

Netiquette Guide for Discussion Forums

- 1. Ask questions.** If you find something confusing or want to know more, do not hesitate to ask questions. Make sure to post your questions in the appropriate thread.
- 2. Participate.** Do not hide in the background; it is not fair to lurk and let others do all the work. Contribute to discussions to get as much as possible from the course and maintain your participation grade.
- 3. Do not dominate a discussion.** Share your knowledge, but not to the point of excluding others. If you have something to offer, please share it, but allow everyone to contribute equally to a discussion.
- 4. Be intellectually rigorous.** Do not excuse sloppy or illogical thinking. Challenge yourself and one another.
- 5. Be tactful.** Be critical of ideas but remember there are other people involved. Be tactful and kind. You can hurt the feelings of a person reading your post.
- 6. Forgive other students' mistakes.** Do not correct others, even if you follow the rules of netiquette and use good manners. Just because you do not agree with a student's post does not mean that he or she is wrong. Instead, offer a different perspective to encourage further discussion.
- 7. Read the whole thread before posting.** Read all the posts in a thread before responding so you don't repeat what others have already said. Try to contribute clarifying information or a new idea to a discussion.
- 8. Be concise.** Do not waste people's time by posting basic, repetitive information. Make your point clearly and quickly.
- 9. Reread and check your posts.** Practice professionalism. Be mindful of how you look online; others will likely judge the tone and quality of your writing. Reread your posts and edit for clarity and mechanics.
- 10. Cite your sources.** If you use a source, cite it properly. Give credit where credit is due. Include links where appropriate.
- 11. Maintain confidentiality.** Respect your classmates' privacy. Do not repeat the personal information that others share.
- 12. Report technical problems.** If the platform is not working properly, please let your instructor know as soon as possible.