

# Paper management training manual

## How to use this training manual

This training manual outlines the paper management process and explains how to use the paper management tool in eVision. It will also help with navigating the existing training materials on blackboard. Please note that your access will be enabled loaded once the training is complete so you will not be able to follow all the step by step instructions in sections 2, 4, and 6 until your access is active.

### For veteran users

If you have completed paper management in the last two years then you do not need to review this document in its entirety. Skip to sections 7 and 8 then email [ae.info.collection@otago.ac.nz](mailto:ae.info.collection@otago.ac.nz) to confirm that you have access to the paper management tool.

### For new users

Please read this document then complete the 'Reviewer eLearning module' on blackboard. Log into blackboard then select 'EV\_TRAIN eVision Training'. Then select 'Paper Management' and the module will be located in the list. once you have completed the module, an email request for access to paper management will be automatically generated. You will also need to apply for access to the paper management tool in eVision via 'My access' on your eVision home page. Departmental staff should apply for access to 'Paper information Capture – Review'.

### Training materials on blackboard

If you would like to access this training in a different format then there are other materials available on blackboard under 'EV\_TRAIN eVision Training'. You can view the recorded 2020 training presentation and download the presentation slides. There is also a link to the paper management process for staff page which contains helpful information. Please note that you will still need to review sections 7 and 8 of this training manual.

## Important deadlines

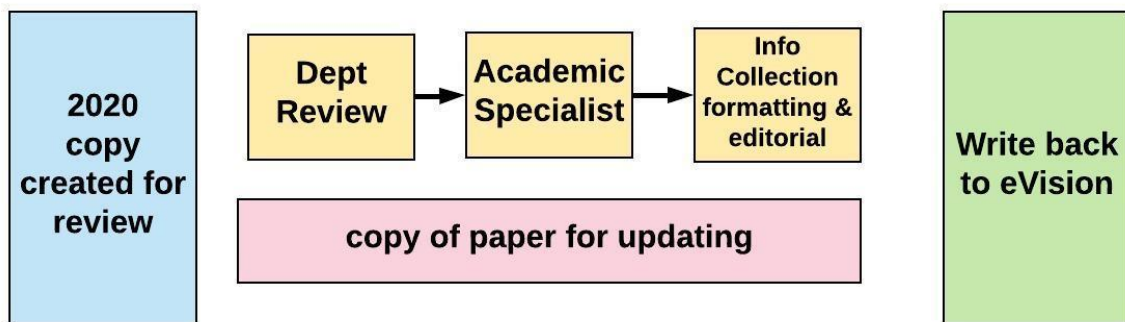
The deadlines for paper management in 2020 to return information for 2021 are:

Date	Activity
20 April	Paper management process opens
<b>8 May</b>	<b>Guide to Enrolment Information due, Supplementary for SS and Distance Learning due</b>
<b>12 June</b>	<b>Supplementary for all remaining papers due</b>

## 1 What is the paper management process?

Paper management is a university wide process which ties in with a wide range of other processes around the university. This process is a review of paper information for every single paper, taking place in eVision. We are checking that our paper information is correct for the upcoming year.

To do this a copy of eVision is created for users to check and edit. Users review and return information to information collection for formatting and editorial checks. If the information includes a major change to the offering of a paper then it will also be reviewed by the embedded academic specialist for the relevant division. Once editing is complete, the copy is used to generate a number of publications including the guide to enrolment, distance learning prospectus, summer school prospectus, and paper pages on the corporate website.



There are two main sections of a paper to review through paper management: the guide to enrolment information section and supplementary information section. Both of these can be submitted separately. Guide to enrolment information relates to if a paper will be offered and when it will be offered including any non-standard dates. Supplementary information relates to additional information on the corporate website for expanding on a paper's content. This year it will also involve returning information on whether a paper falls under the children's act.

Deadlines for paper management are a function of other deadlines at the university because it is tied into so many other processes. This year our timeline is as follows:

Date	Activity
20 April	Paper management process opens
8 May	<b>Guide to Enrolment Information due, Supplementary for SS and Distance Learning due</b>
12 June	<b>Supplementary for all remaining papers due</b>

The first deadline is 8<sup>th</sup> of May for all guide to enrolment information and supplementary information for Summer School papers and papers offered by distance. This deadline is required so that your information can be included in the 2021 guide to enrolment, summer school prospectus, and distance learning prospectus.

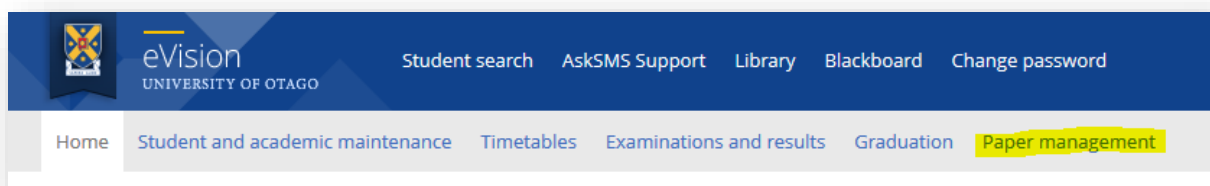
The second deadline is 12 June for all remaining supplementary information. There is more time with this second deadline because this information is required for the corporate website rather than the physical publications.

These deadlines can seem imposing but please bear in mind that for the most part we are reviewing information which already exists and editing it as required. We are not producing all this information from scratch.

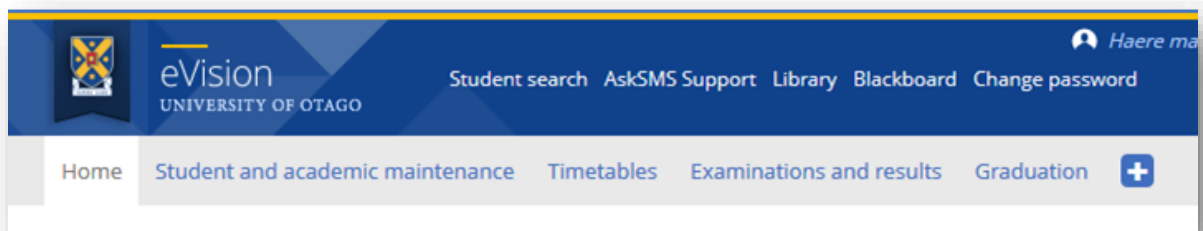
## 2 How do I get started with the paper management tool?

