PTTC Network Moderated Ethics Moderator Course Timeline

**1 Week Before Course Start**

* Task: Receive the final list of registered participants from the National Coordinating Office (NCO).
* Action: Review the participant list and confirm its accuracy. Prepare introduction materials and communication templates.

**Thursday or Friday Before Course Start**

Task: Send a welcome email to participants.

Action:

Introduce yourself and outline the course schedule, expectations, and requirements.

Remind participants to check their email for instructions from ethics@pttcnetwork.org.

**Course Week 1 (Monday–Friday)**

* Monday: Course begins.
	+ Action: Monitor participant login activity using the "Activity Completion" report.
	+ Ensure participants understand forum participation requirements.
* Tuesday:
	+ Task: Track participation in Learning Forum 1.
	+ Action: Email any participants who have not posted in the forum with a reminder to complete their response.
* Wednesday–Friday:
	+ Task: Actively monitor and engage in Learning Forum 1 discussions.
	+ Action: Provide one-on-one responses or general feedback and ensure each participant replies to at least one other post.

**Course Week 2 (Monday–Friday)**

* Monday–Tuesday:
	+ Task: Transition participants to Learning Forums 2–5.
	+ Action:
		- Send reminders about upcoming deadlines.
		- Address any technical or course content questions.
* Wednesday–Friday:
	+ Task: Ensure all participants complete their posts and responses in each forum.
	+ Action: Use the "View Posters" report to track engagement and nudge participants who have fallen behind.

**Tuesday After Course End**

* Deadline: Course officially closes at 5 PM EST.
	+ Task: Verify participant completion using the "Activity Completion" report.
	+ Action:
		- Confirm that all required activities (forums, modules, quiz) are marked complete.
		- Address any discrepancies (e.g., unmarked activities) and escalate if necessary.

**Post-Course**

* Task: Provide a summary report.
	+ Action:
		- Document participant engagement, challenges encountered, and suggestions for future improvement.
		- Send feedback and unresolved issues to ethics@pttcnetwork.org.

Sample Scope of Work for a Moderator

**Title:** Virtual Course Moderator – PTTC Prevention Ethics Course

**Purpose:** To ensure successful course delivery and participant engagement through active facilitation, tracking progress, and providing support.

**Responsibilities:**

**Course Preparation:**

1. Review course materials and familiarize with platform functionalities.
2. Join the Prevention Ethics Trainer Learning Community and access the test instance of the course.

**Participant Engagement:**

1. Send a welcome email to participants one week before the course begins.
2. Actively participate in and moderate discussions across five learning forums.
3. Provide timely and constructive feedback to participant posts and responses.

**Tracking and Reporting:**

1. Monitor participation using platform reports and ensure participants meet requirements for certificate issuance.
2. Reach out to students lagging in progress with pre-approved communication templates.

**Technical and Content Support:**

1. Address questions related to course content or technical issues.
2. Liaise with the HealtheKnowledge Helpdesk for unresolved technical issues.
3. Document participant suggestions or errors in content and escalate them to the ethics team.

**Completion Oversight:**

* Verify that participants complete all required activities, including modules, forum posts, and quizzes, by the deadline.
* Ensure certificates are issued automatically upon course completion.

**Deliverables:**

* Weekly participation and progress report to the course administration team.
* Final course summary highlighting participant engagement, challenges, and recommendations for future iterations.

**Qualifications:**

* Familiarity with substance use prevention ethics and online learning platforms.
* Strong communication and organizational skills.
* Ability to provide constructive feedback and foster an inclusive learning environment.