

Moderator's Responsibilities - Interactivity Management

Responsibilities of the Moderatos are related to the community management. These are:

1. Information.
 - Informative first page: Ensure that the community's first page provides all needed information to encourage and inspire the students to engage.
 - Introduction of themes in collaboration with the students and the Students Administration Office.
2. Registration system: Facilitate the registration process if necessary.
3. Welcome note: A welcome note inspires and encourages the students to participate as well as giving additional information on technical and management issues (e.g. Moodle description, inappropriate behaviour etc.)
4. Profiles: The students need to be encouraged to construct their profiles. Profiles provide a feeling of co-presence and enhance the sense of belonging.
5. Induction and training: An initial meeting for using Moodle might bring issues of usability of the system and suggest the problems students have on using the system on site (if any). Additionally, information will be provided on ways for writing, replying and form an online message.
6. Subgroups: Based on students' research interests as well as hobbies sub-groups will create initial locus of interactions.
7. Initial one-way communication: Introduction of the students (research interests, hobbies, personal information that would like to share, experiences etc) as well as tools (e.g. votes, polls, surveys, newsletters) can break the ice and give the necessary information to move to two ways of communication and productive interactions.
8. First message: The first of each student might define later behaviour. An initial authentic reply and warm welcoming will encourage students to continue communication as well as shy students to send a message.
9. Discussion highlights as newsletters: A monthly newsletter that will provide a summary of the discussions and any additional information from CIARIS. Newsletters inform members for news, activities, make members aware of the previous issues and develop a feeling of belonging to a community.
10. Motivation of silent participants: Moderatos need to 'kick' the students to contribute to the community.
11. Monitoring and control: Subjects and discussions moderation could enhance or prevent specific issues to be brought on the surface.
12. Use of the expert: Students might need more formal or expert advice in addition to confidentiality that a community cannot provide.
13. Help and Support: The students need to feel that there is always someone there on a 24/7 basis.
14. Give the members ownership of their learning and learning outcomes (work behind the scene).