OLCM FOR STUDENTS – SCREEN BY SCREEN VIEW

1. A student logs into the system (https://olcm.oasis.unc.edu) in a browser, using their ONYEN and password.
2. The system will default to the most recent semester, regardless of whether it is open or not.
3. To initiate a learning contract, students should select the appropriate term, then click the green + Add Contract button to begin.

4. Before students can enter any information, the system reminds them to consult their instructor of record.

5. By selecting the blue ‘Continue’ button the student is taken to the unit selection menu.
6. Students should select their unit from the dropdown menu; only those units currently using OLCM will be available to select. Once a unit has been selected, OLCM automatically pulls in all faculty currently assigned as instructors in that unit. Students can either select a faculty member from the instructor list, or check the box to search through all College of Arts and Sciences faculty.

7. Once a unit and instructor have been identified, the student is asked to indicate which course they want. NOTE: the course selection can be changed at both the instructor and coordinator review steps.

8. Once a course has been selected from the dropdown menu, a new page will load that has additional information for the student to submit, including credit hours sought. This page also shows the student the title of the course.
9. Once the course information has been selected, the student is then asked to complete the applicant portion of the learning contract. These are standard fields that appear on the paper learning contract used in Arts and Sciences.
10. The next section relates to the course requirements. Students have two options to choose from; selecting option one means the student does not have to manually enter information into the system. Selection option two produces a series of text boxes for the student to complete in their web browser.
### Other information:

**Other Info**

- Save and Continue

### Assessment (e.g., % of course grade based on each requirement) including final examination (or alternate format):

- Biweekly reading summaries, 10%
- Paper draft, 15%
- Footnotes and appendices, 10%
- Final exam, 15%

### Other assignments (please describe):

- 20 minute presentation on final research at department undergraduate research symposium, 15 April

### Written assignments (page requirements/limits and due dates, if relevant):

- 15-25 page paper, with footnotes and appendices due on the last day of the semester

### Reading assignments (and due dates, if relevant):

- Morris and Keene, Chapters 1-3
- """"""" Chapters 5-7
- """"""" Chapter 10

### Meeting requirements with the instructor (e.g., individual meetings, lab meetings, etc.) Include day/time of weekly or bi-weekly meetings:

- Twice a week, Tuesdays and Thursdays from 3:30-5:00 pm
11. Once a student has uploaded or filled in their course requirements, they will be taken to a file upload page. Here they can upload a course syllabus, a supervisor approval form, and other supporting files. Students may upload up to three different files per contract.
12. Once a student has uploaded all necessary files, they will arrive at the final page in the review process. Up until this point a student may save their contract and exit the system to return to it later. After a student has approved their contract on to the next step in workflow, they will NOT be able to edit it unless it is rolled back to them. As you can see, all fields are currently available for edit at this step.

13. If a student select the Review (Required) tab across the top, it will take them to the approval page. Included on this page are notes for students, as well as the box they must check before clicking the blue ‘Submit’ button to approve their contract.
14. If a student does not approve the contract but instead selects the blue Home tab, it will return them to the system landing page where they can see their incomplete contract. A student will see every contract they have initiated in a given term when they log into the system, as well as its workflow status and the next required action.
15. If a student does approve the contract, they will be returned to the system landing page and their contract will appear with a ‘student review: complete’ status. No further action by the student is required at this point.

16. In the event that a contract is rolled back to the student for revisions from a future step in workflow, the student will receive an email notice to this effect with a link to OLCM. Once they log in, they will see their contract with a status of ‘instructor review: approval pending’ and a green +Update button. Additionally, across the top of the page will be a note in orange indicating that a contract has been rolled back for revisions. Students should revise and approve the contract as previously shown to restart workflow.