### Logging into paper management

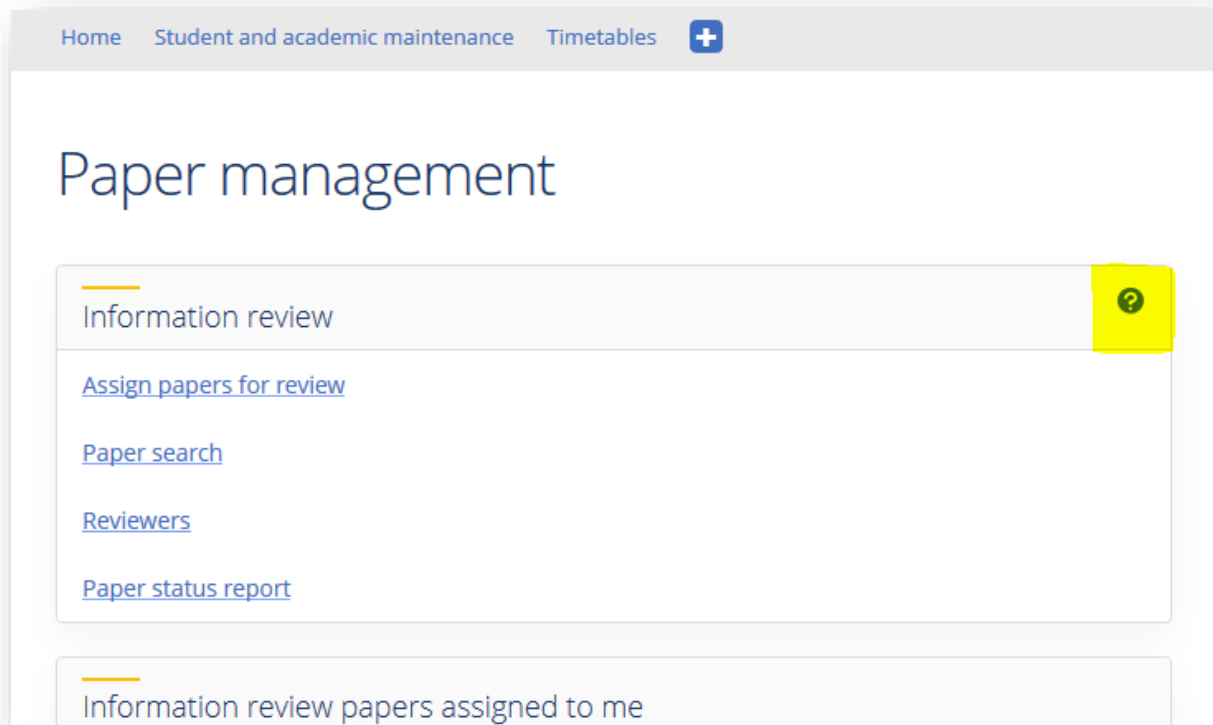
1. Log into eVision and look for paper management in the ribbon of tools next to 'Home'.



2. If you have multiple tools in the ribbon you may see a '+' sign instead of paper management. Click on this and it will display your additional tools including paper management.



3. This is the paper management dash board. It allows you to assign papers to users and contains information on progress summaries and due dates. If you would like a quick overview of the paper management process, then clicking on the '?' symbol will take you to <https://www.otago.ac.nz/administration/otago069281.html> which concisely outlines the paper management process for staff.



### Assigning papers to yourself

Start by assigning papers to yourself for review. There are two ways that this can be done, by 'paper search' for individual papers and by 'assign papers for review' for bulk assignments. For assigning individual papers:

1. Click on 'paper search' in the paper management dashboard
2. This menu will allow you to search for papers by code or by any of the other parameters listed: department, division, subject, period, campus, and teaching mode. You can also search for papers by their progress through paper management and user currently working on them.

Paper code	<input type="text"/>
Department	<input type="text" value="v"/>
Division	<input type="text" value="v"/>
Subject	<input type="text" value="v"/>
Period	<input type="text" value="v"/>
Campus	<input type="text" value="v"/>
Teaching mode	<input type="text" value="v"/>
<input type="checkbox"/> Departmental permission <input type="checkbox"/> Suspended	

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Guide to Enrolment

Status	<input type="text" value="v"/>
Review assigned to	<input type="text" value="v"/>

3. The drop down menus are very useful. For example you can search for classics papers by 'CLAS' in paper search but searching by Classics department will also list GREK and LATN papers.

Paper

Planning instance	Information review 2021
Paper code	<input type="text" value="CLAS"/>
Department	<input type="text" value="School of Arts - Classics"/>
Division	<input type="text" value="v"/>

4. Click 'Search'
5. Click on an individual paper.

<a href="#">LATN328</a>	Advanced Latin Authors 1	Review not started	Review not started
<a href="#">LATN329</a>	Advanced Latin Authors 2	Review not started	Review not started
<a href="#">LATN464</a>	A Topic in Latin Literature	Review not started	Review not started

Showing 1 to 41 of 41 entries

[Back](#)

6. Click 'assign to me' for the GTE section, SI section, or both. Please note that you need to assign both sections for the whole paper to be assigned to you.

<a href="#">Status and activity</a>	<a href="#">Guide to Enrolment</a>	<a href="#">Supplementary information</a>
<b>Status and activity</b>		
<b>Guide to Enrolment - Review not started</b>		
Stage	Assigned to	Option
Review	Not assigned	<a href="#">Assign to me</a>
Change approval	Not assigned	<a href="#">Assign to me</a>
Quality control	Not assigned	<a href="#">Assign to me</a>
Peer review	Not assigned	<a href="#">Assign to me</a>
Timetable reconciliation	Not assigned	<a href="#">Assign to me</a>
<b>Supplementary information - Review not started</b>		
Stage	Assigned to	Option
Review	Not assigned	<a href="#">Assign to me</a>
Quality control	Not assigned	<a href="#">Assign to me</a>

7. The paper will now appear on the paper management dashboard under 'information review papers assigned to me'.

For assigning papers by bulk:

1. Click on 'assign papers for review'
2. You will see the same menu for searching. Search as required.

Retrieve criteria

[← Back](#)

\* Indicates mandatory fields.

