

Online Learning Contract Manager

Faculty instructions

1. Sign in with your onyen and password at <https://olcm.oasis.unc.edu>
2. Select the current term and review the list of learning contracts for which you are listed as primary instructor.
3. Courses requiring faculty approval will have 'instructor review' listed in the 'Next Action' column. To open and review a contract, click 'View.'

Action	Student	Major	Subject	Cat.No.	Section	Course	Instructor	Status	Next Action
+ View	Doe, Jane (730081335)	BAMEJO School of Media and Journalism	GLBL	193	N/E	GLOBAL STUDIES INTERNSHIP (3.5h)	Acosta, Michael	student review: complete	instructor review
+ View	Doe, John (730081335)	BAMEJO School of Media and Journalism	PHIL	691H	184	HONORS (3h)	Acosta, Michael	student review: complete	instructor review

4. Clicking 'View,' loads the Approval page. This page has three tabs.
 - a. Update: This section displays contract data. Clicking 'Edit' allows you to update the contract's course information.

Home | Update | Review (Required) | Download | GT 2 Students

Click the 'Review' tab to submit this contract for the next required approval.

Contract preview and edit

Last Review: student review by charlo on 06/27/2019 02:46 PM;

[Edit](#) **COURSE INFORMATION:**
Department or Curriculum Name: Global Studies, 313500
Course #: GLBL.193.NE Credit Hours: 3.5

APPLICANT INFORMATION:
Student Applicant's Name: Jane Doe
E-mail: test@live.unc.edu
Date of Application: 06/27/2019 02:07 PM
Class: UGRD JR
Current GPA: CUMULATIVE GPA: 3.5

PID: 730081335
Phone#:
Credit Hours Sought: 3.5
Semester Requested: Fall 2019 (dev)

- b. Review (options are described below):

Home Update **Review (Required)** Download GT 2 Students

Learning contract review

Last Review: student review by charlo on 06/27/2019 02:46 PM;

INSTRUCTOR OF RECORD RESPONSIBILITIES:

(Instructor) I have read the requirements expected of the instructor, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of faculty.

(Instructor) I request additional information (please elaborate in the note field).

(Instructor) I do not give approval (please elaborate in the note field).

Submit

Please note the following:

- After you submit this review, a confirmation message will be sent to you.
- If the contract is approved, an automated notification will be sent to the Independent Study Coordinator or other authorized approver.
- If more information is requested from the student, or if the contract is NOT approved, a message including the review decision and text of the review comment will be sent to the student.
- If you approve the contract, a notification will be sent to both you and the student at the point when the final approval decision is made by the Independent Study Coordinator or other authorized approver.

- Selecting the 'I agree to undertake these responsibilities' radio button option indicates approval and transitions the contract to the next status. If the instructor also has the CAT:Independent Study Coordinator role, the next status will be 'Chair Review.' If the instructor does not have the coordinator role, the next required action is from the unit's Independent Study Coordinator.
- The second option, 'I request additional information,' will update the contract's status to 'Student Review.' When this option is selected, required text field will be displayed. The contents of the text field will be emailed to the student, along with a request for that student to log in to OLCM and make the needed updates.
- The third option, 'I do not give approval,' will terminate the approval workflow, and cause a notification of this decision to be sent to the student applicant.
- If a 'Greater than 2 Students exception, applies, click the 'GT 2 Students' tab and then select the relevant reason from the dropdown.

c. Download: This tab allows you to download the contract along with any additional documents uploaded by the student. To save a copy of these documents, click 'Download.'

Home Update Review (Required) **Download** GT 2 Students

Download learning contract and supporting documents

i If the uploaded syllabus is a .pdf, it will be appended to the OLCM contract and downloaded as a single file with the name GLBL_193_NE_2199_730081335.pdf.

Download

- **Uploaded Syllabus:** syllabus.docx

5. After reviewing all contracts requiring instructor review, click Logout in the top right corner.

If you have questions, or would like to request help using the application, please send an email to help-appsdev@unc.edu.