Tip Sheet for Communicating with Students in Blackboard

Communication Policy Sample

- Please **contact** me using the **[EMAIL OR COURSE MESSAGES]** tool in Blackboard. You will see a link to it in the course menu on the left.

- I will **respond** to email messages within **[XX HOURS].** If I need to be away for longer, I will notify students through Blackboard.

- You will receive **feedback** from your assignments within **[XX DAYS].** Keep in mind, It may take a little longer to provide feedback depending on the assignment.

- **General questions** can be posted in the "General Course Discussion" topic. I will be checking this discussion topic as much as email. Other students may have the same question, so sharing it here will help out everyone. Also, feel free to reply to any student questions you find here. Please use email for questions of a personal nature. For example, if you need an extension on an assignment.

- I will be making **course announcements** with the announcement tool in Blackboard. Course announcements can also be sent via email. This means that you should check your CSU email address or forward it to another address. Look here for information on how to forward your CSU email address.

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About the Instructor Sample

About the Instructor

[Jane Doe, Ph.D., CPA]
[BU 312]

[555-555-5555]

[Example: Jane Doe teaches managerial and financial accounting and is an expert in the area of auditing. Her research has been published in Financial Management, Accounting and Business Research, Research in Accounting Regulation, Journal of Emerging Issues, Journal of International Accounting, Journal of Managerial Issues, and Internal Auditor. In addition, she has conducted seminars for the Institute of Internal Auditors, the Ohio Society of CPAs, the City of Akron, and other private and professional organizations.]

Netiquette Guidelines Sample

Participate: This is a **shared learning environment**. It is not enough to login and read the discussion thread of others. For the maximum benefit to all, everyone must contribute.

Keep an Open Mind: Be willing to share a minority opinion or dissenting idea for the benefit of initiating and encouraging academic dialogue. Be open to professionally discussing a minority opinion or dissenting idea for the same benefit of encouraging academic dialogue.

Use Academic Writing: Stay on topic - make sure that your contributions are focused and relevant. Articulate your message as accurately as possible, support your statements with sound arguments and citations, encourage and welcome collegial debate, and compare and contrast your contributions to other students' ideas. Avoid using more informal writing such as that used in social networking (e.g., texting shortcuts and emoticons).

Use Correct Writing: Write as if you were writing a term paper. Correct spelling, grammatical construction and sentence structure are expected in every other writing activity associated with scholarship and academic engagement, online discussions are no different.

Be Professional: Online course communication is a rich, diverse, multi-cultural learning environment. Follow the same standards of behavior in online communication that you would follow in real life.   Ask for clarification if you find a posting offensive or difficult to understand. Be respectful of each other. Understand that we may disagree and that exposure to other people's opinions is part of the learning experience. Abusive, insulting or degrading comments will not be tolerated.

Provide Support: Be supportive and collaborative. Share tips with other students. Remember, you may have more experience with online discussion forums than other classmates.

Be Patient: Though all students deserve feedback in a reasonable amount of time, in an asynchronous discussion board you may not receive instantaneous feedback from your instructor or other students. Be patient and ask for explicit feedback where needed. Get in the habit of checking your email and the discussion board daily and respond to fellow students in a timely manner.

Best to Avoid: Avoid posting messages in all caps as this is considered SHOUTING online. Also, try not to dominate a discussion; keep in mind that other students are learning by constructing new knowledge from the information you have shared.

Before you Send: Respect the privacy of others and consider what you share with the class. Do not assume that online communication is private. Do not send a message in anger or that you may regret later. Consider, is this a comment I would make to a person face-to-face?

Forwarding eMail

Students can forward their CSU email to a personal email address