Planning instance Information review 2021

Component\* ☒ Guide to Enrolment  
☒ Supplementary information

Paper code

Department

Division

3. You can now select the tick box next to individual papers or just select all. Once you are happy that all required papers are selected, click 'assign'.

Select papers and assign

Assign selected papers to\*

[← Back](#) [Assign →](#)

[Select all papers](#)

Show  entries

Select	Paper code	Title	GE as
<input checked="" type="checkbox"/>	AQFI251	Principles of Aquaculture	
<input type="checkbox"/>	AQFI301	Field Methods for Assessment of Fisheries and Aquatic Habitats	
<input type="checkbox"/>	AQFI352	Fisheries Ecology	
<input checked="" type="checkbox"/>	AQFI421	Advanced Aquaculture and Fisheries	
<input checked="" type="checkbox"/>	AQFI450	Special Topic	
<input checked="" type="checkbox"/>	MARI112	Global Marine Systems	
<input type="checkbox"/>	MARI202	Marine Invertebrate Ecology and Biology	

4. You can also assign papers to other users with this method if you need to re-distribute work or set up a list of papers to review for another user.

Select papers and assign

Assign selected papers to\* Training Vision15

Back Assign

Select all papers

5. Once you click 'assign', the papers will now appear on the paper management dashboard under 'information review papers assigned to me'.

### Working with assigned papers

Now that you have assigned papers to yourself, you can review and return information on them.

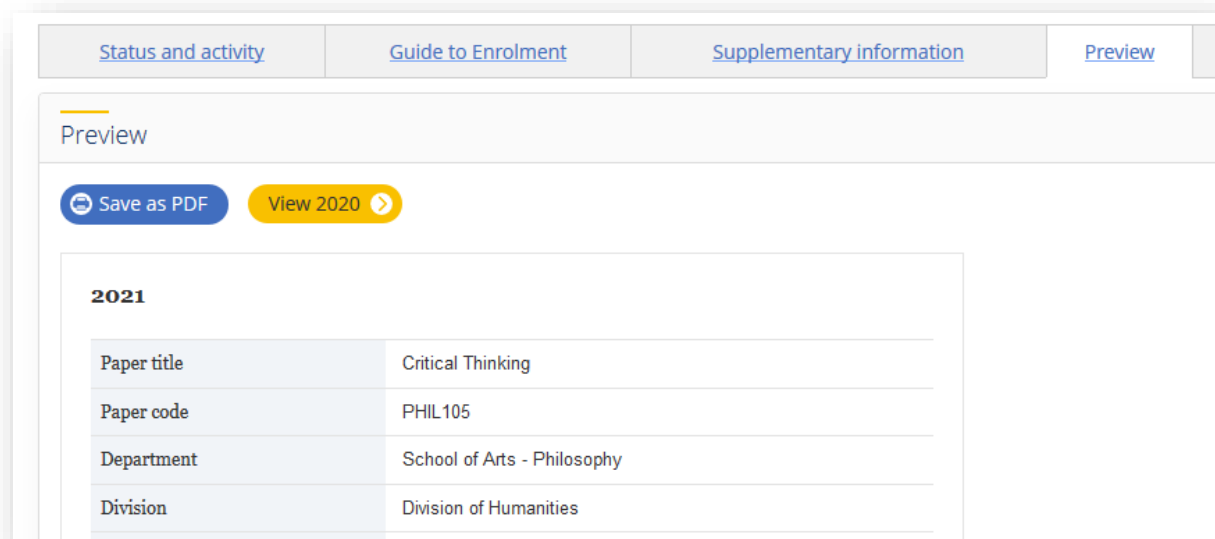
1. Click on a paper to display the review sections.
2. There are four tabs here: status and activity section, guide to enrolment, supplementary information, and preview.

Status and activity	Guide to Enrolment	Supplementary information	Preview
Status and activity			
Guide to Enrolment - Review in progress			

3. The status and activity section allows you to assign GTE and supplementary information to yourself for review (If you have not done so already). It also contains the activity log for all changes made to the paper. You can make manual notes here if you would like to convey additional information to your embedded academic specialists or information collection.
4. The second tab is for reviewing guide to GTE information and the third tab is for reviewing supplementary information. This manual will discuss these tabs in detail in sections 3 to 7.



5. The fourth tab is the preview tab. In this tab you can preview what the paper will look like once the edits are complete, compare it to an unedited instance, check that hyperlinks are working correctly, and create a pdf of the new paper page. This pdf can be easily circulated for double checking.

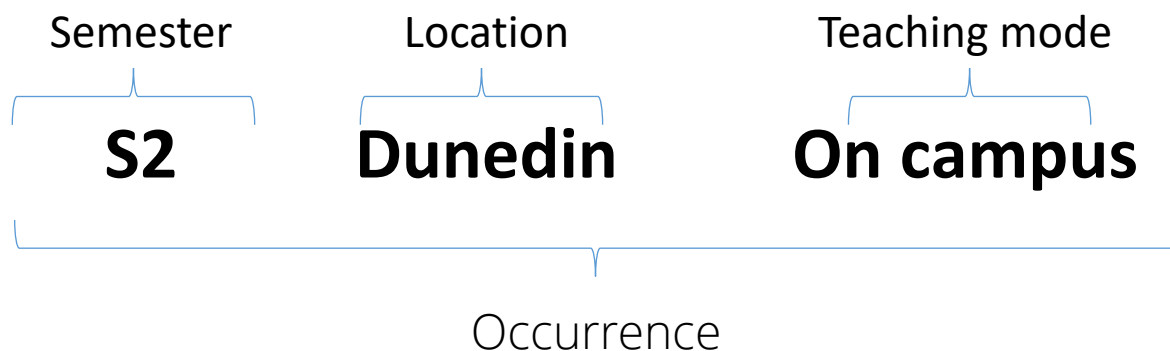


### 3 What is guide to enrolment information?

#### Overview and definitions

The second tab on the review ribbon is the guide to enrolment information. Guide to enrolment information covers whether a paper will be taught and when it will be taught. This includes specifying start and end dates for non-standard periods.

