



## Functional Programming with Erlang

### Using the Discussion Forums

We ask that you follow one main rule for online communication:

- **Behave as you would in person - equally considerate and equally respectful of others.**

You will be expected to adhere to the forums' 'ground rules':

- Keep posts concise and relevant to discussions
- Be polite and sensitive when challenging others' views
- Be open to any critique
- Be generous with information and resources - share
- Do not use or share contributions without consent
- RESPECT:
  - confidentiality
  - others' views
  - different stages and styles of learning
  - diversity of individuals in the group

The following guidance on using online forums may also be helpful as you get used to this method of communication:

- Always assume that people mean well. Others may not be familiar with the online communication medium and may appear abrupt or over-familiar without meaning to be. Here, we don't have facial expressions and gestures to help us. Assume that people don't mean to offend and never respond in irritation. If any online communication is truly offensive, though, you should report it – we'll be monitoring the forums, but do let us know using the Feedback Form.
- Make sure that you are as easy as possible to understand. Not everyone in the group is a fluent English speaker so try to avoid very colloquial language. Check that what you've written is succinct so that it's not too long for others to read.

- If you spend a long time composing your message online, you might 'time out' and your message could disappear – so for long messages, you might be best to compose the message first in a text editor and then cut & paste to the forum. It's usually best to keep your messages fairly short, though – you could break them into smaller messages if you have a lot to say!
- Take a little time to practice so that you are confident about how the forums work – for example, look to see what you do if you need to edit - or even delete - what you've written.
- Watch to see how you can help others. Especially aim to help those who are not as confident as you, both helping them with any problems that they have and also drawing them into the group communication.
- Upload a picture/avatar of yourself to help create an identity.
- Use the 'subject' on your messages to summarise clearly what the message is about.
- Make an effort to post your message as a 'reply' in the right place. It's possible that you will make mistakes 'replying' in the wrong place whilst you get used to using online discussions. Don't worry too much if the 'threads' get mixed up a bit initially; if you make regular use of the discussions, you will soon get used to this form of communication.

We hope you'll enjoy using the Discussion Forums to enhance your learning on 'Functional Programming with Erlang'