

# CLASSROOM ETIQUETTE IN ONLINE CLASS DISCUSSIONS

CENTER FOR ACADEMIC SUCCESS AND ACHIEVEMENT

*Make sure you check-in with your instructor who might have some specific rules or guidelines for online learning in their class, but these general etiquette rules should get you started on the right foot.*

## **BE RESPECTFUL:**

This is different from “be nice.” Nice implies avoiding any disagreements. Respectful means that even when you do not agree with a classmate, your response addresses the points you wish to argue without containing personal attacks.

## **THINK AND EDIT BEFORE YOU POST:**

Because forum discussions are often the primary means of communication in an online course, make sure that your post is accurate, appropriate, and clear.

## **DON'T SHOUT:**

TYPING IN ALL CAPS IS AGGRESSIVE, just don't do it. Be thoughtful about how you use punctuation! If you are always using exclamation marks you can sound disingenuous!

## **PARTICIPATE BUT DON'T DOMINATE:**

Make your points and reply to classmates. It generally helps to read the entire thread before replying. This way you won't restate points already made and can contribute new information to the discussion.

## **CITE YOUR SOURCES:**

It is a good idea to refer to the class readings & previous lectures in your discussion posts and to give credit to the source.

