Discussion on Facilitator’s Online Presence Strategies

* One should be available online and frequently make comments during chats
* Introduce new topics or content using an audio-visual device.
* Use of emails;- send private emails to nudge those left behind and group emails to communicate to participants about general reminders and information.
* Give the participants activities like quizzes and assignments and give feedback immediately to ensure active participation by all learners as the facilitator checks their comments regularly.
* Prepare module activities to be done within a given period of time.
* Maintain and regularly update course news forum.
* The Facilitator and the participants should agree on a practical schedule to guide them during the course.
* Chat time should be set between 4pm to 5pm on Fridays.
* Time limits should be set for forums and the facilitator to be available to offer guidance
* Participants should be provided with various contacts forms of the facilitators and have regular interaction with the learners.
* Inform the learners about any support available.