

Discussion Board Etiquette for Students

Dear Student, Please understand that there is a certain type of etiquette that must be upheld in the class when posting on the discussion boards. Below is a list of discussion board tips so that you and your classmates will have a good educational experience while discussing your course topics. Refrain from using slang, derogatory language, caps, and any potentially offensive forms of expression. Always maintain a professional tone when approaching your instructor and classmates with questions or comments. To this end, relax, read the tips and enjoy the learning on the boards!

Discussion Board Tips

1. Stay organized on the discussion board. Most times you will be staying within the same discussion space throughout the week. Use unique topics to describe your discussion post.
2. Exercise brevity by keeping your responses to the point. Everyone will be reading all of the posts so there will be plenty to read. You'll want to sum up your initial thoughts and responses within 2 or 3 paragraphs.
3. Consider splitting your response into two different responses if you are trying to make two different points. Someone may only want to reply to one.
4. Clarify your response if it does not read clearly after you post it.
5. Address your classmates by name and create a sense that you are really "speaking" to them.
6. Exercise a little humor in your response, if appropriate. Go for it if you are explaining a personal situation to clarify your point.
7. Support your point by using a web article, audio clip, image, or video.
8. Draw from your knowledge base and your own experiences to form a critical response to a question. Your discussion responses are to be thoughtful and critical observations about your topic.
9. Be aware of your writing tone – irony or wit can be completely misinterpreted. Your instructor and classmates cannot see your facial expressions through the discussion board and your comment may be taken the wrong way.
10. Write in full sentences. Do not use emoticons as you do in a text messaging. Not everyone will understand.
11. Be aware of your spelling and grammar, there are standards to abide by.
12. Only use CAPS for emphasis, otherwise it looks like you are yelling.
13. Never criticize a person. Be constructive if you disagree with someone's response. Why not offer an alternative to that response.