

## Online Etiquette Expectations

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Welcome to learning online!

You may have taken some courses before, and you may also have had experience with some form of electronic communication, but an online course is a new area of social interaction and, as such, it has its own rules for interacting with others. This guide is intended to be an overview of appropriate etiquette for interaction in this new environment.

1. **Be respectful.** Participating in an online class means you are still in a professional setting, regardless of where you are physically. It's important to remember that your fellow students and professors are real people and can be affected by your actions in an online class the same way they would be in person. It is essential to keep in mind the feelings and opinions of others, even if they differ from your own.
2. **Be aware of strong language, all caps, and exclamation points.** Tone and facial queues are not present in virtual communication and as such, your message can be misunderstood. Being aware of how your message is written can go a long way in ensuring that your audience fully understands your intention with your message. Tip: read everything you post out loud before posting it.
3. **Be careful with humor and sarcasm.** An online class can be just as enjoyable as being on-campus so it's important to let your personality shine through. Many professors use humor to make the class more enjoyable and this should not be avoided in a virtual setting. But it is important to make sure your humor is clear and it won't sound like you are being rude. Emojis can be helpful when conveying humor or sarcasm when used on discussion boards or something similar. Remember, emojis are never appropriate in academic papers or research.
4. **Remember that grammar and spelling matters.** Your written communication should be professional and reflect proper setting in the virtual environment. Online classes are in an education setting, so your written participation should be formal and in an appropriate tone. Texting shortcuts are not appropriate in online classrooms.
5. **Always cite your sources.** Just like any academic paper, if you reference another source, cite it. Even if you do not quote the reference word for word, it's important to show that not all the ideas you posted were your own. This is just as important in discussion boards as research papers.
6. **Don't share inappropriate material.** All posted content in a virtual classroom is content intended for education and should reflect the professional tone of any classroom. Do not post inappropriate content.

These rules were adapted from the following sources:

Albion, (2015). The Core Rules of Netiquette — Excerpted from Netiquette by Virginia Shea — Albion.com. Retrieved 1 June 2020, from <http://www.albion.com/netiquette/corerules.html>

Connor, P., (2015). Netiquette: Ground Rules for Online Discussions. Retrieved 1 June 2020, from <https://tilt.colostate.edu/TipsAndGuides/Tip/128>

Madison College, (2015). Online Etiquette Guide | Madison Area Technical College. Retrieved 1 June 2020, from <https://madisoncollege.edu/online-etiquette>