

Online Syllabus Management

Faculty instructions

1. Sign in with your onyen and password at <https://osm.oasis.unc.edu>
2. Select the current term, and review the list of class sections for which you are listed as primary instructor.
3. For each class section in 'Incomplete' status, click the '+Update' button.

[+ Update](#) ECON 101.007 ECON: INTRO; Balaban, Rita; balabanr@email.unc.edu; Incomplete

4. Follow the instructions on the upload form.

Upload Syllabus

To upload the syllabus for ECON 101.006 ECON: INTRO 2159; Conway, Patrick ...

1. Click "Choose File" to choose your syllabus file:
 No file selected.

2. Then click "Upload" to upload the file:

If this course does not have, **and should not have**, any associated syllabus, select a reason and click 'No Syllabus' below. This will mark the course as 'completed' with no syllabus.

If other, please explain

Note: You have the option to a. upload your syllabus, b. mark the class as 'No Syllabus', or c. cancel the upload. When marking the class as 'No Syllabus,' please follow any specific directions from your unit.

After the upload form is submitted, the selected class section's status column should now display as 'Completed.' The syllabus may be downloaded by clicking the '+Download' button. If you need to upload a new syllabus, select the '+Update' button to upload again.

[+ Download](#) [+ Update](#) ECON 101.006 ECON: INTRO; Conway, Patrick; patrick_conway@unc.edu; Completed; Syllabus Uploaded

5. After completing all listed class sections, click Logout in the top right corner. If you have questions about any class section, or would like to request help using the application, please send an email to help-appsdev@unc.edu.

[Logout](#)