Paper Outlines – How To: Search

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 and for University of Waikato staff members.
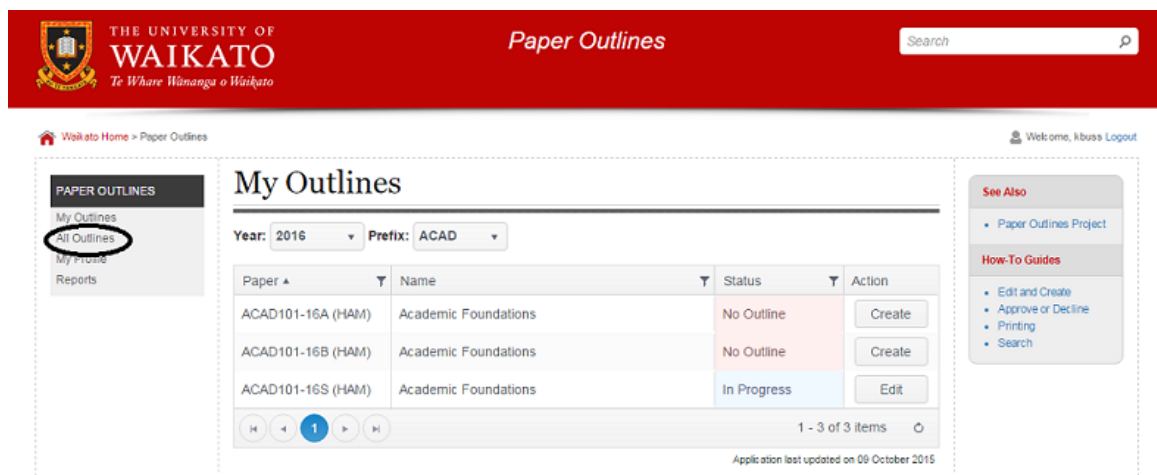
2. LOG IN

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.

3. 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:

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

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4.   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: 2016 ▼	ACAD101-16A (HAM) ECON599-16G (HAM)		Search
Paper ▲ ▼	**Name** ▼	**Status** ▼	
ACAD101-16A (HAM)	Academic Foundations	In Progress	Edit
ECON599-16G (HAM)	Report of an Investigation	No Outline	
⏮ ◀ **1** ▶ ⏭		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 ▼	ACAD MATH1 COMP20		Search
Paper ▲ ▼	**Name** ▼	**Status** ▼	
ACAD101-15A (HAM)	Academic Foundations	Published	View
ACAD101-15B (HAM)	Academic Foundations	Awaiting Approval	Approve
COMP200-15A (HAM)	Computer Systems	No Outline	
COMP202-15B (HAM)	Computer Communications	In Progress	Edit
COMP203-15A (HAM)	Programming with Data Structures	No Outline	
COMP204-15B (HAM)	Object-Oriented Program Design	In Progress	Edit
MATH101-15A (HAM)	Introduction to Calculus	In Progress	Edit
MATH101-15B (HAM)	Introduction to Calculus	In Progress	Edit
MATH101-15C (HAM)	Introduction to Calculus	In Progress	Edit
MATH101-15D (HAM)	Introduction to Calculus	No Outline	

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

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

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:

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

5.   CONTENT OWNER

Academic Offfice, Office of the Vice-Chancellor

6.   REVIEW DATE

August 2019

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