

## Educational Technologies

**Online Discussion tools -Netiquette** - /net'ee-ket/ or /net'i-ket/ Network etiquette.

*Discussion forums ✓*

*Chat ✓*

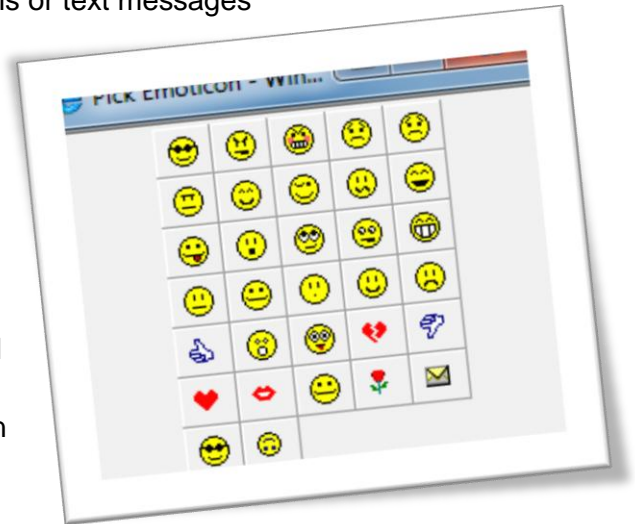
*Blogs ✓*

### Keep it focused

- Stick to the topic
- Use a relevant subject heading so that people can see what you are writing about

### Mind your language

- Think about what you write and where you are – representing WelTec!
- Keep personal comments to private emails or text messages
- Check your spelling -though make allowances for the language and spelling used by your students according to their level.
- Manage your sentences. Keep them short and easy to read.
- Use humour with caution - it can be difficult online to judge what one person thinks of as funny. There are also cultural differences to consider when using humour. 'Emoticons' such as 'smilies' can help to get your message across



### Let's not argue

- If someone annoys you online do not get into a 'flame war' with that person. Take a deep breath and consider how you might handle it if you were face to face with them.
- Using CAPITALS is like **SHOUTING AT SOMEONE!**
- Remember that what you write online may stay online for a long time or can be forwarded to other people.

### Encourage participation

**User involvement does not come automatically** – see the 90-9-1 theory!!

<http://is.gd/eeVBb>

- Acknowledge contributions, with feedback
- Provide regular contributions
- Use open questions to avoid 'yes' and 'no' responses