Reviewing the guide to enrolment information for papers happens at an occurrence level. Occurrences are individual groups within a paper which eVision uses to group students who are taking the paper via a similar period, location, or delivery method. Occurrences are made up of the following:



So a paper that is offered from Dunedin and Wellington will have two separate occurrences. If that same paper is offered by distance and on campus from both

locations then it will have four separate occurrences. If it is offered at summer school as well as the other four instances then it will have five occurrences.

Occurrences can be set to 'available', 'not offered', and 'suspended'.

#### Available

- The paper will be offered in the upcoming year

#### Not offered

- The paper will not be offered in the upcoming year

#### Suspended

- The paper is not intended to be offered again.

Please note that suspending a paper should only be used if you do not intend to offer the paper again. Suspending a paper removes it from several process and business objects reports. In addition it will no longer appear in paper selection or publish on the corporate website. If you would like to know more about the process for reinstating a suspended paper then please contact information collection.

### What is the information used for?

The guide to enrolment information returned through paper management is essential for several processes and publications. It drives the timetable capture process during which timetable staff contact departments to confirm how teaching activities should be set up for the coming year. It is extracted to set up the guide to enrolment for the upcoming year. Additional extracts generate information for the summer school prospectus and distance learning prospectus. This information also determines whether a paper displays as available on the corporate website and whether it will be available in paper selection for enrolling students.

## 4 How do I return GTE information through the paper management tool?

### Reviewing occurrences

1. Click on the guide to enrolment tab in the reviews section ribbon.

- The GTE section lists existing occurrences and review occurrences. Existing occurrences list what has been copied from last year. You can use this for comparison while you make changes.

[Status and activity](#)
[Guide to Enrolment](#)
[Supplementary information](#)
[Preview](#)
[Exit](#)

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Guide to Enrolment

[Activity log](#)

\* Indicates mandatory fields.

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Prescription, rules and limits

<b>Prescription</b>	Insights from criminology, social policy and sociology of crime into the study of key issues in crime, deviance and justice institutions.
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Existing occurrences

Year	Campus	Period	Teaching method	Status	Date start	Date finish	Learning management
2021	Dunedin	S1	On campus	Available	26/Feb/2021	23/Jun/2021	Blackboard
2021	Dunedin	S2	On campus	Not offered	12/Jul/2021	13/Nov/2021	Blackboard

- Review occurrences are what will publish to eVision once editorial oversight is complete

[Review occurrences](#)

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Select	Campus	Period	Teaching method	Status	Date start	Date finish	Learning management	Last updated
<input type="radio"/>	Dunedin	S1	On campus	Available	26/Feb/2021	23/Jun/2021	Blackboard	
<input type="radio"/>	Dunedin	S2	On campus	Not offered	12/Jul/2021	13/Nov/2021	Blackboard	

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Review occurrences - new

Select	Campus	Period	Teaching method	Status	Date start	Date finish	Learning management	Last updated
No records found.								

- Review the occurrences that are visible and if there are no changes to be made then submit directly. (i.e. do not edit individual occurrences if there are no changes)

Review occurrences - new

Select	Campus	Period	Teaching method	Status	Date start	Date finish	Learning management	Last updated
No records found.								

Add ➤

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Comments for activity log entry

Text

Submit

- If there are changes to be made then move on to the next two subsections.
- Once you have saved and submitted the information, it will move up the chain for final approval. If there are any issues with the information then either an embedded academic specialist or information collection will contact you.

### Editing occurrences

- Under the list of occurrences for review you can click on any occurrence to edit it.

	Dunedin	S2	On campus	Not offered	12/jul/2021	13/Nov/2021	Blackboard
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Edit ➤

2. Once you have selected the occurrence, you can change the status of the paper (offered, non-offered, or suspended), enter specific dates teaching dates, and amend the online learning management system (blackboard, moodle, etc).

### Occurrence

Last updated	Never
Campus	Dunedin
Period	Second Semester
Teaching method	On campus
Status*	<div>Available</div>
Date start (standard)	12/Jul/2021
Date start (non-standard)	<div></div>
Date finish (standard)	13/Nov/2021
Date finish (non-standard)	<div></div>
Learning management system	<div>Blackboard</div>

Cancel

Save

3. Once you are done you can save the changes.
4. If you would like to add a new occurrence then move on to the next subsection.
5. If all occurrences have now been reviewed, you can submit the guide to enrolment information section.

6. You will be presented with the impact statement below. Please read it carefully before committing to the change. You will also have the option to include a manual note in the activity log. This is a useful tool for noting why a change is being made in case you wish to refer to it later on.

### Impact statement

The department has considered and planned for the impact the change(s) may have on:

1. The pathway of students (e.g. ability for students to take all papers required in a major and/or minor subject within normal timeframes).
2. Timetable clashes.

Detail any departments that have you consulted with and reasons for the occurrence change(s) in the **Comments for activity log entry** section below.

☒ I have considered and planned for the impact of change(s) and discussed the impact with affected departments.\*

### Comments for activity log entry

Text\*

☒ Submit

## Adding occurrences

Sometimes you will not be able to set up papers as required with the existing occurrences. You also have the option to add a new occurrence to set up how your paper will be delivered.

1. Click on 'add occurrence'

### Review occurrences - new

Select	Campus	Period	Teaching method	Status	Date start	Date finish	Learning management	Last updated
No records found.								

Add

- Fill out occurrence information: campus, teaching period, teaching method, status, dates for non-standard entry, and learning management system.

### Occurrence

Campus\*

Dunedin

Period\*

Second Semester

Teaching method\*

On campus

Status\*

Available

Date start (standard)

12/Jul/2021

Date start (non-standard)

Date finish (standard)

13/Nov/2021

Date finish (non-standard)

Learning management system

Moodle

Cancel

Save

- Save the occurrence. You can now edit it as you would with the other review occurrences or delete it entirely.

