

NORTH CENTRAL TEXAS COLLEGE NETIQUETTE

In distance education, professionalism and respect should be maintained, just as you would in face-to-face courses, and communication between students should always be professional.

However, occasionally, people lower their standards of decorum, and when that occurs, students may face disciplinary action.

The following are suggestions for ensuring proper etiquette in your online courses.



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



2. Stay on topic. Keep your posts, links, comments, and pictures relevant to the conversation.



3. DON'T type in ALL CAPS since it means that you're screaming.



4. AVOID posting angry or sarcastic comments, even as a joke, because without hearing your tone of voice, your peers might not realize you're joking.



5. Always remember to say **"PLEASE"** and **"THANK YOU"** when soliciting help from your classmates.



6. Respect the opinions of your classmates. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your classmates' argument. Acknowledge that others are entitled to have their perspectives on the issue.



7. If you reply to questions from classmates, make sure your answers are accurate. For example, if you're not 100% sure when the paper is due, do not guess. Otherwise, you might give students the wrong information, which could negatively impact their work and grades in the course.



8. If you ask a question and many people respond, summarize all answers and post that summary to benefit the class.



9. Be brief. If you write a lengthy response to a simple question, it's unlikely that anyone will spend the time to read it through.



10. DON'T badmouth others or demean them. You may disagree with their ideas, but don't mock your classmates.



11. If you refer to something your classmate said earlier in the discussion, quote just a few key lines from the post so that others won't have to go back to determine what your comment is referring to.



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



13. Check the most recent comments before you reply to an older comment since your classmates might have resolved the issue or their opinions may have changed.



14. Be forgiving. If your classmates make mistakes, don't badger them about it. Just let it go--it happens to the best of us.



15. Run a spelling and grammar check before posting anything to the discussion board. It only takes a minute and can make the difference between appearing knowledgeable or uninformed.

Adapted from Touro College's Online Education Department | www.touro.edu

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