**Facilitator’s online presence strategy. - Nov 15th 2012. Summary.**

After a welcome note from the facilitator, where he introduced the topic of discussion, participants were eager to contribute. This was because they had been given adequate time to prepare. This is what transpired.

1. Facilitators should be online most of the time to help participants find their way out of technicalities. Participants should be nudged to provoke their thinking especially those who seem to be silent during the course. This can be done by direct emailing.
2. Feedback. The participants should feel the presence of the facilitator who is online. The facilitator can give quizzes and assignments and give prompt feedback. The expected time for say submitting assignments or taking exams should be communicated. How the assessment is to done in general should be made clear.
3. Module activities and calendar of events can also be used. This will indicate the exact time certain activity such as chat time is scheduled to take place. By doing so, participants will adequately prepare for every activity. Maintaining news forum can also help to communicate. For the purposes of effective communication, the facilitator can use group email to pass information besides other tools.
4. Due to a large number of activities, the facilitator should constantly remind participants on the very important events which are due. This should be in line with setting time limit for chats for example 4-5 in the evening. Other communication tools such as twitter and face book should also not be left out for communication.
5. Record a file relating to participants performance and progress. This would make participants here feel your presence more. In addition, the course news box should be regularly updated to take care of emerging issues.

Having no other comments from participants, the discussion ended at 1246HRS