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 messaging
      ii. Enable discussion forums
   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 and microphone from MSOL and work from another location.
   c. Students should email questions in advance, especially if they cannot make the recitation session.
   d. Please record the sessions.

4. Answer questions from students over email, phone, Bruin Learn, or Zoom
   a. Emails should receive a response on a daily basis. You may set a time that you will respond to emails, e.g. 8 – 10 PM.
   b. Between the professor and TA, hold weekly office hours on a weekday evening plus one hour on Saturday so that students can ask questions. (MSOL students work full time and cannot attend sessions during normal business hours.)

5. Assign and grade homework
   a. Please grade and return homework to students within 2 business days of the due date.
   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. Assign and grade assessments
   a. Assessments are to be graded by the Professor. The TA can provide support, but the instructor should determine partial credit and final grades.
   b. **Graded assessments must be returned to the students within one week of the assessment 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 students to send their 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 email and communicate with each other.
   b. Encourage students to use Bruin Learn discussion boards or Piazza
   c. 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 struggling students stay enrolled, their employers will not reimburse tuition for low grades. Instructors should contact any students who are not doing well after the midterm in order to give them the opportunity to drop the class.

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

MSOL professor responsibilities:

1. Organize course on [Bruin Learn (Canvas)](#)
   a. Post updated course syllabus
   b. Make course reader and/or textbook available
   c. [Publish Bruin Learn](#) site by the start of Week 1
2. Provide homework sets
   a. Update homework sets each term or base grades on assessments
3. Develop new exams or assessments
   a. Exams should not be recycled
   b. Confirm your assessment method with MSOL
   c. If holding in-person exams:
      i. Ensure that you or the TA is available to oversee the campus exam on the Saturday of the exam week (Week 5 & Week 10)
      ii. Send exams to MSOL for distribution to proctors at least three days before the exam date
4. Answer email, phone, and/or Bruin Learn questions from students
5. Between you and the TA, hold office hours at least two hours per week
   a. Office hours must be regular posted times that questions over email, phone, and/or Zoom will be taken. (Please choose different days from the TA's office hours.)
   b. Use Zoom or Collaborate to meet live with students at the beginning of the term and for office hours
6. See that homework is returned within 2 business days of the due date
7. See that exams or assessments are graded and returned within one week of the exam date
8. Assign final grades and post grades through Bruin Learn or MyUCLA
   a. Adhere to the [published deadlines](#)
      i. Late grades pose serious financial problems for students. Students cannot get reimbursed by their employers until official grades are posted.