

Online learning and 'netiquette'

- We hope that you will find any discussion forums and chatrooms interesting and useful parts of your course. We know that they can be a place of deep spiritual engagement and learning, enabling us to create real community on-line. And each of us can contribute to making that vision a reality!
- Your online course will be supported by your tutors, and, on some courses, by experienced Friends acting as online course elders or facilitators. They will be available to answer queries and will take part in and moderate discussions in the various course discussion forums.
- For online community and discussion to work, it is very important that everyone feels welcome, safe and listened to. In some ways we have to use more care and creativity when we meet on-line than face to face. This involves careful consideration both in what we say and in how we "listen" to the contributions of others, seeking to hear what is behind the words. It is easy to be misunderstood and hurtful on-line. Please use humour with care and avoid irony and judgemental statements.
- Please keep your contributions short and focused. If we were meeting face-to-face, it would be inappropriate to speak for too long, too often, or off the subject. The same applies here. In a discussion forum, it is best to keep contributions limited to about 500 words (which is about one page of text and five minutes of talking), and most will be much shorter. In a chatroom, a line or two of text at a time is sufficient for others to process.
- A good practical suggestion for discussion forum posts is to write your message in a Word document, check it's not too long, save it and read it again later, then copy and paste it into the message area on Moodle. That way, you won't lose it if your internet connection is lost, and you can re-read it before you send it, in case you want to shorten or edit it. Don't forget to click 'send to forum'!
- There is also a facility in Moodle for you to go back and edit your contribution to a forum for up to 30 minutes after first posting it.

If you are unhappy or concerned about the course, please let us know. You can at any time contact your course tutor by private e-mail about how the course is going for you or email enquiries@woodbrooke.org.uk .