### Review occurrences - new

Select	Campus	Period	Teaching method	Status	Date start	Date finish	Learning management	Last updated
<input type="radio"/>	Invercargill	S2	On campus	Available	12/Jul/2021	13/Nov/2021	Moodle	Charles Gibson 19/Apr/2020 7:44pm

Add

Edit

Delete

4. If all occurrences have now been reviewed, you can save and submit the guide to enrolment information section.
5. Complete impact statement.

Please note that the paper management tool is set up so that papers can be offered in a way which meets existing board approvals. If a paper is approved to be offered on campus but not by distance then you will not be able to create a distance occurrence for it.

*Example: EXAM 102 was offered in semester one last year on campus. It was not offered by distance last year but has been offered by distance in the past. It has historically only been offered in semester one. In paper management this year EXAM 102 could be offered in semester one or semester two, on campus or by distance. It could not be set up as a full year or summer school paper.*

This restriction applies to all of paper management. If you have trouble setting up an occurrence with this tool then please contact information collection as we can check the authorisations for most papers.

### Important information on dates and non-standard periods

As part of paper management, you can return specific dates for an occurrence if it will not be taught during standard semester dates. Standard semester dates for 2021 are below:

## Standardised semester dates for 2021

Semester	Start Date	End Date
Summer School	11/01/2021	25/02/2021
Semester 1	26/02/2021	23/06/2021
Semester 2	12/07/2021	13/11/2021
Full year	26/02/2021	13/11/2021

For dates which fall outside these, please return your occurrence as a non-standard (N1) period. If in doubt, the existing occurrence section provides useful historical precedent about whether an occurrence should be semesterised or non-standard. When returning unique dates please also note the following important information:

- Dates are not required if you are returning a non-standard occurrence as not available.



- Dates for non-standard occurrences always default to 1 Jan so they must be manually entered before returning the information.

Existing occurrences							
Year	Campus	Period	Teaching method	Status	Date start	Date finish	Learning management
2021	Dunedin	FY	On campus	Available	26/Feb/2021	13/Nov/2021	
2021	Dunedin	N1	On campus	Available	01/Jan/2021	01/Jan/2021	

Review occurrences								
Select	Campus	Period	Teaching method	Status	Date start	Date finish	Learning management	Last updated
<input type="radio"/>	Dunedin	FY	On campus	Available	26/Feb/2021	13/Nov/2021		
<input type="radio"/>	Dunedin	N1	On campus	Available	01/Jan/2021	01/Jan/2021		

- When using the date picker to indicate the date, it naturally defaults to the current day's date. This is an eVision wide feature so users should be careful that they select dates for the upcoming year.

Date start (non-standard)\*

Date finish (non-standard)\*

Learning management system

Apr

2020

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- No paper can be offered for longer than 52 weeks or 364 days. This is a StudyLink requirement to permit students to receive their support. For this reason we also ask that you are careful with overlapping non-standard occurrences which could create a course of study for a student longer than 52 weeks.
- Mid-year to mid-year enrolments for dissertation students are now managed with a non-standard period rather than with split year papers. The

recommended dates for mid-year enrolments in 2021 are 5th July 2021 to 26th June 2022.

## 5 What is supplementary information?

### Overview

Supplementary information is an opportunity for departments to elaborate on their papers and advertise their content in more detail. The goal is for students to have the information they need to make informed decisions during paper selection. There are 11 additional fields, five of which are compulsory: contact, teaching staff, textbooks, graduate attributes emphasised, learning outcomes, marketing description, eligibility, more information, paper structure, teaching arrangements, and course outline.

### What is the information used for?

Supplementary information appears in both the summer school prospectus and distance learning prospectus so it provides a lot of additional detail to potential students. Supplementary information also appears on the paper pages of the corporate website and dynamically linked departmental webpages. In the following images, the supplementary information is highlighted.

Prerequisite	126 points
Schedule C	Arts and Music, Commerce, Science
Eligibility	Suitable for all students who have completed a year of full-time tertiary study. No previous scientific or philosophical knowledge is assumed.
Contact	bioethics@otago.ac.nz
More information link	View further information on the Bioethics Centre website: <a href="http://www.otago.ac.nz/bioethics">www.otago.ac.nz/bioethics</a>
Teaching staff	Lecturer and co-ordinator: Dr Mike King (Bioethics Centre, Division of Health Sciences)  Lecturer: Associate Professor Andrew Moore (Department of Philosophy, Division of Humanities)
Teaching Arrangements	This paper is co-taught by the Bioethics Centre and the Department of Philosophy.
Textbooks	Garner, Robert. 2005. Animal Ethics. Cambridge: Polity.
Graduate Attributes Emphasised	Communication, Critical thinking, Cultural understanding, Ethics, Information literacy, Research, Interdisciplinarity. View more information about Otago's graduate attributes.
Learning Outcomes	Students who successfully complete this paper will  1. Be adept at thinking critically about ethical issues affecting animals and be able to develop, critically

This information is available to students all year round and be further updated via an email request to [ae.info.collection@otago.ac.nz](mailto:ae.info.collection@otago.ac.nz)

## 6 How do I return supplementary information through the paper management tool?

### Reviewing supplementary information

1. Click on the supplementary tab in the reviews section ribbon.

The screenshot shows a web interface with a top navigation bar containing four tabs: 'Status and activity', 'Guide to Enrolment', 'Supplementary information' (which is highlighted), and 'Preview'. To the right of these tabs is a red 'Exit' button with a close icon. Below the tabs, the main content area is titled 'Supplementary information'. It features an 'Activity log' button with a right-pointing arrow. A note states '\* Indicates mandatory fields.' Below this, there is a section titled 'Prescription, rules and limits'. Under this section, there is a table with two columns: 'Prescription' and a description. The 'Prescription' column contains the text 'Prescription' and the description column contains 'Insights from criminology, social policy and sociology of crime into the study of key issues in crime, deviance and justice institutions.' Below this, there is another section titled 'Mandatory information'. Under this section, there is a table with two columns: 'Contact\*' and a value. The 'Contact\*' column contains the text 'Contact\*' and the value column contains the email address 'sgsw@otago.ac.nz'. To the right of the value is an 'Edit' button with a right-pointing arrow.

