

Canvas Chatroom Policies and Procedures

Revision 0

In 3701, each Peer Instructor (PI) will hold scheduled online Canvas office hours to answer student questions. This functionality allows students to have their questions answered even if they are not on campus or have prior conflicts with in person office hours. In order to facilitate productive discussion, the following rules and procedures must be adhered to at all times when using the Canvas chatroom functions.

1. When utilizing the Canvas chatroom all students must be polite and respectful to others. Use of profane or inappropriate language, even as a joke, is prohibited.
2. Always double check that you question cannot be answered by rereading the class syllabus, rules and procedures, or related documents.
3. Before posting your own question be sure to skim through previous discussions to see if your question has been answered already.
4. All messages in the chatroom should be on topic. Avoid posting irrelevant links, pictures, and comments.
5. If you choose to answer a question from another student be sure that your information is up to date and accurate.
6. The Canvas chatroom is not the proper place or time to discuss grade disputes. Follow the appropriate channels for handling any and all grade disputes that arise in the course.
7. Posting of partial lab solutions (including truth tables, BDFs, Waveforms, etc.) and/or homework solutions is forbidden. The chatroom is a place for the PIs to answer questions and not a place to check if your solution is correct.
8. As in office hours, the Canvas chatroom should not be used to solicit solutions, but rather to receive guidance and suggestions on how to determine errors. If a question appears to have come from lack of thought, do not expect a helpful response.