

## Netiquette for Online and Blended Courses

It is important to remember that the online classroom should be treated with as much respect as an on-campus 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 any harm online.

- Don't share your password with anyone
- Change your password if you think someone else might know it or it may be compromised in any way
- Always log out when you are finished using Blackboard

### General Guidelines

When communicating online, please always:

- Treat instructor with respect, including email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if in doubt, use Mr. or Ms.
- Unless specifically invited, don't refer to your professor by his or her first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms or 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 interpreted as yelling
- Limit and possibly avoid the use of emoticons or emojis
- 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 with personal information (both yours and others)
- Do not send confidential information via e-mail

### Email

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

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them

- Avoid HTML in favor of plain text
- Sign your message with your name and return e-mail address
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you actually want everyone to receive your response when you click, “reply all”
- Be sure that the message author intended for the information to be passed along before you click the “forward” button

### Message Board or Online Forums

When posting on the Discussion Board in your online class, please always:

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously
- Review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't 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
- Do not make personal or insulting remarks
- Be open-minded