

GROUD RULES FOR ONLINE CLASSROOM



Participate:

- Show up a few minutes before class time and wait to be admitted into the class. Join with your **video on**.
- Find a quiet place free of distractions (siblings, TV, parents, pets, etc)
- Provide insightful commentary in the online discussions.
- Any communications with your instructor or fellow students are best handled through **email**.
- Only post on the **classroom discussion board** if the conversation is relevant to others in the class.
- Review all discussion postings before posting your own to **prevent redundancy**.
- Avoid taking phone calls, paying online games and having conversations in these shared spaces.



Respect Diversity:

- Be respectful at all times.
- Stay on **"Mute"**. If you have a question or something to share, click the **"Raise Hand"** button and state your name to be acknowledged.
- Profanity will not be tolerated. Offensive language must be avoided.
- Criticism must be constructive, well-meaning, and well-articulated.
- Remember to say **"Please"** and **"Thank you"** as appropriate.



Proper writing style:

- Correct spelling, grammar, and style are expected in all scholarship and academic writing.
- Be aware that typing in **all capital letters indicates shouting** could indicate shouting or emphasis.
- Acronyms** (LOL, etc.) and **emoticons** (smilies) are commonly used online, but be careful not to overuse them.



Help others:

- Respect the **privacy** of your classmates and what they share in class. Never do anything to publicly embarrass anyone online.
- Derogatory and sarcastic comments (ex., name-calling, cursing) and jokes are unacceptable.