

**Educational Technology**

**What is Netiquette?**

Rules of netiquette are general expectations of behavior that promote effective communication and positive experiences when working with others online. Please follow these essential rules of netiquette in your courses.

**Email Rules**

Your [MATC Gmail account](#) is your official means of communication with the college. Please use it for communicating with instructors, students, and college-affiliated services. Your MATC Gmail account is associated with your identification number and helps ensure faster and more accurate service.

**Write a Meaningful Subject Line**

Always assign a descriptive subject to your email messages to help ensure that your intended recipients will get them. Students sending email to instructors regarding questions about a course should begin the subject with the name of the course.

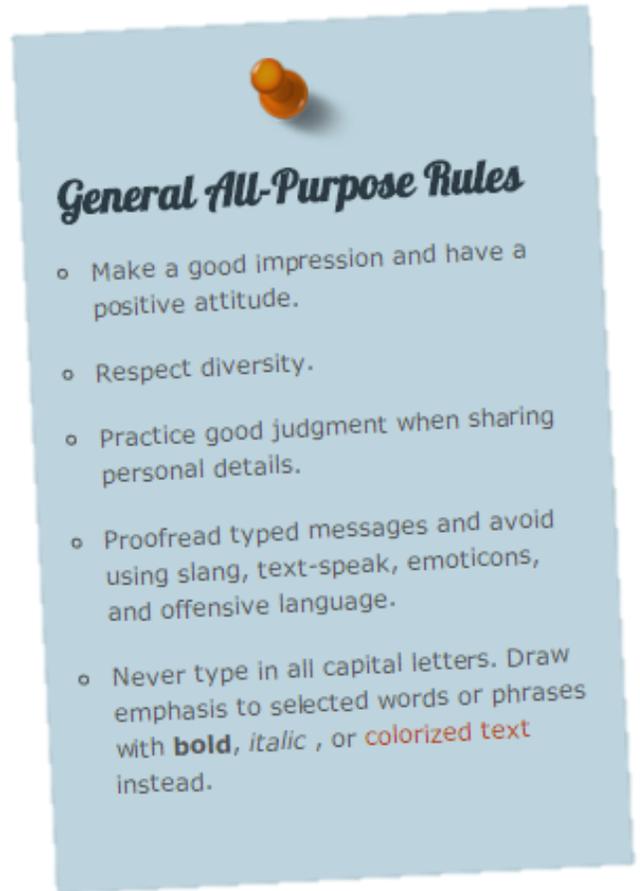
**Write an Effective Email Message**

Type your messages so that they are short, free of spelling and grammar errors, and contain enough detail for your recipient to answer questions in a reply. Always include your name and how you would like the recipient of your message to follow up with you.

Email file attachments should not be used to submit completed assignments to instructors nor graded assignments to students. To ensure that assignments and grades are received and sent to the correct recipients, please use the [Assignment submission](#) and [grading tools](#) in Blackboard instead.

**Timely Replies**

It is a general best practice to reply to an email message within 24 to 48 hours of it being received.



## Discussion Board and Social Media Rules

### Develop a Professional Persona

In academic and professional settings, we recommend picking a user-name that is a variation of your name or college email address. Because your user-name will primarily be how others identify you in forums and social media, the name you pick should be reflective of the image you want to convey.

Customize your online identity in discussion boards and social media with a professional and friendly looking profile image. The image should be a recent head-shot of yourself dressed in business casual attire. This will help forum participants get to know you and it will promote communication and networking in online environments.

When introducing yourself in a discussion board or on social media, develop a simple profile introduction. At minimum, it should include your name, academic program or study interests, and what you hope to learn from others in this venue.

### Sharing Wisely

Always assume that messages published to online discussion boards and social media can be read by the public. Review [guidelines for protecting your privacy](#), [adjust your security settings](#), and practice good judgment when sharing information online. If the material you share with others online came from another source, make every effort to gain permission from the original author or copyright holder and give credit where it is due.

## Online Meetings - Webinar and Video Call Rules

### Quality Audio is Important

If you plan to use [Skype](#), [Google Hangouts](#), or [Collaborate](#) to conduct online meetings with streaming video and audio, we recommend purchasing a good quality microphone headset to ensure that participants can hear you and you can hear participants. Affordable headsets are available at [Walmart](#).

### Prepare in Advance

Share login instructions, the meeting's agenda, and your expectations for participation well in advance of the meeting. Whenever possible, log into the session 10 to 15 minutes early so that you can install any needed software applications specific to the tool being used and so that you can resolve technical problems before the meeting begins. Plan on connecting to an online meeting in a quiet space and turn off your cell phone so that there are minimal distractions while the meeting is in progress.

### Active Participation is Required

Treat an online meeting just as you would a traditional face-to-face meeting. Be an active participant. Use the provided chat and feedback tools, but wait your turn to contribute to spoken conversation. While other participants in the online meeting speak, please mute your microphone so that background noises in your area do not disrupt the conversation. Never interrupt or talk over other participants.