



NETIQUETTE GUIDE FOR ONLINE COURSES

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

SECURITY

- Remember that your password is the only thing protecting you from pranks or more serious harm
- Don't share your password with anyone
- Change your password often
- Always logout when you are finished using the system

GENERAL GUIDELINES

When communicating online, you should always:

- Treat instructor with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Professor, when in doubt use Professor
- Unless specifically invited, do not refer to them by first name
- Use clear and concise language
- All communication should have correct spelling and grammar
- Avoid slang terms and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature **AS IT CAN BE INTERPRETTED AS YELLING**
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful when sharing personal information

EMAIL NETIQUETTE

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line
- Be brief
- Avoid HTML in favor of plain text
- Sign your message with your name and return e-mail address
- Think before you "reply all." Does everyone really need to see your message?



MESSAGE BOARD NETIQUETTE AND GUIDELINES

When posting on the Discussion Board in your online class, you should:

- Keep posts on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before posting
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Do not repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Be open-minded and do not make personal or insulting remarks