

INSTRUCTOR TEACHING GUIDE

CELL BIOLOGY & NEUROSCIENCE COURSES – **SPRING 2019**

The following information is to assist you with Cell Biology & Neuroscience (CBNS) Course Instruction support. If you do not find a service you need, please email emnadmin@ucr.edu and one of the staff members will reply. You can also contact the EMN Front Office at 827-5903 and you will be directed to the appropriate contact. You may also find links to many of these services on the EMN Staff page: <https://emn.ucr.edu/forms.html>

TEXTBOOKS:

It is the responsibility of each instructor to order textbooks for their courses. An email is sent out from the Bookstore prior to the start of each quarter explaining details for ordering books. If additional copies of textbooks are needed for TA(s), please check with the EMN Purchasing office staff: Tara Pastucha x25937 (Life Sciences Rm 2805), or the front desk staff x25903 (Life Sciences Rm 2715) to see if we have additional copies. If we do not, we will contact the Department Chair to request approval to order from department funds.

SUPPLIES:

Please see the administrative staff in the EMN Purchasing offices (Life Sciences Rm 2715/2805) M-F 7:30am - 12:00pm and 1:00pm - 4:30pm. They keep some supplies in stock such as markers, erasers, batteries, chalk, Scantron forms, etc. For other items, please email emnadmin@ucr.edu and the staff will assist you with your order. Please ensure that the TAs assigned to your course are aware that they can obtain these supplies from the EMN office.

KEYS:

If you need a key to one of the laboratory classrooms and/or TA office hour rooms, please see the EMN front desk staff in Life Sciences Rm 2715 between 7:30 – 10:30 or 3:00 – 4:00 Monday through Friday. Keys will be assigned on a *quarter-by-quarter basis only*.

ROOM RESERVATIONS FOR CBNS CONTROLLED ROOMS:

| ROOM NAME | LOCATION | HOW TO REQUEST A RESERVATION |
|--------------------------|--------------------------|---|
| CBNS Conference Room | Life Sciences 2550 | http://frs.ucr.edu * |
| Biological Sciences 1103 | Biological Sciences 1103 | http://frs.ucr.edu * |
| TA Office Hour Room | Life Sciences 2510, 2515 | http://frs.ucr.edu * |

* No "www" is required

Rooms Managed on FRS System:

1. Go to <https://frs.ucr.edu> to request a room reservation.
2. Enter the meeting **Date**.
3. Select **Institution** from the drop down menu. (UCR)
4. Select **Facility Unit** from drop down menu and choose "Cell Biology & Neuroscience"
5. Select **Facility** from drop down menu. **Facility** Choices:
 - CBNS Conference Room (Life Sciences/LSP 2550)
 - Biological Sciences 1103 (BSB 1103)
 - TA Offices (Life Sciences /LSP) 2510, 2515)
6. Complete **Facility Reservation Request** form.
7. **Submit** the request form by clicking "Submit" button.
8. The system will provide you with a **request confirmation number**; keep this confirmation number for your records should you need to revise/track your request.
If your reservation is approved, you will receive an email from NoReply@thec3tech.com

PHOTOCOPYING AND PRINTING:

If a print job is over 120 printed pages TOTAL, please send your copy request to the EMN office *at least two business days prior* to the date the copies are needed. EMN Staff will then submit your request to the Printing and Reprographics office for processing. Use the form found at the following link to submit your request: <https://emnadmin.wufoo.com/forms/emn-administration-print-request/> and attach the file(s) to be copied in PDF format. If

copies need to be *hand married* (e.g. sorted by exam version A-B-C-A-B-C), please note that an additional day for processing is required.

For smaller copying jobs (under 120 TOTAL pages printed), a photocopier in the EMN unit can be used. Please see the EMN Front office (Life Sciences Rm 2715) for the course copy code each quarter.

For handouts, please consider posting electronically on iLearn (Blackboard). Enrolled students can then download and print their own handouts.

ENROLLMENT ISSUES:

Enrollment issues for most CBNS courses are handled by the CNAS Enrollment Management Center in Rm 1140 Batchelor Hall. If students are repeating a course or need permission to enroll, they must submit a request using the following link: <https://ucrbsgsac.wufoo.com/forms/enrollment-request/>. Rosemary.Simmons@ucr.edu (x4737) is the contact person for CBNS courses.

EXAM ADMINISTRATION:

Proctoring of exams requires at least one Faculty member to be present.

SCANTRON MACHINE:

The Scantron machine (for the narrow green forms, Form No. 882-E) is in Spieth 1118. Check out the key from the front desk staff in Life Sciences Rm 2715.

COURSE EVALUATIONS:

Student evaluations are handled online through iEval (<http://ieval.ucr.edu>). Estella Davalos in the BNN Unit is the primary contact for this process. You can reach Estella at x2-5904 or estella.davalos@ucr.edu if you have questions regarding your course being evaluated. Teaching Assistant evaluations are handled by the Graduate Division for courses during the academic year.

Instructors will receive an automated email reminder about the availability of iEval access towards the end of the quarter. Note that students who do not complete a course evaluation online for a particular course will not be able to see their final grade for that course (via GROWL) until the start of the next quarter.

GRADING:

Final letter Grades for all courses are submitted to the Registrar using iGrade (<http://igrade.ucr.edu>). Information can be found here: <http://cnc.ucr.edu/igrade/using.html>. For all other courses, it is the instructor(s) of record that submit the final letter grades. You can pick up grade change forms from the CNAS Enrollment Management Center in 1140 Batchelor Hall.

Scores for assessments during the quarter can be posted to iLearn at the discretion of the instructor(s). See this site: <http://cnc.ucr.edu/ilearn/>.