



Netiquette is a lot more than saying “please” and “thank you.” It means being courteous and professional in all electronic communication. Please follow these basic Netiquette guidelines when commenting on the TECS Allied eHealth blog.

1. **The #1 rule of netiquette** is to consider the persons who will be receiving your comment. Read your message before posting it and think about how others may receive your posted comment. A certain degree of formality is required.
2. **Blog postings will be reviewed and moderated. Allow the provider technical assistance team time to respond** to your comment. Even though Blog is open 24 hours and instantaneous, the technical assistance team members are not waiting at their computers for your messages to arrive. Allow at most 72 hours for responses.
3. **Always give the subject of the message**, beginning with what discipline you are affiliated with or a key word. For example, Subject: OT provider, adaptive devices for fine motor; or PT provider, documentation for social emotional outcome.
4. **Use proper punctuation and capitalization.** Sentences should begin with a capital letter and end with a period or question mark. The pronoun “I” is always capitalized, and your name begins with a capital letter. Avoid using short hand symbols or letters within comments and always spell out words prior to abbreviating terms.
5. **Never type your message in all caps** – THIS MEANS YOU ARE SHOUTING and it is the same thing as yelling to your professor face-to-face. **The use of multiple exclamation marks** for emphasis !!!!! has the same effect as typing in all caps.
6. **Try to spell all words correctly.** Use the preview function with spell check to avoid misspelled words.
7. **Signing your comment messages** – you can either post your name (first or last) or email address, or post anonymously in the comment area.
8. **When using attachments or providing additional links**, always provide a brief description of what the attachment/link is about. An example of this rule would be to say, “The attached file is an article regarding EI and social emotional skills.”

Quick Comment Netiquette Checklist [] Subject line with course number and the message subject; [] Message has no errors in spelling or grammar, and no shouting; [] For replies: reference original comment ; [] For attachments: attachment identified in message