



Guidelines for Platform Work



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Última actualización 2017

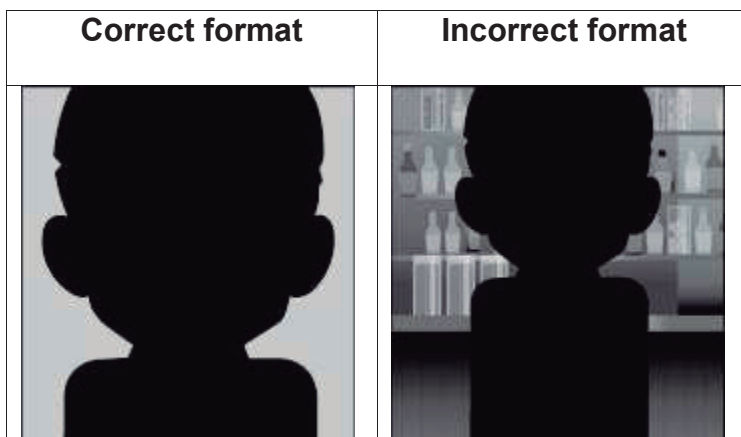


When working on virtual platforms, either as a student or as a teacher, it is important to follow a code of conduct known as Netiquette in online environments¹, since its application favors a friendlier context to ensure successful learning.

Below, you will find this code in detail, which will allow you to participate effectively in your courses.

In your profile

1. Check that your personal information is correct, if not, talk to the professor of the course.
2. Upload a passport size photograph where you face can be seen clearly. It is not allowed to use photographs of famous people or cartoons.



3. Manage your personal information confidentially; to do so, use the privacy options in the platforms.

¹ Basic rules of conduct to work in online environments



When writing

Avoid typing your message in all capital letters when using the platform tools (blogs, forums, emails, journals, chat and wikis) because in the virtual environment that is a synonym of SHOUTING.

1. Do not insult your classmates or disqualify their entries.
2. Use symbols or emoticons (moderately).
3. Check your spelling.
4. Do not use abbreviations, for example: because (cuz, b'cuz), you (U), for (4), before (b4).
5. Do not change font colors. To highlight a word or phrase, use bold, italics or quotation marks. You should not use underlining since it can be misinterpreted as a web link.
6. Do not use rude or coarse language.

When attaching files

1. When files are attached in a forum, a blog or an email, mention it in the message. In addition, it is recommended that the file have a common file extension; otherwise, guide your users to a site in which the appropriate program to open that file can be downloaded.
2. Do not share files containing pornographic, erotic material, advertisements or any other material that is not meant to contribute to the course.

When using the e-mail

1. Be brief in your posts; always try to be concise in what you want say.
2. Write a simple message; use bold, italics or quotation marks only to highlight an important element of the message.
3. Do not send messages with advertisements, jokes or any other content that is not part of the official course content, either individual or massively.



4. Make sure the subject of your message reflects the content in your message.

When using a forum

1. Be brief; your participation must be concise and follow the tutor's instructions. Your post must not be longer than half a page.
2. Do not make fun of the comments posted by other members of the course within the forum.
3. If you disagree with some comment, justify your answer by citing specialists in the subject.
4. Comments that are provided in the forum are just for academic matters; therefore, avoid transferring them to other tools such as blogs or social networks (Facebook, Hi5, Myspace, Twitter, Google + and others).
5. Participate in the corresponding forum according to the topic.
6. Read all interventions before participating. If you ask any question, make sure it has not been previously asked, as to avoid redundancy in the answers.

When contributing to a wiki

1. Do not include whole articles taken from other sources on the site. You may only use extracts as long as the license of the article allows it.
2. Post articles of your authorship. If you use a direct quote, it is necessary to acknowledge the source.
3. Forward your questions to the question forum or the platform's internal mail; do not post them in the wiki.
4. Do not post content that does not relate to the purpose of the wiki.
5. If you disagree with the input of a colleague, contact her/him to discuss the difference of opinion. To do this, use the internal or external email, group forum or any other communication tool of the platform in order to have evidence of the messages sent. In addition, some platforms allow for the

possibility of making comments directly in the wiki.

When participating in synchronous conferences and chats

1. A pedagogic conference is like a face-to-face tutorial; therefore, the same dress behavior code applies for both. You should:
 - a) be punctual at chat rooms or video conferences. Log in at least 15 minutes before the time agreed by the professor.
 - b) wear shirts or t-shirts in the case of men. In the case of women, avoid strapless blouses, as the professor may ask to use the camera.
 - c) avoid wearing caps, sunglasses or other objects that may make it difficult to recognize the speaker.
 - d) avoid offensive or coarse language when speaking or writing within the tool.
 - e) in order to maintain order, speak when the tutor hands you the floor.
 - f) refrain from having people who do not belong to the course during the session, as this can cause distraction.
 - g) make sure you are in an area where there is no interference for communication.
 - h) when participating as a guest, access with your name and two last names; otherwise, you may be expelled by the course moderator.
2. Enter the chat room or video conference on time.
3. When entering the room, send a short greeting.
4. Participate when the tutor hands you the floor in order to maintain the order.
5. If the messages to be sent are very long, send short texts and indicate that the message is not yet complete with ellipsis.
6. Limit your comments so others can participate as well.
7. If you absent yourself from the session temporarily, let the others know. When returning, you must also notify it through a short message.
8. When the session is over, announce you are leaving with a brief message.



Other Recommendations

Often check the news forum, question forum, e-mail or any other tool that facilitates communication, as professors could send important announcements, such as days or hours that the platform will be undergoing maintenance, links to the Student Rules and Regulations Manual and basic details of the course.