**Summary of the Discussion on Facilitator’s Online Presence:** **Thursday 15 November 2012, Moodle Platform**

Mr. Andrew Moore, kicked off the discussion by an introductory activity. **Instruction to participants**: **to write up a facilitator’s presence strategy detailing what the facilitator is to add so that the users are aware of the facilitator and his/her role in the online experience.**

**Facilitator’s Online Presence Strategy**

* Where possible, **use of audio-visual clips for purposes of introduction** and acquainting the participants to the course objectives was emphasized.
* Use of a **common group-cum-facilitator’s communication column** to create and maintain cohesion, as well as for communicating any news or schedule of events (timetable), clearly indicating the set times in advance. (WhatsApp, Facebook, email address)
* Provision of **facilitator’s contacts** to participants for ease of communication when need arises. These could be phone numbers, email addresses, WhatsApp, Twitter handle, and Facebook, among others that the participants may use to get in touch.
* Amicably **starting and monitoring/guiding the course of discussion**, (kicking off the discussion, while being careful not to influence or dominate the discussions).
* Necessity to **welcome participants, creating a low-risk-conducive environment** that elicits free contribution by members, and providing the necessary guidelines/directions to the discussions.
* Being **online throughout the discussion/chats** and making comments of agreement, giving direction of purpose once in a while, while sparing/reserving criticism for private email messages at the end of the chat.
* Availability of **online facilitator’(s) duty roster** indicating their online presence and availability to be reached out by the participants for any assistance required.
* Introduction of **activities like quizzes, assignments, and discussion** topics to participants. Marking and grading the activities and providing immediate feedback, thus helping to indicate the presence of online facilitator.
* **Reaching out to and probing inactive participants and absentee members** using private mails/instant messaging, to query their whereabouts and assist keep them on board.
* Provision of an “**automatic activity completion status buttons**” that checks and indicates the progress attained by individual participants involved in the online course. This aids in enabling the facilitator track the progress of participants and query those that could be lagging behind.
* Do a **prompt summary/wrap-up of important points raised** in the discussions for that period (a day, session, or week) so as to help keep track of the happenings for that period.