

OLCM FOR STUDENTS – SCREEN BY SCREEN VIEW

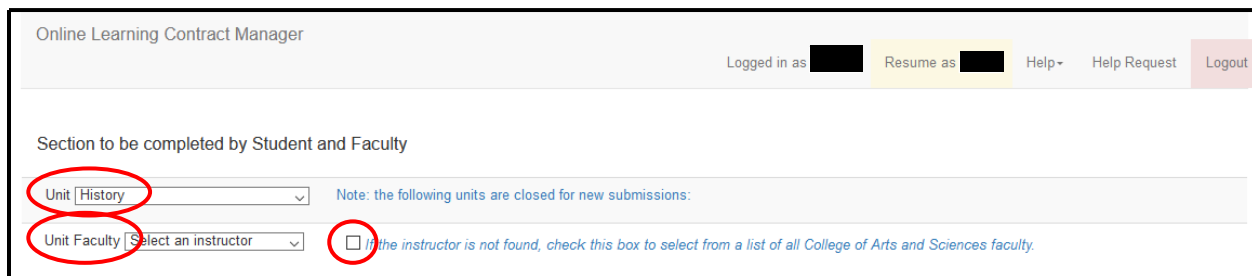
1. A student logs into the system (<https://olcm.oasis.unc.edu>) in a browser, using their ONYEN and password.
2. The system will default to the most recent semester, regardless of whether it is open or not.
3. To initiate a learning contract, students should select the appropriate term, then click the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

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- 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.



Online Learning Contract Manager

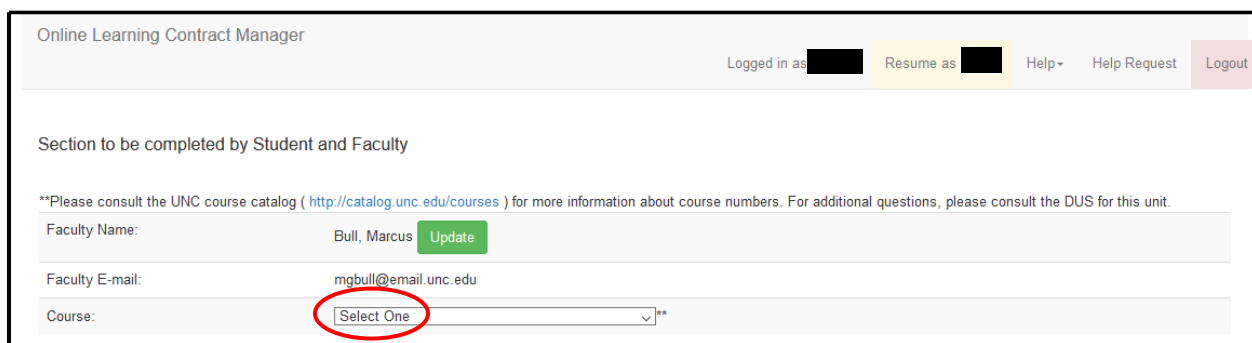
Logged in as [redacted] Resume as [redacted] Help- Help Request Logout

Section to be completed by Student and Faculty

Unit [History] Note: the following units are closed for new submissions:

Unit Faculty [Select an instructor] If the instructor is not found, check this box to select from a list of all College of Arts and Sciences faculty.

- 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.



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

Course: [Select One] **

- 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.

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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

Course: HIST.496 INDEPENDENT RESEARCH IN HIST ▾**

Credit Hours Sought: **

Course Title: INDEPENDENT RESEARCH IN HIST ←

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.

Online Learning Contract Manager

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

Section to be completed by Student

APPLICANT INFORMATION:

Date of Application: 03/30/2021 01:44 PM

Student Applicant's Name: [redacted]

PID: [redacted]

E-mail: [redacted]

Semester Requested: 2212

CUMULATIVE GPA:

Class: UGRD SR ▾

Major: BAMNGT Sociology

Second Major: Student 2nd Major (Optional)

Phone: Student Phone (Optional)

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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.

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

Applicant information was saved.

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). Students may upload a supplemental syllabus file or completed unit learning contract form that addresses proposed independent study requirements in these six areas:

- A) Meeting requirements with the instructor (e.g., individual meetings, lab meetings, etc.). Include day/time of weekly or bi-weekly meetings.
- B) Reading assignments (and due dates, if relevant):
- C) Written assignments (page requirements/limits and due dates, if relevant):
- D) Other assignments (please describe):
- E) Assessment (e.g., % of course grade based on each requirement) including final examination (or alternate format):
- F) Other information
- G) Work Plan

Alternately, students may enter these requirements individually in the OLCM web application.

Please select one:

Upload supplemental syllabus file or completed unit learning contract form
 No file to upload, information will be entered below.
Please note that the uploaded file will take precedence over responses entered directly in OLCM.

