8 TIPS FOR ONLINE DISCUSSIONS

NETIQUETTE

(this means "etiquette for the net"

PARTICIPATE!

In the online environment, it's not enough to log in! We need to hear your voice to feel your presence, and we especially need your comments to add to the information, the shared learning, and the sense of community in each class.

BE PERSISTENT

Remember that we're all working in an environment. If you run into any difficulties, don't wait! Send an email immediately to your instructor, call the online help desk or post on the Discussion Board. Most problems are easily solved, but we have to hear from you before we can help.

SHARE

Tips, support, and questions. For many of us, taking online courses is a new frontier. There are no dumb questions, and even if you think your solution is obvious, please share it by posting it on the Discussion Board or other communication tools.

PROOF BEFORE YOU SEND!

Did you say just what you meant? How will the person on the other end read the words? While you can't anticipate all reactions, do read over what you've written before you send it.

Run a spelling and grammar check before posting anything to the discussion board. It only takes a minute and can make the difference between sounding like a fool and sounding knowledgeable.

LOOK FIRST

Before posting your question to a discussion board, check if anyone has asked it already and received a reply. Just as you wouldn't repeat a topic of discussion right after it happened in real life, don't do that in discussion boards either.

Before asking a question, check the class FAQs or search the internet to see if the answer is obvious or easy to find.

BE CLEAR!

Remember that we can't see the grin on your face when you make a sarcastic comment, we can't see the concern on your face if you only say a couple of words, and we can't read your mind and fill in the gaps if you abbreviate your comments. So: help us "see" you by explaining your ideas fully.

DON'T BE INAPPROPRIATE

"Flaming," or flying off the handle and ranting at someone else is unacceptable; it's the equivalent of having a tantrum, something most of us wouldn't do in an onsite, face to face classroom. Any derogatory or inappropriate comments regarding race, gender, age, religion, sexual orientation, are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the physical classroom. If you have concerns about something that has been said, please let your instructor know