Center for **T**eaching and **L**earning
PROMOTING ACADEMIC EXCELLENCE

Ideas to include in part or whole in your syllabus or other resource for your online students—from CTL faculty and the [Principia College Handbook of Distance Education Procedures and Practices](#) (10/2/2020).

Netiquette practices:
✔ **Technology:**
   o Use a laptop, not a mobile device. (If this is a hardship for you, communicate with the instructor.)
   o To support your focus in the class, your attention should be on the one screen where class is occurring. Turn off all notifications for texts and other distractions during class.

✔ **Communication:**
   o Check your Principia e-mail account daily and log-in to Canvas at least 3 times a week to check for messages, updates, engage in asynchronous class sessions, and for postings to Discussion Boards.
   o Be patient. Don't expect an immediate response when sending a message. Generally, two business days is considered a reasonable amount of time to receive a reply.
   o Include "subject" headings and use something that is descriptive and refers to a specific assignment or topic (ex., Question re: Week 3 Reflection).
   o Check spelling, grammar, and punctuation (you may want to compose in a word processor, then cut and paste the message into the discussion or email).
   o Break up large blocks of text into paragraphs.
   o Use greetings and salutations. Not only does this clarify to whom you are addressing messages, they are also good standards of email etiquette used in a range of professional settings.

✔ **During class:**
   o Keep your video ON unless you need to stop it briefly for a valid reason.
   o Be courteous and considerate. Being honest and expressing yourself freely is important, but being considerate of others online is just as important as in the classroom. Avoid sarcasm.
   o Use the chat box for relevant discussion points.

✔ **General:**
   o Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.
   o Before asking, attempt to find your own answers. For questions related to class structure, such as due dates or policies, refer to your syllabus and course FAQ. Attempt to find the answers to any other questions on your own using a search engine. If your questions remain unanswered after a bit of effort, feel free to bring them up with your instructor.
   o Understand the instructions for submitting work. These instructions are often found in the course syllabus or on Canvas. If you don't follow instructions, including file naming conventions and file formats, you're taking the risk that your instructor won't be able to find or open your assignment.