## PTTC Network Moderated Ethics Moderator Responsibilities

1. **Engagement and Communication:**
	1. Introduce themselves to participants and guide them through the course.
	2. Actively engage with students in discussion forums, providing feedback on their posts and responses.
	3. Respond to student inquiries related to course content and provide guidance on technical or administrative issues.
2. **Tracking and Encouragement:**
	1. Monitor student participation and progress using platform reports (e.g., "Activity Completion" and "View Posters").
	2. Proactively reach out to students who fall behind or do not meet participation requirements with reminders or nudges.
3. **Administrative Oversight:**
	1. Ensure participants meet course requirements, including posting and responding in forums and completing assignments and quizzes.
	2. Support students in understanding how to use the platform effectively, such as proper posting methods in forums.
4. **Facilitation:**
	1. Moderate discussions to foster meaningful learning and ensure participants engage with each other.
	2. Address issues related to assignment completion and coordinate with technical support when necessary.
5. **Reporting and Support:**
	1. Share participant feedback or technical issues with the relevant support team (e.g., ethics@pttcnetwork.org).
	2. Support participants in troubleshooting issues related to certificate access or platform navigation.