OLCM FOR INSTRUCTORS OF RECORD – SCREEN BY SCREEN VIEW

1. An individual who has been designated as an instructor of record for a course managed in OLCM will receive an email prompt from the system with a link to log in. All instructors should log into OLCM using their ONYEN and password: https://olcm.oasis.unc.edu.
2. The system will default to the most recent semester, and display all contracts that have been assigned to the instructor in question. To view and approve each contract, the instructor should select the green +View button.

3. The review window has three main tabs: Home, the Update tab (default), the Review (Required) tab, and the GT 2 Students tab. Instructors can review the content entered by the student on the Update tab, and make changes to the course information using the green Edit button if needed.
4. The GT 2 Students tab is of particular note for instructors (and later coordinators); this tab enables an instructor to indicate whether they will be supervising more than two students, and provides a variety of rationales.

5. Once an instructor has made any edits and completed their review, they will need to approve the contract. To do so, they should select the Review (Required) tab. A series of options is then available; the last two checkboxes produce a text box for comments. Important notes for faculty are included in blue at the bottom of this page, below the Submit button.
6. If an instructor does not approve the contract, either because they need additional information or for other reasons, they should select the relevant bubble and enter their rationale in the appropriate text box and then hit the blue Submit button.
7. This will return the contract to the student and return the instructor to the system landing page, where they will see that the contract status and next action have been updated. They will also see a note in orange called Requested Change(s) that contains the rationale entered in the textbox.

8. If an instructor approves the contract (first bubble) and clicks Submit they will return to the system landing page where they will see that the status and next action for the contract they have just reviewed are updated. An instructor approval will then generate an email prompt to all users are the coordinator step in OLCM workflow. No further action is required of the instructor of record at this point.