MSOL Instructor Guide

The MSOL program is a part-time online program designed for working professionals. As an MSOL faculty member, instructor, or TA, your responsibilities are as follows:

1. Set up and **PUBLISH** your class site on Bruin Learn, the Canvas based LMS for UCLA
   a. Adding content to Bruin Learn for MSOL
   b. Instructor and TA FAQ
   c. Bruin Learn YouTube channel
   d. Facilitate student communication on Bruin Learn
      i. Enable chat function
      ii. Enable message board
   e. SEASnet is the IT team for the School of Engineering. For Bruin Learn questions, please contact help@seas.ucla.edu.

2. Release lecture videos on schedule through Bruin Learn (Echo360)
   a. Students generally prefer that videos be released on a schedule. Please release videos earlier upon request.
   b. When all videos are released at once, students are often confused about what to watch and when. If you release all videos, please post a schedule showing when to watch them.
   c. How to release lectures on Echo360

3. Hold a weekly interactive recitation (minimum) using Zoom
   a. You may use the 4732 BH studios or your own PC.
   b. If needed, you can check out a tablet PC and microphone and work from another location.
   c. Students should email questions in advance, especially if they cannot make the recitation session.
   d. Record the sessions.

4. Answer questions from students over Zoom, email, or phone
   a. Emails should receive a response on a daily basis. You may set a time that you will respond to emails daily, e.g. 8:00 – 9:30 PM.
   b. Hold office hours two evenings during the week and one hour on Saturday so that students can call or email questions. MSOL students work full time and cannot attend sessions during normal business hours.
5. Grade and assign homework
   a. Homework must be graded and returned to students within 48 hours of the time it is due.
   b. Homework must either (1) have sufficient feedback for students to tell where they need to do more work or (2) be followed by posted solutions.

6. Grade and assign exams
   a. Exams are to be graded by the Professor. The TA can provide support, but the instructor must determine partial credit and final grades.
   b. **Graded exams must be returned to the students within one week of the exam date.**

7. Facilitate formation of student groups
   a. Request permission to distribute email addresses. **You must ask permission to send out an email list.**
      i. Please ask all students to send contact information (name, email address) to be shared with other students in the class, then send out this information to the class list.
      ii. Encourage students to share email and communicate with each other.
   b. Encourage students to call in via Zoom during office hours.
      i. **Zoom Training Resources**
      ii. You may consider changing your settings so that participants are muted upon joining. (This will prevent excessive background noise.)

8. Give feedback to students on progress
   a. Give students a clear assessment of where they stand immediately after the midterm (e.g., what grade they would earn if they continue at their current level of performance)
   b. Students with low performance can drop and obtain a refund. If they stay enrolled, their employers will not reimburse for low grades and students must pay over $4000. Instructors should contact any students who are not doing well after the midterm in order to give them the opportunity to drop the class and receive a refund.

9. Submit final grades
   a. **Grade Submission Deadlines**
   b. **End of Term Grading**
   c. For questions about grading within **MyUCLA**, please contact **gradebook@college.ucla.edu** or call the Help Desk: 310-206-4525
**Professor responsibilities:**

1. **Organize course**
   a. Post syllabus
   b. Make course reader/textbook available
   c. Activate and PUBLISH Bruin Learn site
   d. Enter grades to Gradebook
2. **Provide HW sets**
   a. Develop new HW sets each term or base grades on exams.
3. **Develop new exams**
   a. Exams may not be recycled.
   b. Take home exams should be arranged with MSOL in advance.
4. **Send exams to the MSOL office for distribution to proctors three days before exam date**
5. **Answer email and phone questions from students**
6. **Hold office hours at least two hours per week**
   a. Office hours must be regular posted times that questions over Zoom, email, and/or phone will be taken. (Alternate days from TA office hours.)
   b. Use Zoom or Collaborate to meet live with students at the beginning of the term and for office hours.
7. **See that HW is returned within 48 hours of the due date**
8. **See that exams are graded and returned within one week of exam date**
9. **Assign final grades in the course and post through Bruin Learn or MyUCLA. Late grades pose serious financial problems for students.**
   a. This is very important. Students cannot get reimbursed from their employers until official grades are posted.