2. This section groups supplementary information by whether it is mandatory or optional. Please note that you will not be able to submit the supplementary information section if a mandatory field is blank.

The screenshot shows a web interface with a top navigation bar containing four tabs: 'Status and activity', 'Guide to Enrolment', 'Supplementary information' (which is highlighted), and 'Preview'. To the right of these tabs is a red 'Exit' button with a close icon. Below the tabs, the main content area is titled 'Mandatory information'. It features a table with five rows. Each row has two columns: a label and a value. The labels are 'Contact\*', 'Teaching staff\*', 'Textbooks\*', 'Graduate Attributes Emphasised\*', and 'Learning Outcomes\*'. The values are 'sgsw@otago.ac.nz', 'Co-ordinator: Associate Professor Anita Gibbs', 'White, R., Haines, F. & Asquith, N. (2017) (6th Edition) Crime and Criminology, Sydney, Oxford University Press Australia and New Zealand. c NZ\$110 from University bookshop.', 'Communication, Critical thinking, Research, Self-motivation. View more information about Otago's graduate attributes.', and 'This paper will provide an introduction to the study of crime in terms of its political,'. To the right of each value is an 'Edit' button with a right-pointing arrow.

### Optional information

<b>Marketing Description</b>	This paper offers an introduction to the study of crime, criminology and criminal justice. It is a compulsory paper for the minor in Criminology. It explores key concepts and issues in crime, deviance, victimisation, justice and how these link with multiple responses to the problem of crime.	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Eligibility</b>		<a href="#">Add</a>
<b>More information link</b>	<a href="#">View more information on Sociology, Gender Studies and Criminology's website</a>	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Paper Structure</b>	Key topics will include: <ul style="list-style-type: none"> <li>Exploring the criminological imagination</li> <li>What is crime, who becomes a criminal or a victim?</li> <li>Crime and the media</li> <li>Theories and explanations of crime</li> <li>The criminal justice system</li> </ul>	<a href="#">Edit</a> <a href="#">Delete</a>

- On the bottom of the list of mandatory supplementary information, you will see a question about whether this paper falls under the children's act. Answering this question is covered in section 7.

Using the list below, select the appropriate supplementary information for this paper.

<b>Children's Act*</b>	Does this paper fall under the Children's Act (delete options that do not apply): <ul style="list-style-type: none"> <li>Yes</li> <li>Unsure</li> <li>No</li> </ul> If 'Yes' or 'Unsure' please supply a brief outline of how this paper falls under the Children's Act.	<a href="#">Edit</a>
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- You can now review individual supplementary information fields and edit them with free text.
- If there are changes required then proceed to the next subsection.
- If there are no changes required then submit the supplementary information section with an optional note.

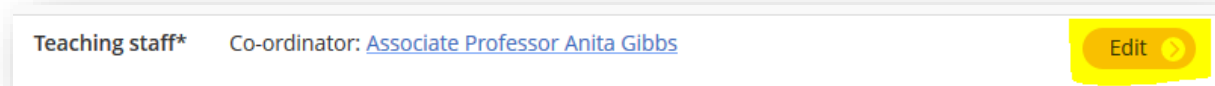
### Comments for activity log entry

Text

[Submit](#)

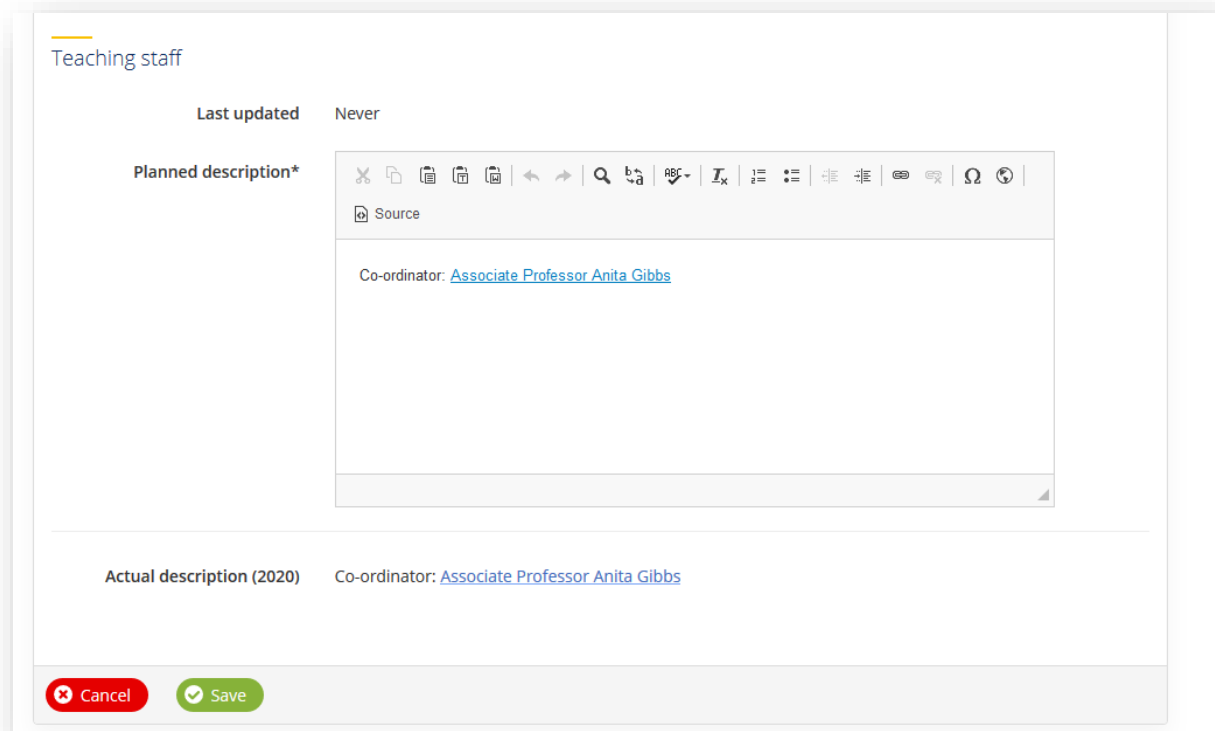
## Editing supplementary information

1. Click on 'edit' beside an individual field to edit it. (Details on what individual fields are for are covered in the next two sub sections.



