

# TOP FIVE NETIQUETTE TIPS

## TRAIN TO LEARN EFFECTIVELY: TIP SHEETS

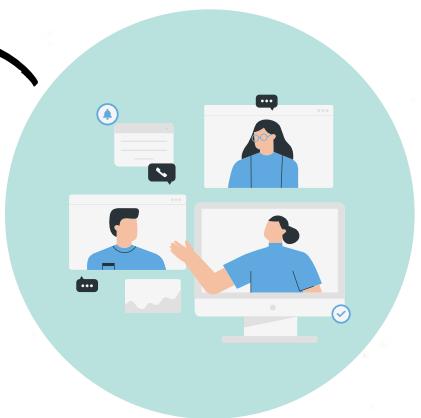


TIP #1

### Get Dressed and Show Up (Virtually)

With video conferencing becoming the new normal, it's important to maintain an appropriate appearance even when you're not sitting in a classroom:

- Put some thought into creating a space in which you can be productive and comfortable and that looks professional in the background when you are video conferencing.
- Treat your virtual classroom experience like a regular class by blocking off the time, focusing on the professor and limiting distractions.

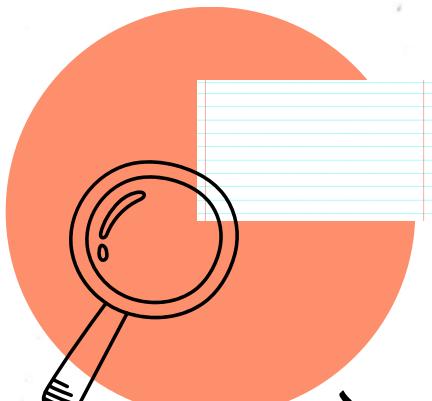


TIP #2

### Remember The Human

There are people on the other end of your course modules, discussion boards and emails who should be treated with respect and patience:

- For example, when responding to a classmate's post, use their name, acknowledge their work and imagine you are having a discussion in person: "That's an insightful point, Rahul. I appreciate your point about XYZ. Further to your point..."
- Make it a habit to turn on your video for one-on-one or small group meetings.



### ICYMI, Text Abbreviations are Out

Your coursework, emails and discussion board posts should all use proper grammar and punctuation and be done through your my.torontomu account:

- Academic expectations don't change when your course is delivered online versus in a classroom, so keep your correspondence professional. Remember that some content may be recorded.

TIP #3

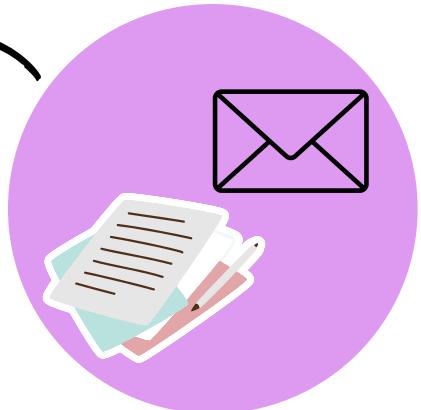
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### Be Clear and Concise

Think before responding, organize your discussion threads and send one email with three thoughts instead of three separate emails:

- Learning online can mean more correspondence than you're used to (emails, discussion board threads, notifications, group work chats or video calls, etc.), so it's more important than ever to be organized and brief.



TIP #4

### R-E-S-P-E-C-T

Respect people's privacy, beliefs and ideas while engaging in thoughtful dialogue:

- In the online learning environment, you can't always see your classmates' and professors' reactions in real-time, so it's a good idea to be careful with sarcasm, jokes and all caps so that your meaning isn't misinterpreted.
- In virtual platforms, you may also see your classmates' full names. Remember to keep that information private from others outside your class.

For more information, check out the PASS tipsheet on Succeeding in Online Courses which invites you to plan ahead while embarking on your online learning journey. The Learning and Teaching Office has also compiled the Continuity of Learning guide for instructions on joining online lectures, accessing D2L, and more.



TIP #5

