**ONLINE PRESENCE STRATEGIES:**

Be online and make comments during chats.

Nudge people who are not making progress using private e-mails.

Give activities e.g. quizzes and or assignments and give them feedback immediately once they have answered.

Prepare module activities with fixed milestones, chatting time clearly fixed.

Use group e-mail address for participants in the course. To make synchronous announcements easy.

Maintain News forum through which news and important announcements can easily be done.

Inform the participants about the date and time of chat room from beginning of course and keep reminding them about it at the beginning of each week, and remind again early on that date using the forum, e-mail and other applicable ways.

There is need for an time-table agreed by both participant and facilitator regarding date and time of conferencex2

Provide e-mail address and other contact modes e.g. Facebook, twitter, phone numbers for communicating outside Moodle.

Set a time limit for forums and be available during the time to respond to contributions and intervene if necessary.

Keep constant communication so participants feel your presence.

Use forum to provide regular feedback on how well they cope with using the Moodle.

There should be regular interaction between participants and facilitator whereby facilitator wraps up the concepts of the week or introduce work to be done next week.

Use group e-mail for giving more instructions on the on-coming piece of work or in case of some changes on initial instructions.

Design the course in such a manner that there is either a forum or wiki or any other interaction activity, each week where the facilitator can have a chance of probing and directing the discussion.

Record a message that relates to their progress or performance and upload the file. They will hear you.

Use and update regularly the ‘Course News box’ at the top right hand corners of the screen.

Introduce them to the course using audio-visual device so that they know what the course all about as well as what they need to know about me.

Inform the participants about the learner support services they will be provided with.

Explain how assessment will be done, timelines and activity.

Give frequents posts reminding them of activities that require immediate feedback to ensure they are attended to.