INSTRUCTOR COMMUNICATION

I prefer that your main source of communication with me be by using the Canvas email system. You can send, read and/or reply to messages by clicking the **Inbox** link at the left side of your screen. This takes you to the Canvas email system. I will respond to most Canvas emails within 24 hours.

 WEEKLY ANNOUNCEMENTS

At the beginning of each week, there will be an announcement sharing what I learned from grading your assignments, feedback from discussions, and setting up the next week. My goal is to help you make connections between what we just learned and the next module.

 DISCUSSION FORUMS

To create a sense of community, I expect your participation in the discussions. This is how we will get to know each other's thinking on each of the specific topics in our modules. Post original responses to discussion forum questions. Discussion Board posts and responses will be evaluated using the following criteria:

* Post original response to discussion questions. This posting should be well thought out and substantial enough to get your point across and to give others material to respond to.
* Completeness - all issues raised are covered in your postings.
* Content is relevant and your thoughts are developed and supported with examples, etc.
* On time - late postings or responses will receive partial credit.
* Spelling and grammar are correct.

 NETIQUETTE

Here are some guidelines to help all of us enjoy our time in this course:

* The Inbox and discussion forums are to be used for class-related materials and communications only.
* Always use polite language. In the online environment, jokes and sarcasm do not always come across as you intend them.
* Do not use all capitals when composing emails and discussion postings. This is the equivalent of shouting in person.
* Give everyone the benefit of the doubt. Never criticize or poke fun at anyone.
* Show enthusiasm. You add to the energy when you share your ideas, ask questions, and offer feedback.