

## OLCM FOR COORDINATORS – SCREEN BY SCREEN VIEW

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.

The screenshot shows the OLCM interface with the following elements:

- Header: Online Learning Contract Manager, Contracts, Scheduled, Logged in as [redacted], Resume as [redacted], Help, Help Request, Logout
- Left sidebar: Filter, Export, Term: Spring 2021 (dev) (Open), Unit: History, Course: All Courses, Next Action: All Actions, PID Search: Student PID, View as PI?
- Main content: Welcome to the Online Learning Contract Manager. Spring 2021 (dev) is open for new contracts through 5/1/2021. Unit-defined deadlines may also apply.
- Table of contracts:

Action	Student	Major	Subject	Cat.No.	Section	Course	Instructor	Status	Next Action
<a href="#">+ View</a>	[redacted]	BAMNGT Sociology	HIST	496	22	INDEPENDENT RESEARCH IN HIST (3.0h)	Bull, Marcus	instructor review: approved	coordinator review

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.

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Online Learning Contract Manager   Contracts   Scheduled

Logged in as [redacted]   Resume as [redacted]   Help -   Help Request   Logout

Home   Update   Review (Required)   Download   GT 2 Students

**Contract preview and edit**  
Last Review: instructor review by [redacted] on 03/30/2021 02:04 PM, approved

**Edt** COURSE INFORMATION:  
Department or Curriculum Name: History, 315900  
Course #: HIST.496.22 Credit Hours: 3.0

**APPLICANT INFORMATION:**  
Student Applicant's Name: [redacted]   PID: [redacted]  
E-mail: [redacted]   Phone#: [redacted]  
Date of Application: 03/30/2021 01:44 PM   Credit Hours Sought: 3.0  
Class: UGRD SR   Semester Requested: Spring 2021 (dev)  
Current GPA: CUMULATIVE GPA: 3.89

**INFORMATION ABOUT INSTRUCTOR OF RECORD:**  
Name: Marcus Bull   E-mail: mgbull@email.unc.edu  
Instructor's Independent Study Section #: 22 (can be obtained from the department registrar)  
For this course the faculty member has **no more than two** students per semester or summer session.

**COURSE REQUIREMENTS.** This is considered a contract between the instructor (advisor/sponsor) and the student. Deviations from this contract should be updated and documented to the extent possible by the instructor and student. Students are expected to devote at least three hours of independent work per week for each unit of credit (e.g., 9 hours per week if 3 credit hours).

A syllabus containing ALL these required elements has been included in the application.

**APPROVAL HISTORY**

- instructor review by [redacted] on 03/30/2021 02:04 PM; approved
- student review by [redacted] on 03/30/2021 01:59 PM;

Note: Departments/Curricula must maintain copies of this contract for a minimum of four years.

Online Learning Contract Manager

Logged in as [redacted]   Resume as [redacted]   Help -   Help Request   Logout

Section to be completed by Student and Faculty

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

Faculty Name: Bull, Marcus

Faculty E-mail: mgbull@email.unc.edu

Instructor's Independent Study Section :

Course: HIST.496 INDEPENDENT RESEARCH IN HIST

Credit Hours Sought:

Course Title: INDEPENDENT RESEARCH IN HIST

Home   Save and Continue

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- 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.

The screenshot shows the 'Online Learning Contract Manager' interface. At the top, it says 'Logged in as [redacted] Resume as [redacted] Help - Help Request Logout'. Below this is a navigation bar with tabs: Home, Update, Review (Required), Download, and GT 2 Students. The 'GT 2 Students' tab is circled in red. The main content area is titled 'Greater than two students exception' and contains a text box with a blue information icon and the text: 'If the faculty member has more than two students per semester or summer session, please indicate the reason below:'. Below the text box is a dropdown menu with the option 'No Exception - only 1 or 2 students enrolled.' selected.

This screenshot shows the same interface as the previous one, but with the dropdown menu open. The dropdown menu lists several options: 'No Exception - only 1 or 2 students enrolled.' (which is highlighted in blue), 'Faculty research laboratories, research programs, or established research groups in units in which students are part of a research team.', 'Directed readings courses, offered in addition to the faculty member's standard course assignment, for a small number of undergraduate students pursuing the same reading list.', 'Situations in which mentored research is occurring outside the department or curriculum for more than two students.', 'Internships and practica required by a professional school.', and 'None of the above. Approval by the Dean is required.'

- 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.

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Online Learning Contract Manager Contracts Scheduled

Logged in as [redacted] Resume as [redacted] Help - Help Request Logout

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

### Learning contract review

Last Review: instructor review by [redacted] on 03/30/2021 02:04 PM, approved

(School/Department/Program Independent Study Coordinator) This application for Independent Study has been reviewed. The proposal is:

- APPROVED AS IS, and approver is also a DUS, Chair, or Chair designee.
- REQUIRES MORE INFORMATION (provide details and return to student).
- REQUIRES MORE INFORMATION (provide details and return to instructor).
- NOT APPROVED (provide rationale).

Submit

Online Learning Contract Manager Contracts Scheduled

Logged in as [redacted] Resume as [redacted] Help - Help Request Logout

Home Update Review (Required) Download GT 2 Students

### Learning contract review

Last Review: instructor review by [redacted] on 03/30/2021 02:04 PM, approved

(School/Department/Program Independent Study Coordinator) This application for Independent Study has been reviewed. The proposal is:

- APPROVED AS IS, and approver is also a DUS, Chair, or Chair designee.
- REQUIRES MORE INFORMATION (provide details and return to student).
- REQUIRES MORE INFORMATION (provide details and return to instructor).
- NOT APPROVED (provide rationale).

Review Comment

Submit

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

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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.

The screenshot displays the Online Learning Contract Manager interface. At the top, the title is "Online Learning Contract Manager" with sub-tabs for "Contracts" and "Scheduled". The user is logged in as [redacted] and can resume as [redacted]. There are links for "Help", "Help Request", and "Logout".

On the left side, there is a "Filter" and "Export" section. The "Filter" section includes:

- Term: Spring 2021 (dev) (Open)
- Unit: American Studies
- Course: All Courses
- Next Action: All Actions
- PID Search: Student PID
- View as PI?

The main content area shows a notification: "Coordinator review is complete." Below this is a welcome message: "Welcome to the Online Learning Contract Manager." A note states: "Spring 2021 (dev) is open for new contracts through 5/1/2021. Unit-defined deadlines may also apply."

A table lists the contract details:

Action	Student	Major	Subject	Cat.No.	Section	Course	Instructor	Status	Next Action
<a href="#">+ View</a>	[redacted]	BAMNGT Sociology	AMST	493	9	INTERNSHIP (3.0h)	Gates, Samuel	coordinator review: approved	ready for schedule

The "Next Action" column for the contract is circled in red, indicating the current state of the contract.