# Online Learning Contract Manager

## Coordinator instructions

1. Sign in with your onyen and password at https://olcm.oasis.unc.edu
2. Select the current term, and review the list of learning contracts for your unit
3. Courses requiring coordinator review will have the 'coordinator review' listed in the 'Next Action' column. To review a contract, click '+Review.'



Note: If a request has been completed by the student, and is not yet ready for scheduling, coordinators may update the next reviewer status by clicking on the pencil icon ✎ in the last column.



Two cases when this option might be used are:
   a. An instructor has denied approval instead of referring the request back to the student for more information. In this instance, the next reviewer status should be updated to 'student review.'
   b. The request has received all needed approvals, but OLCM still shows a Chair, SAD, or UE Dean approval is needed. In this case, a request may be updated to indicate it is ready for scheduling. This scenario could occur if the PI has a Chair or DUS role in a unit other than that for which the contract is submitted.

   After the change is submitted, a message containing the comment will be sent to the unit scheduler.

4. Clicking 'Review,' loads the Approval page with the 'Contract' tab selected. Clicking 'Edit' from the 'COURSE INFORMATION' section will allow you to edit the contract's course information.

Download: To download the contract, along with any supporting documents, click 'Download.'



Review (review options are described below):



- The first option, 'APPROVED AS IS' will cause the contract to transition to the next status, 'ready for schedule.'

- The second option, 'REQUIRES MORE INFORMATION (provide details and return to

student)' updates the contract status to 'student review.' If this option is selected, an explanatory note is required. The contents of the note will be emailed to the student, along with a request for the student to log in to OLCM and make requested updates.

- The third option, 'REQUIRES MORE INFORMATION (provide details and return to instructor)' will transition the contract's status to 'instructor review.' If this option is selected, an explanatory note will be required. The contents of the text field will be emailed to the instructor, along with a request for that the instructor log in to OLCM and make the requested updates.

- The fourth option, 'NOT APPROVED', will terminate the review process for this contract. When this option is selected, a required text field will be displayed. After the response is saved, a message including the explanatory note will be sent to both student and instructor.

- If a 'Greater than 2 Students exception applies, please select the relevant reason on the 'GT 2 Students' tab.

5. After reviewing all contracts requiring coordinator review, click Logout in the top right corner.

If you have questions, or would like to request help using the application, please send an email to help-appsdev@unc.edu.