Netiquette Guide for Online Learning

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 UWSP log on and password are protecting you from pranks or more serious harm.

• Don't share your password with anyone.
• Change your password if you think someone else might know it.
• Always log out when you are finished using Canvas

GENERAL GUIDELINES

When communicating online, you should always:

• Treat your instructor and classmates with respect in email or any other communication
• Unless specifically invited, don’t refer to your instructor by first name.
• Use clear and concise language.
• All college prep communication should have correct spelling and grammar (this includes chat features and discussion boards)
• Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.”
• Use standard fonts such as Arial, Calibri or Times New Roman and use a size 10 or 12 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 sound offensive.
• Be careful with personal information (both yours and other’s).
• Do not send confidential information via e-mail.

TIPS FOR EMAIL COMMUNICATION

When you send an email to an instructor, Tutor-Advisor, UB staff person or your classmates, you should:

• 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 REALLY 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.
TIPS FOR USING CHAT OR DISCUSSION BOARDS

When posting in an online Chat or discussion board in your online class, you should:

• Make posts that are on topic and within the scope of the course material.
• Take your posts seriously and review and edit your posts before sending.
• Be as brief as possible while still making a thorough comment.
• Always 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.

(Source: teach.ufl.edu)