1. **Security**
   - Don't share your password with anyone
   - Change your password if you think someone else might know it
   - Always logout when you are finished using the system

2. **General Guidelines**
   - Treat instructor with respect:
     - Always use your professors' proper title: Dr. or Prof.
   - Use clear and concise language
   - Use correct spelling and grammar
   - Avoid slang terms such as “wassup?”
   - Avoid texting abbreviations such as “u” instead of “you”
   - Use standard fonts
     - Such as Times New Roman and use a size 12 or 14 pt. font
   - Avoid using the caps lock feature
     - IT CAN BE INTERPRETTED AS YELLING
   - Limit and possibly avoid the use of emoticons like :) or 😊
   - Be cautious when using humor or sarcasm
     - Tone is sometimes lost in an email or discussion post
     - Your message might be taken seriously or offensive
   - Be careful with personal information (both yours and other's)
   - Do not send confidential personal/patient information via e-mail

3. **Email Netiquette**
   - When you send an email to your instructor, teaching assistant, or classmates, you should:
     - Use a descriptive subject line
     - Be brief
     - Avoid attachments unless you are sure your recipients can open them
     - Avoid HTML in favor of plain text
     - Sign your message with your name and return e-mail address

4. Be sure you REALLY want everyone to receive your response when you click, “reply all”
5. Discussion Board Netiquette
   - When posting on the Discussion Board in your online class, you should:
     - Make posts that are within the scope of the course material
     - Take your posts seriously and edit your posts before sending
     - Be as brief as possible while still making a thorough comment
     - Always give proper credit when referencing or quoting another source
     - Be sure to read all messages in a thread before replying
     - Avoid short, generic replies such as, “I agree.” Include why you agree
     - Always be respectful of others’ opinions
     - When you disagree with someone, respectfully explain why
     - Do not make personal or insulting remarks
     - Be open-minded

For technical assistance with Blackboard, the EPCC Blackboard Help Desk is available toll free 24 hours a day, 7 days a week year-round at 1-888-296-0863.