Teaching staff\* Co-ordinator: [Associate Professor Anita Gibbs](#) Edit

2. There is a free text box for entering the content you think will best advertise your paper to potential students. Note that the previous year's version of the field is displayed below the box for comparative purposes.



Teaching staff

Last updated Never

Planned description\*

Source

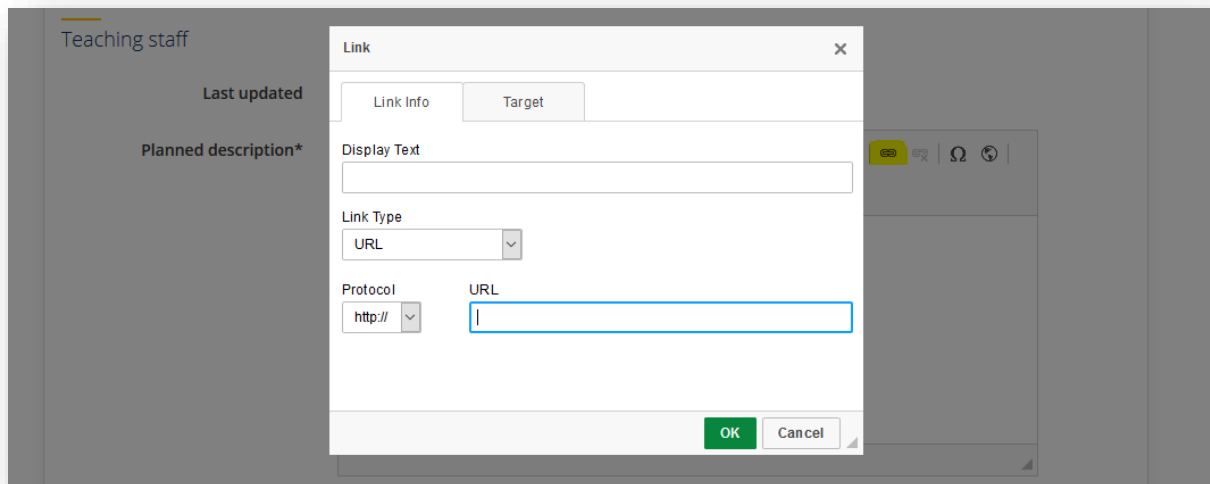
Co-ordinator: [Associate Professor Anita Gibbs](#)

Actual description (2020) Co-ordinator: [Associate Professor Anita Gibbs](#)

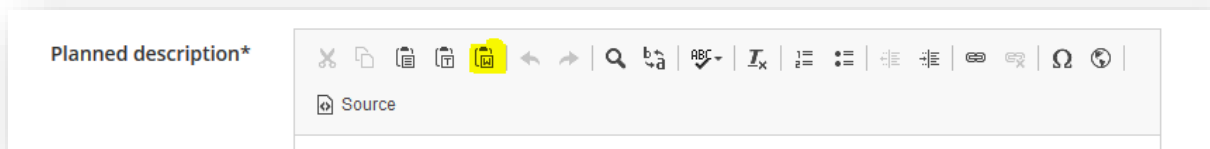
Cancel Save

3. Along the top of the free text box you will see a ribbon with several buttons.

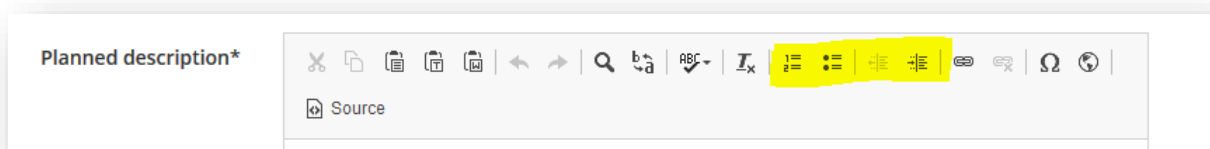
4. The link button (chain icon) allows you to add a hyperlink to your text.



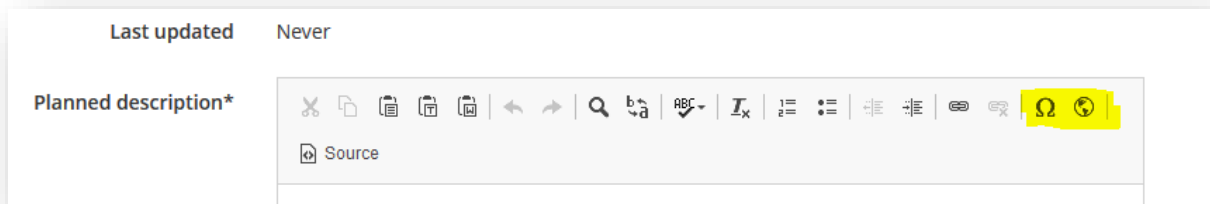
5. The source button displays html code if you would like to code the submission manually rather than automatically. Please note that we need to adhere to house style for html coding.
6. The paste from word button (P symbol clipboard) is very important if you are copying sections of text into the free text box. Word documents contain a lot of hidden formatting which causes problems for the html coder. This button will clean the hidden formatting. This button sits beside the 'paste' and 'paste as plain text' options.



7. You can also create numbered or bulleted lists. Use the indent icon to create sub lists.



8. The omega symbol allows you to insert special characters and the global symbol allows you to embed videos.



9. Once you are happy with your submission, save the individual field.
10. If you would like to check whether your content is in the best supplementary field, a useful overview is located on the [paper management process for staff](#) paper page. This manual also outlines the basic use for each field in the next two subsections.
11. If other fields do not require changes then please do not edit them. Just submit the supplementary information.
12. Once the supplementary information section is submitted, it will proceed to information collection for double checking and minor editorial oversight.

