

# IDT ROUNDTABLE

## MAKING THE MESSAGE BOARD WORK FOR YOU AND YOUR CLASS

NOVEMBER 11, 11:00AM

### Basic Strategies:

- Set the ground rules
- Provide an introductory activity
- Keep questions and activities open-ended and learner-focused
- Provide time
- Allow students the opportunity to find their own paths
- Model and facilitate

### Tips:

- Maintain netiquette policies
- Share and model participation expectations
- Use a grading rubric
- Establish response time policies

### Common Pitfalls:

- Replying to every post
- Absence of deadlines
- Insufficient wait-time
- Requiring too much
- Flaming

### Successful Characteristics: *(Palloff & Pratt, 1999)*

- Honesty
- Responsiveness
- Relevance
- Respect
- Openness
- Empowerment

### Alternative Uses:

- Introductions
- Critiques and peer reviews
- Journals (web logs/blogs)
- Group projects
- Repositories for shared information
- Social places

## Tools Worth Mentioning:

- Archive
- Statistics
- Sort
- Search
- Sticky threads
- Locking threads
- File attachments

## Sample Netiquette Policy:

### **Netiquette Rules for Electronic Communications** *Source: DCE Facilitation Center*

Rules of style or Netiquette (network etiquette) are expected by communicating through class listservs, message boards and discussion rooms.

#### **Stick to the topic of discussion and to its purpose.**

- Use the subject line to announce your topic. Often, busy people will only open messages that have creative subject lines.
- Use only one topic per message.
- Get to the point. A limit of one page (screen) per message is ideal.
- Don't post advertisements (called "spamming") or chain letters to the class discussion.
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#### **Use courtesy and common sense in all your electronic communications.**

- Consider what you write, as it's a permanent record and can be retrieved easily.
- Class discussions are confidential. Do not share or forward others' e-mail without permission.
- When responding to another's message, don't quote back an entire message. Delete the excess ("snip") and make your comments at the very top before starting the quotes.
- DON'T TYPE IN ALL CAPS. This is hard to read and is considered "shouting".
- Avoid sarcasm, as it is easily misunderstood.
- Avoid correcting others' grammar, punctuation, and spelling unless it is necessary to clarify discussion.
- Avoid flaming. A "flame" is an abusive, harassing or bigoted message that attacks an author of a message.
- Respect the opinions of others and be sensitive to the diverse nature of people in the class. Keep in mind that although you cannot "see" other members on the list, you can show respect for individual differences. Diversity issues may include the following and others: race, ethnicity, religion, disabilities, gender, sexual orientation, age, social class, marital status, urban vs. rural dwellers. (See KSU non-discrimination statement.)