



# Guidelines for the moderators of the M-House course modules – hints and minimal standards

## General

- Help the participants to become aware of their business skills
- React very rapidly to problems and uncertainties.
- Promote learners interaction / peer learning / peer reviews.
- Participants are individuals, in ideal: After one week, know one fact about each participant
- Express in a way that it is understandable and not too academic, in a language that is active rather than passive.
- Stay active and write a message at least every 2 – 3 days

About group work:

If some of the tasks requires working in groups, to moderator needs to check:

- at the beginning of the module if the working groups starting doing the tasks
- during the module run, if all of the members of the (arranged) groups working on the task (a first indicator you can have a look if all of them have already logged-in to the module)
- during the module if the arrangement in some of the groups needs to be changed

## Schedule

### 8 days before the module starts

Edit your profile	Complete your personal profile with a photo and a short biography ...
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### First day of the module

Forum Post	Do a forum posting in the <i>News Forum</i> of the module  Write of few lines about yourself, link to your profile and welcome the participants and
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explain for example:

- the learning outcomes at the beginning of the module! What is the use of the tasks?
- which entrepreneurial skills, knowledge and attitudes or learning outcomes are trained in the module by the different tasks.
- what media and tools will be used and how they can be used. Encourage participants to present their ideas through them.

## During the module

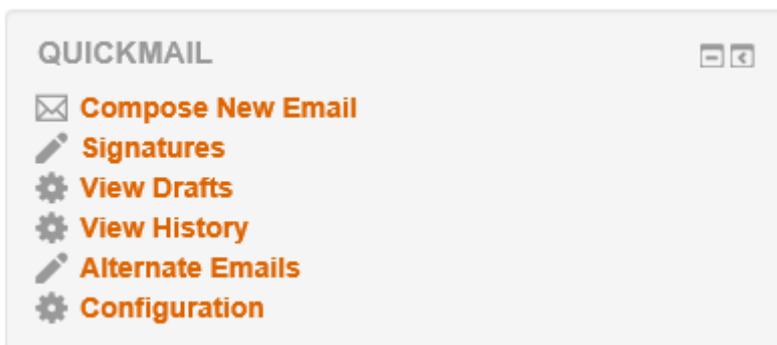
Participants login	If somebody was not logged in the module two days after the start of the module (you can use the "participants list" in each module to check the last login) write directly to the participant via e-mail and ask if she/he can be supported ...
<b>Motivate the participants e.g. by:</b>	Follow up on those who didn't contribute yet by asking and provoking an answer.
	Nudge learners to do further tasks such as discussions.
	Reassure and affirm comments, especially those who seem uncertain.
	Encourage participants to dare to produce their own ideas
	Keep in mind that learning is linked to the personal life of the learner, to the learners' family and community. Ask for experiences and common situations.
	Post the results of the polls towards the end of the module.
<b>Task completion</b>	Demand learners to complete the tasks as required, try to negotiate with participants who don't keep to the instructions.
<b>Day when the module ends</b>	Value the contributions of the learners by giving feedback, asking for different ideas or opinions, and summarizing the work of the group (e.g. in a pdf).

## After the module (last day +1)

Task completion	Check who has completed the tasks and do a forum posting with the names of the participants passed the module + send an e-mail the course director / course administrator.
Experience report	The moderator prepares an experience report, e.g. with experiences, challenges, good practice and tips for future moderators) and post it as an reply to the forum: <a href="http://www.project-platform.de/mod/forum/discuss.php?d=340">http://www.project-platform.de/mod/forum/discuss.php?d=340</a> A template for the report can be found at:

## The use of the Quickmail block (Moodle plug-in)

Find the 'Quickmail' section of Moodle (on the right of the main page). Click on the '*Compose new email*' link.



In the box called 'Potential Recipients', click on the name of your designated person to select it. Click on the 'Add' arrow to move the name over into the box on the right. In this way, your email will be sent to that person, but nobody else.

Look at the email, which has opened under these boxes. Write a topic in the Subject line (such as Hello) and then an email in the Message box.

When you are finished, click the 'Send Email' button at the bottom of the page to send the email.

Please watch your email Spam/Junk tray - emails from Quickmail may end up in there.