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

2. Then click "Upload" to upload the file: *Uploaded files may be deleted on the following page.*

Please select one:


Upload supplemental syllabus file or completed unit learning contract form
 No file to upload, information will be entered below.
Please note that the uploaded file will take precedence over responses entered directly in OLCM.

Responses may be updated again before the final contract submission.

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

Meeting Requirements

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 Responses may be updated again before the final contract submission.

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 paper 35%

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 3:30-5:00pm

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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.

Online Learning Contract Manager

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

Your responses have been saved.

File Uploads

1. Syllabus (optional)

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

b. Then click "Upload" to upload the **syllabus** file:

2. Internship/Practicum Site Supervisor Approval (only if required by department)

3. Other Supporting File (optional)

Online Learning Contract Manager

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

MY HISTORY SYLLABUS.docx was uploaded.

File Uploads

1. Syllabus (complete)

a. Click "Choose File" to replace your uploaded syllabus file with a new one :
 No file selected.

b. Then click "Upload" to upload the **syllabus** file:

2. Internship/Practicum Site Supervisor Approval (only if required by department)

3. Other Supporting File (optional)

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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.

Online Learning Contract Manager

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

Required files have been uploaded.

Home Update Review (Required) Download

****Click the 'Review' tab to submit this contract for the next required approval.****

Contract preview and edit

Edit COURSE INFORMATION:
Department or Curriculum Name: History, 315900
Course #: HIST.496.NE Credit Hours: 3.0

Edit 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

Edit 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.

Edit 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).

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

APPROVAL HISTORY No approvals submitted.

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

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.

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Online Learning Contract Manager

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

Required files have been uploaded.

Home Update **Review (Required)** Download

Learning contract review

STUDENT RESPONSIBILITIES:

(Student) I have read the requirements expected of the student, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of students.

Submit

Please note the following:

- After submitting approval, the contract will be read-only unless the contract is referred back to you for updates by the instructor or the Independent Study Coordinator. An automated message will be sent to you in the case where the contract is referred back to you for updates.
- After you approve the contract, an automated notification will be sent to the instructor and a confirmation message will be sent to you.
- When the final approval decision is made by the Independent Study Coordinator (or other authorized approver), a notification will be sent to you and the instructor.
- Please contact the instructor or Independent Study Coordinator directly if your contract is not reviewed in a timely manner.

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.

Online Learning Contract Manager

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

Filter

Term: Spring 2021 (dev) (Open)

Incomplete contract was deleted.

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.
- Before a new contract may be submitted, contracts with 'incomplete' status must be either completed or deleted.

Action	Student	Major	Subject	Cat.No.	Section	Course	Instructor	Status	Next Action
+ Finish + Delete	[redacted]	BAMNGT Sociology	HIST	496	I/E	INDEPENDENT RESEARCH IN HIST (3.0h)	Bull, Marcus	incomplete	student review

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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.

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 a "Term:" dropdown set to "Spring 2021 (dev) (Open)". The main content area says "Welcome to the Online Learning Contract Manager." and includes a notification: "Spring 2021 (dev) is open for new contracts through 5/1/2021. Unit-defined deadlines may also apply." Below this is a table with columns: Action, Student, Major, Subject, Cat.No., Section, Course, Instructor, Status, and Next Action. The first row shows a contract with the status "student review: complete", which is circled in red. The "Next Action" for this contract is "instructor review".

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

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.

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 a "Term:" dropdown set to "Spring 2021 (dev) (Open)". The main content area says "Welcome to the Online Learning Contract Manager." and includes a notification: "Spring 2021 (dev) is open for new contracts through 5/1/2021. Unit-defined deadlines may also apply." Below this is a table with columns: Action, Student, Major, Subject, Cat.No., Section, Course, Instructor, Status, and Next Action. The first row shows a contract with the status "instructor review: approval pending" and a green "+ Update" button circled in red. The "Next Action" for this contract is "student review". Above the table, there is an orange notification: "A reviewer has requested updates to your contract. To complete requested changes, click 'Update.' Once updates are complete, select the 'Review' tab submit changes for approval." Below the table, there is a note: "Requested change(s): Syllabus missing dates for assignments." The second row shows a contract with the status "scheduled" and "none" as the next action.

Action	Student	Major	Subject	Cat.No.	Section	Course	Instructor	Status	Next Action
+ Update	[redacted]	BAMNGT Sociology	AMST	493	9	INTERNSHIP (3.0h)	Gates, Samuel	instructor review: approval pending	student review
+ View	[redacted]	BAMNGT Sociology	HIST	496	22	INDEPENDENT RESEARCH IN HIST (3.0h)	Bull, Marcus	scheduled	none