



101

Important Rules of proper Netiquette to know and follow

1. Post your comment to the initial question first before reading or responding to another person's post.
2. Never communicate in **ALL CAPITAL LETTERS**. On the Net, this is *shouting* and it's considered rude. Without being able to see expressions or hear voices, there aren't many ways to express strong opinions in Net correspondence; so ALL CAPS has been designated for this purpose. Besides, if you've ever tried reading a document written in ALL CAPITAL LETTERS, you'll know immediately how it can strain your eyes. Separate words requiring emphasis from the rest of the text by using the asterisk (*) at either end, *like this*. Use the Shift key and the number 8 to add the asterisk.
3. Always fill in the subject line in your correspondences to others on the Net; this is considered polite. Keep messages short and to the point. Follow the instructor's guideline for the number of sentences and/or paragraphs to be included in your posts.
4. Respect the discussion and try to stick to the designated subject.
5. Use respectful comments, whether you agree or disagree, do it with respect. Remember, this is a learning experience. You should look at all sides of the topic of discussion and respect a difference of opinion. That is how we learn new ideas and ways to do things. If you're rude, or if your words appear to be rude, you could get out of hand and cause an unpleasant experience. Don't create unwanted litter on the information highway.

6. If you are replying to a previous posting, always mention the individual's name and quote or paraphrase the part you are replying to; do **not** include the entire original message in your reply. Take the time to delete, cut and paste so that only relevant parts of the original message remain.
7. If you have nothing more to add than a "me too" or I agree, it will not be counted as a valid response. Remember to follow the instructor's guidelines for posting responses.
8. Discuss relevant content as it pertains to course topics. Do not copy and share course content outside of the course.
9. There are no "Brownie" points given for posting to every post within the discussion. Please, keep your posts to a readable level for the instructor and classmates.
10. Remember, no one can see or hear your tone of voice, unless you include a video or audio response. So provide precise clear responses.