

ONLINE CLASS ETIQUETTE 101

DO

Log into class on time

You wouldn't walk into a classroom late, so don't log in late either. Better yet, log in early to deal with any potential tech issues or to chat with your classmates and instructor.

Think before you post

Don't risk offending someone because you don't consider the consequences of what you write. Remember tone of voice and body language can't be communicated with text.

Establish a distraction-free zone

Class time is class time. Pets, coworkers, grocery store, dinner table, and ballgame don't belong in the physical classroom, and they don't belong in the virtual classroom either.

DON'T

Drive while attending class

Or do anything else that requires your full attention for safety. Your instructor has the obligation to remove you from the class session if he/she feels you are endangering your well-being.

Ignore deadlines

The class might be virtual, but the deadlines are not. Know what's due and when. Your instructor has good reasons for setting due dates, so respect them to get the most out of the course.

Forget we're all real people

There's a human being behind every post who deserves to be treated with respect. Your words can do damage. Feel free to disagree, but do it with grace.