Online Learning Contract Manager

Faculty 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 which you are listed as primary instructor.
3. Courses requiring faculty approval will have 'instructor review' listed in the 'Next Action' column. To review a contract, click 'Review.'

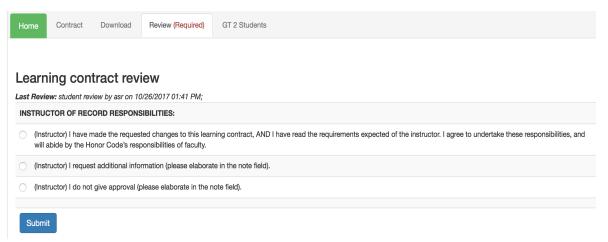|								
+ Review	Verwoerdt, William (730088166)	AERO	393	N/E	FIELD TRAINING (3h)	Vesely, Annamaria	student review: complete	instructor review
+ Review	Weinstein, Sarah (730077548)	AERO	393	N/E	FIELD TRAINING (3h)	Vesely, Annamaria	student review: complete	instructor review

4. Clicking 'Review,' loads the Approval page. This page has three tabs.
   a. Contract: This section displays the contract data. Clicking 'Edit' allows you to update the contract's course information.

b. Download: This tab allows you to download the contract along with any additional documents uploaded by the student. To save a copy of these documents, click 'Download.'

c. Review (options are described below):

- Selecting the 'I agree to undertake these responsibilities' radio button option indicates approval and transitions the contract to the next status. If the instructor also has the CAT:Independent Study Coordinator role, the next status will be 'Chair Review.' If the instructor does not have the coordinator role, the next required action is from the unit's Independent Study Coordinator.

- The second option, 'I request additional information,' will update the contract's status to 'Student Review.' When this option is selected, required text field will be displayed. The contents of the text field will be emailed to the student, along with a request for that student to log in to OLCM and make the needed updates.

- The third option, 'I do not give approval,' will terminate the approval workflow, and cause a notification of this decision to be sent to the student applicant.

- If a 'Greater than 2 Students exception, applies, click the 'GT 2 Students' tab and then select the relevant reason from the dropdown.

5. After reviewing all contracts requiring instructor 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.