### Compulsory supplementary information

The compulsory fields for supplementary information are: 'contact', 'teaching staff', 'textbooks', 'graduate attributes emphasised', and 'learning outcomes'

#### Contact

- A contact email for further requires. This field is also often used by student experience.

#### Teaching Staff

- At least one staff member should be specified; normally this should be the paper convenor. Hyperlinks to email addresses are preferred.

#### Textbooks

- Must either list a textbook or state that 'Textbooks are not required for this paper'. If there is a text book the field must also state whether it is required or recommended.

#### Graduate Attributes Emphasised

- This is a selectable list determined by the University. At least one graduate attribute must be selected.

### Learning Outcomes

- Typically takes the format of "Students who successfully complete this paper will be able to . . ." followed by a list of learning outcomes. At least one outcome must be listed.

## Optional supplementary information

The optional fields for supplementary information are: 'marketing description', 'eligibility', 'more information', 'paper structure', 'teaching arrangements' and 'course outline'. All these fields are optional so do not feel obliged to use them all.

### Marketing Description

- This paragraph sits underneath the prescription. It expands on prescription information but must not repeat or contain the paper's prescription.

### Eligibility

- Outlines complex eligibility requirements such as whether it is suitable as an interest paper. Must not contain board approved paper rules.

### More Information

- A URL to additional information about the paper. Most frequently a pdf or link to a departmental website.

### Paper Structure

- Expands on how the paper will be structured focusing on the breakdown of content, assignments, assessment etc.

### Teaching Arrangements

- Expands on unique teaching arrangements such as block courses, compulsory workshops for distance papers, or joint departmental teaching.

### Course Outline

- A hyperlink to a pdf with the display text 'view the latest course outline here'. The pdf cannot be uploaded via this process so it will need to be hosted by web@otago.ac.nz first. Once they provide a URL, this hyperlink can be submitted.



## 7 Returning information on the Children's Act

The Children's Act (originally named the Vulnerable Children's Act) came into force in July 2015, and requires the University to complete a safety check for students that are enrolled in programmes, subjects/endorsements or papers that fall under the Children's Act.

To come under the Children's Act ***a student would expect to have contact with a child or children aged 17 years or younger, overnight, or at least once each week, or four days each month, without the parent or guardian\* of that child being present.***

*\*A teacher/supervisor/lecturer, etc is not considered a guardian.*

As part of the changes under the SSR Business Case the responsibility for the administrative side of the safety check now sits with Student Experience. While the programmes and core papers that fall under the Act have been identified, we currently do not have a list of which elective papers do. This is a potential risk to the University, both reputationally and financially if we are found to not be fulfilling the requirements of the Children's Act safety check.

It is important that Departments complete their side of the paper management process for all papers in their area so we can collate the list and have the required processes in place before paper selection opens later in the year. It will also allow us time to make the required changes to eVision to ensure that the process is as smooth and automated as possible for both Departments and students.

### What will this look like?

As part of this year's paper management process there will be a compulsory section that will ask about whether the content of your paper means that it falls under the Act. *See definition above.* This section is listed at the bottom of the mandatory elements of supplementary information.

Using the table below, please complete the mandatory elements of supplementary information:

<b>Children's Act*</b>	Does this paper fall under the Children's Act (delete options that do not apply):	<a href="#">Edit</a> >
	<input type="radio"/> Yes <input type="radio"/> Unsure <input type="radio"/> No	
	If 'Yes' or 'Unsure' please supply a brief outline of how this paper falls under the Children's Act.	

1. Click on edit and you will be presented with a pre filled text box.

Children's Act

Last updated Never

Planned description\*

Source

Does this paper fall under the Children's Act (delete options that do not apply):

- Yes
- Unsure
- No

If 'Yes' or 'Unsure' please supply a brief outline of how this paper falls under the Children's Act.

Actual description (2020) None

Cancel Save

2. Please answer the question by deleting the options that do not apply.
3. If you answer Yes or Unsure, please provide a brief outline of how this paper falls under the Children's Act and a contact name and number for someone that has knowledge of the content of the paper.

Student Experience will be contacting these staff to discuss the content of the paper to confirm whether the Children's Act applies or not.

The information that is provided for 2021 papers will be carried over to the paper management process for the next year.

## 8 Frequently asked questions

### **Should I return a special topic paper as available if we are planning to fill it with content later?**

No. We are not authorised to list special topic papers as available without divisional board approved content. The DIV ST which you submit to the board includes authorisation to make the special topic paper available so it will all be processed at once.

### **Should I return an occurrence as non-standard or semesterised with unique dates?**

Historical precedent is the best guide in this situation. How an occurrence is named

provides information to potential students. Therefore, for the most part, semester occurrences should be used for standard semester dates. However if there is a small discrepancy between the dates for your paper and the standard semester dates then we recommend using a semesterised occurrence with unique dates.

To complicate matters further, there are additional exceptions for some programmes which deliver all their papers during the same time period e.g. a full year which starts earlier than the official full year dates. If you are unsure which occurrence is appropriate then please don't hesitate to get in touch with information collection.

### **Our department submitted a formal proposal to the board but I can't see it reflected in paper management.**

Changes need to be fully approved by senate before they can be actioned. Changes which were approved by the Board of Undergraduate Studies or Graduate Studies in March will be reflected once paper management opens. Changes approved in April will be reflected later in the paper management process once they have full approval. We will contact users to advise them once they are added to paper management. Changes approved in May or later are not guaranteed to be reflected in paper management.

### **Why are paper rules missing on the paper I am reviewing?**

Not all information for a paper is displayed in the paper management tool.

### **Can I make changes after the paper management deadlines?**

You can make changes after the deadlines but they we can't guarantee that they will be reflected in the various publications or other processes which paper management drives.

### **Are deadline extensions available?**

There is some capacity for extensions in extenuating circumstances. Please email information collection to discuss this.

### **I have a question not answered by this manual.**

Please don't hesitate to email us at [ae.info.collection@otago.ac.nz](mailto:ae.info.collection@otago.ac.nz)