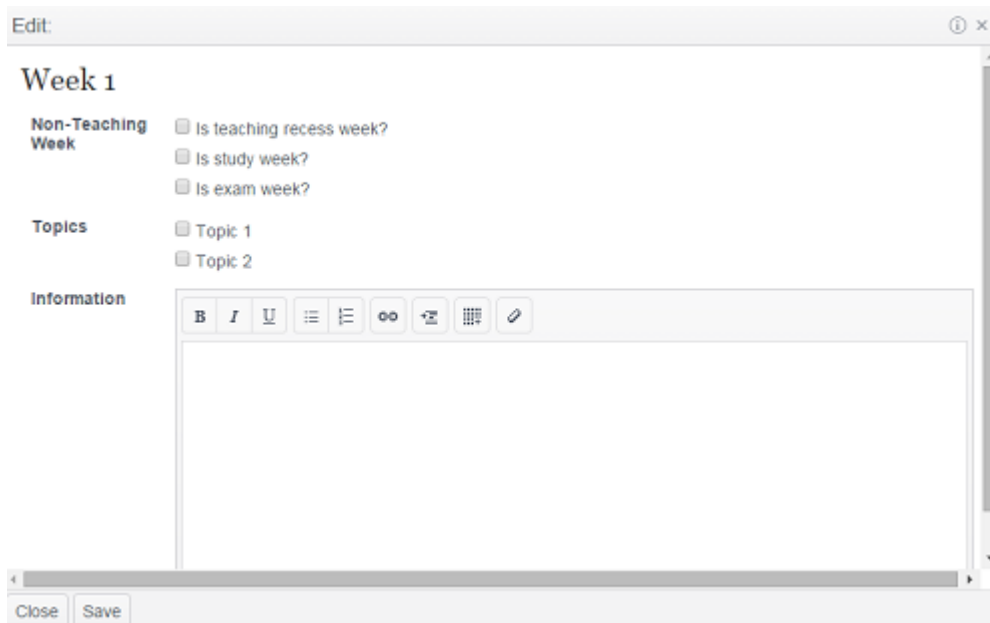
This will open the Create box where you will enter in your topics individually in the Title box and an optional Description. Click Save after each topic and continue to Create until all topics have been entered.



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):

Week		Week Beginning	Topics	Additional Information
Course	University			
1	29	Mon 13 Jul	• Topic 1	
2	30	Mon 20 Jul		No lectures this week due to prior commitments
3	31	Mon 27 Jul	• Topic 1 • Topic 2	Ensure you have read Chapter 2
4	32	Mon 03 Aug		
5	33	Mon 10 Aug		

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 and Recommended Readings*

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 equates 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.

Reference to University Regulations

Your attention is drawn to the following regulations and policies, which are published in the University Calendar:

- [Assessment Regulations 2014](#)
- [Change of Enrolment Regulations 2012](#)
- [Computer Systems Regulations 2005](#)
- [Policy on the Use of Māori for Assessment](#)
- [Ethical Conduct in Human Research and Related Activities Regulations 2008](#)
- [Student Research Regulations 2008](#)

Referencing Guidelines and Caution against Plagiarism

Plagiarism means presenting as one's own work the work of another, and includes the copying or paraphrasing of another person's work in an assessment item without acknowledging it as the other person's work through full and accurate referencing; it applies to assessment (as defined in the Assessment Regulations presented through a written, spoken, electronic, broadcasting, visual, performance or other medium. The Student Discipline Regulations are found in the online Calendar and further information at the Student Discipline Website. The [Library](#) and [Student Learning](#) are valuable resources to assist you with your studies at the University.

Health and Safety

In the event of the continuous sounding of sirens or ringing of alarms, all occupants of the building must evacuate in an orderly and timely manner by the nearest exit to an area away from the building and clear of the roadway. They should not attempt to carry cumbersome equipment and personal belongings. The building cannot be re-entered until the all clear is signalled by the Fire Service or Building Warden. Lifts must not be used during an evacuation.

Sitting at your computer for long periods has the potential to impact on your physical wellbeing. Careful attention should be paid to seating and the height of your desk so that your feet are able to sit flat on the floor and your elbows, hips and knees are at right angles.

It is suggested that regular breaks are taken and activities are alternated to avoid staying in one position for too long.

If you hear a siren from the emergency blue boxes placed around campus, listen and follow the instructions carefully.

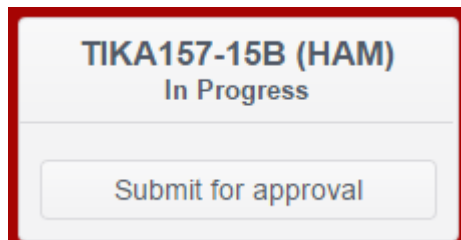
Class Representation

The University's Class Rep Administrator can be contacted on 837 9312 or email address: student.reps@waikato.ac.nz. Further information can be found at the [Class Rep Website](#).

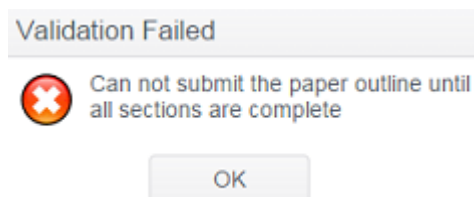
Complaints Procedures

The [Student Complaints Procedures Website](#) provides details of the University's process for handling concerns and complaints.

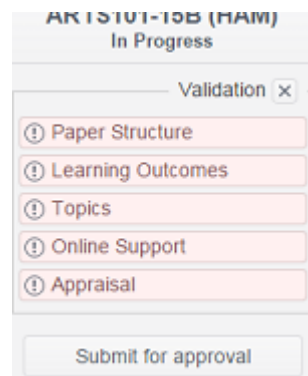
Once the outline is complete you will need to submit it to your Chairperson of Dept/Head of School for Approval. To do this you will need to click on the Submit for approval button at the bottom right-hand corner of the screen.



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:



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.




AK13101-15B (HAM)
In Progress

Validation x

- Paper Structure
- Learning Outcomes
- Topics
- Online Support
- Appraisal

Submit for approval

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



Confirm Submission

Are you sure you want to submit this paper outline for approval to your Chair of Dept/Head of School?

Yes No

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.

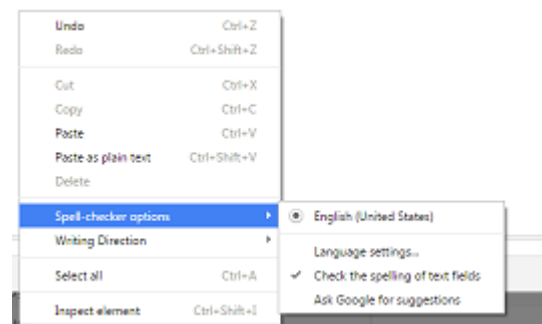
If a paper has multiple-convenors, it will have to be decided outside of the system, who will review which outlines.

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:

Edit: Additional Assessment Information 

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