

Discussion Board Etiquette

Writing a Post

Develop an answer, argument, or question

After you've done the required reading or task, think of a thesis and how to support it, then read the other postings and see how they support or contradict your idea, and write about this. Another strategy is to look for postings that lack evidence and probe for some. You can also turn your thoughts into questions or play devil's advocate. Remember, though, that opinions aren't arguments. Be sure to support what you say with references to course materials or outside sources, such as readings.

Encourage discussion

If you're the first to post, strive to encourage discussion. Get others thinking (and writing) by making bold statements or including open-ended questions in your message. Those who post first are most often responded to and cited by others. Remember to check back and see if and how others have responded to your ideas.

Make postings CONCISE—short, clear, and purposeful

In general, write one to two meaningful paragraphs because long messages are difficult to read online. Another rule of thumb is to make only one main point in each posting, supported by evidence and/or an example.

Your stance need not be forever

It can be intimidating to take a stand on an issue at times, especially when you put it in writing, which we associate with permanence. Remember that you are allowed to change your mind! Simply indicate that with the new information raised in the discussion, you have changed your stance. Learning is about change.

Responding to other posts

Make the context clear

An informative title will help, but also consider including in your reply a quotation from the original message that you're responding to. If the original message is lengthy, cut out what is not relevant to your response. And if the original has many paragraphs, you could place your comments between the paragraphs to give readers the context for your ideas.

Add value to the conversation

Saying "I agree" does not move the discussion forward. Ask yourself why you agree and explain your rationale so that others have something else to respond to.

Ask probing questions

Consider using the following questions when trying to extend a discussion:

- What reasons do you have for saying that?
- Why do you agree (or disagree) on that point?
- How are you defining the term that you just used?
- What do you mean by that expression?
- Could you clarify that remark?
- What follows from what you just said?
- What alternatives are there to such a formulation? (Roper, 2007)

Feel free to disagree with your classmates

To air different perspectives or help others clarify their thinking, you may need to contradict a classmate. Remember to disagree respectfully (no name-calling or obscenities) and support your point with **evidence**, but do not feel bad about offering a different interpretation. Your contribution should help to make the discussion more productive for all involved.

Work to create group cohesion

Discussions are about group learning. When you function well as a group, you will be more open to all the benefits that this type of learning can offer. Give positive feedback to one another, use light humour, avoid comments that could be taken as insulting, use first names, respond promptly to each other, and offer assistance. Also remember the lack of nonverbal and vocal cues in the online environment. You'll need to label emotions (e.g., "I'm confused about this" or "I feel strongly") because no one will pick up on how you feel otherwise.

Be aware when postings trigger emotional responses

If you feel very emotional about a message, **wait before responding**. It's very easy to write something in the heat of the moment and then wish you could retract it. If you send it to the discussion, the damage is done. Even waiting overnight can give you enough distance to respond in a calmer and more professional manner.

