1. The department coordinator will receive an email prompt when a learning contract for any course tied to their unit in OLCM is ready to be approved, regardless of instructor. Coordinators 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 currently pending review at the coordinator step. To view and approve each contract, the coordinator should select the green +View button.

3. From there, the system will load the review page. This window displays the Home button and three tabs: the Update tab (default), the Review (Required) tab, and the GT 2 Students tab. Coordinators can review the content entered by the student and instructor on the Update tab, and make changes to the course information using the green Edit button if needed.
OLCM FOR COORDINATORS – SCREEN BY SCREEN VIEW

Online Learning Contract Manager

**Contract preview and edit**
- Last review: 12/03/2020 02:00 PM, approved

COURSE INFORMATION:
- Course #: 21948
- Credit Hours: 3.0

APPLICANT INFORMATION:
- E-mail: mgshul@email.unc.edu
- Phone:
- Other:

INFORMATION ABOUT INSTRUCTOR OF RECORD:
- Instructor's independent study section: Independent
- Course: INDEPENDENT RESEARCH IN HIST
- Credit Hours Sought: 3.0

Section to be completed by Student and Faculty

- Please consult the UNC course catalog [http://catalog.unc.edu/courses/](http://catalog.unc.edu/courses/) for more information about course numbers. For additional questions, please consult the DUS for this unit.

Faculty Name: Jill, Marcus
Faculty E-mail: mgshul@email.unc.edu
Instructor's Independent Study Section: Independent
Course: INDEPENDENT RESEARCH IN HIST
Credit Hours Sought: 3.0
Course Title: INDEPENDENT RESEARCH IN HIST
4. The GT 2 Students tab is of particular note for coordinators; this tab enables an instructor or coordinator to indicate whether this course requires an exception to the greater than two enrolled students rules for independent studies. The dropdown menu provides a list of scenarios and rationales.

5. Once the coordinator has made any necessary edits and completed their review, they will need to approve the contract. To do so, they should select the Review (Required) tab. This will produce several options, three of which require that the user enter their rationale into a text box. Any option save the first initiates a rollback of the contract to a previous step in workflow.
6. If the coordinator does not approve the contract, they have the option to return it to either the student or the instructor. In the event a contract is returned, when the coordinator views their system landing page the status and next action for this contract will be updated.
OLCM FOR COORDINATORS – SCREEN BY SCREEN VIEW

to reflect the revised workflow. Returned contracts must be approved through all prior steps in workflow before they will return to the coordinator.

7. If the coordinator approves a contract, they will return to their system landing page and see that the contract is now “ready for schedule.” No further action is required of the coordinator (regarding this contract) at this point.