

## 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.

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

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.

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Online Learning Contract Manager

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: student review by [redacted] on 03/30/2021 01:59 PM

**Edit** COURSE INFORMATION:

Department or Curriculum Name: History, 315900  
Course #: HIST.496.NE 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 #: (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**

- 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.

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

Section to be completed by Student and Faculty

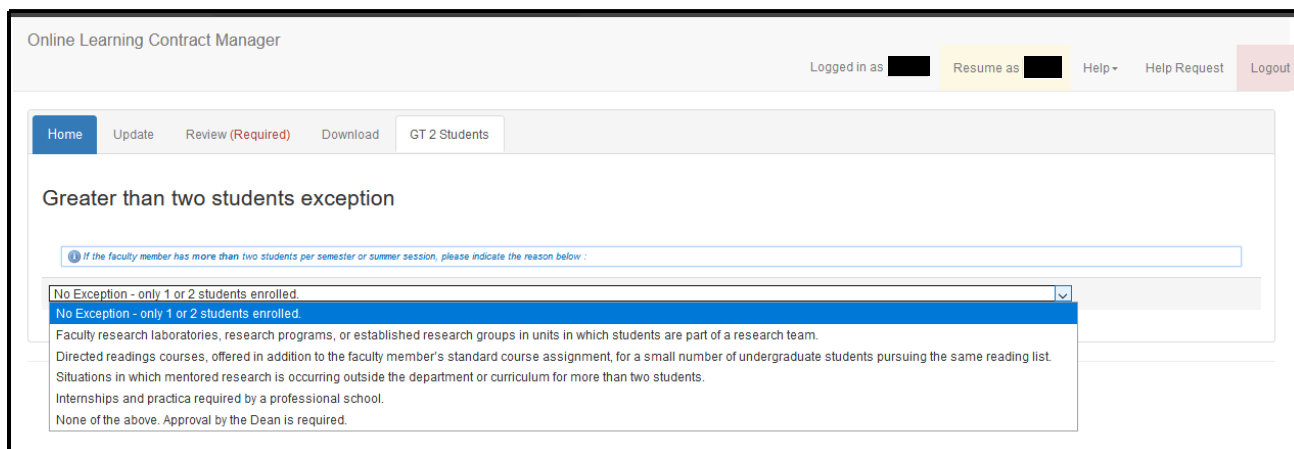
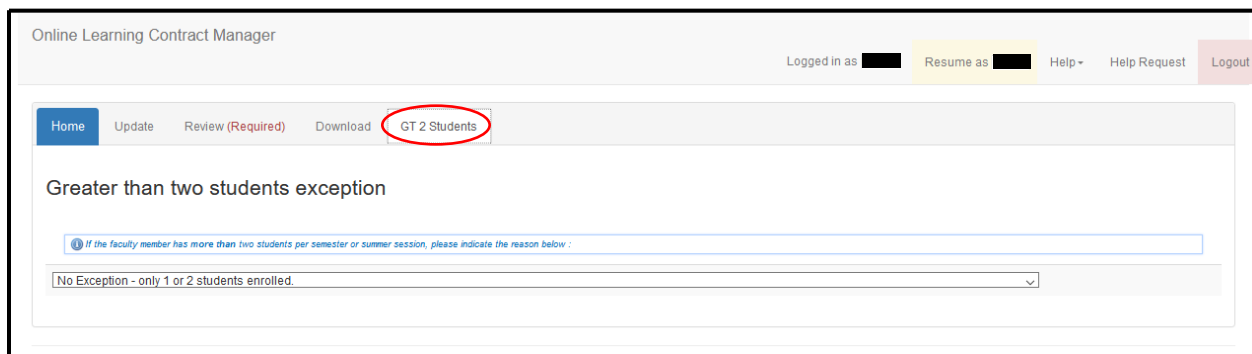
\*\*Please consult the UNC course catalog ( <http://catalog.unc.edu/courses> ) for more information about course numbers. For additional questions, please consult the DUS for this unit.

Faculty Name:	Bull, Marcus
Faculty E-mail:	mgbull@email.unc.edu
Instructor's Independent Study Section :	independe ←
Course:	HIST.496 INDEPENDENT RESEARCH IN HIST ↓ ←
Credit Hours Sought:	3.0 ←
Course Title:	INDEPENDENT RESEARCH IN HIST

Home Save and Continue

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- 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.



- 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.

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Online Learning Contract Manager

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

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

### Learning contract review

Last Review: student review by [redacted] on 03/30/2021 01:59 PM.

**INSTRUCTOR OF RECORD RESPONSIBILITIES:**

- (Instructor) I have read the requirements expected of the instructor, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of faculty.
- (Instructor) I request additional information (please elaborate in the note field).
- (Instructor) I do not give approval (please elaborate in the note field).

**Submit**

*Please note the following:*

- After you submit this review, a confirmation message will be sent to you.
- If the contract is approved, an automated notification will be sent to the Independent Study Coordinator or other authorized approver.
- If more information is requested from the student, or if the contract is NOT approved, a message including the review decision and text of the review comment will be sent to the student.
- If you approve the contract, a notification will be sent to both you and the student at the point when the final approval decision is made by the Independent Study Coordinator or other authorized approver.

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.

Online Learning Contract Manager

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

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

### Learning contract review

Last Review: student review by [redacted] on 03/30/2021 01:59 PM.

**INSTRUCTOR OF RECORD RESPONSIBILITIES:**

- (Instructor) I have read the requirements expected of the instructor, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of faculty.
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- (Instructor) I do not give approval (please elaborate in the note field).

Review Comment

**Submit**

*Please note the following:*

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- If the contract is approved, an automated notification will be sent to the Independent Study Coordinator or other authorized approver.
- If more information is requested from the student, or if the contract is NOT approved, a message including the review decision and text of the review comment will be sent to the student.
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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.

The screenshot shows the Online Learning Contract Manager interface. At the top, it says "Online Learning Contract Manager" and "Logged in as [redacted] Resume as [redacted] Help- Help Request Logout". On the left, there is a "Filter" section with "Term: Spring 2021 (dev) ( Open )". The main content area has a notification: "Instructor review is complete." Below that, it says "Welcome to the Online Learning Contract Manager." and "Spring 2021 (dev) is open for new contracts through 5/1/2021. Unit-defined deadlines may also apply." A table lists contracts with columns: Action, Student, Major, Subject, Cat.No., Section, Course, Instructor, Status, and Next Action. The first row shows a contract for "Gates, Samuel" with status "instructor review: approval pending" and next action "student review". A red circle highlights the "Status" and "Next Action" columns. Below the table, a red arrow points to a note: "Requested change(s): Syllabus missing dates for assignments."

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.

The screenshot shows the Online Learning Contract Manager interface. At the top, it says "Online Learning Contract Manager" and "Logged in as [redacted] Resume as [redacted] Help- Help Request Logout". On the left, there is a "Filter" section with "Term: Spring 2021 (dev) ( Open )", "Unit: History", "Course: All Courses", "Next Action: All Actions", and "PID Search: Student PID". The main content area has a notification: "Welcome to the Online Learning Contract Manager." and "Spring 2021 (dev) is open for new contracts through 5/1/2021. Unit-defined deadlines may also apply." A table lists contracts with columns: Action, Student, Major, Subject, Cat.No., Section, Course, Instructor, Status, and Next Action. The first row shows a contract for "Bull, Marcus" with status "instructor review: approved" and next action "coordinator review". A red circle highlights the "Status" and "Next Action" columns.