ONLINE ETIQUETTE

THE CENTER FOR ACADEMIC SUCCESS

DO NOT USE CAPITAL LETTERS
Do not type in all caps. Readers may think that you are shouting. That is not how you want to convey your message.

SARCASM
Sarcasm is not appropriate. Sarcasm is difficult to understand and it is assumed as rude in an online environment.

CHAT BOXES
- Do not abuse the chat box.
- No more than 2 questions in “the box” per class.
- The chat box is not a place for commenting on everything that has been said, but a space for ideas and asking questions.
- Stay on topic with course content
- Chat box is not for chatting or texting.

PROPER GRAMMAR & PUNCTUATION
- Use proper spelling, punctuation and grammar
- Do not use short hand or abbreviations
- You are not the grammar police
- Do not scold others for mistakes
- Formality is expected

READ BEFORE RESPONDING
- Read through other comments before posting your question/idea. It may have been stated already.
- When you post duplicate things it may be assumed that you were not paying attention.

THINK BEFORE YOU TYPE
- Posting to a chat is part of a record.
- Be respectful to all people in the course.
- Rule of thumb if you are comfortable with sharing your ideas in front of the class, then it is probably OK to post in the chat.

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