

SCAN Discussion Guidelines

While you are in a SCAN discussion, remember:

1. **Avatars are people too!** – Always keep in mind that there are real people behind those pictures and screen names. Remember to respect their feelings just like you would in person
2. **Be polite:** SCAN is just another way to carry on a conversation; use manners just like you would face to face or on the phone.
3. **Use the voice** and issues of the role that you are representing
4. **Don't stand for bullying.** Treat others the way you want to be treated.
5. **Stay on topic.** Your comments in the discussion should all be relevant to the topic you are discussing- just as they are in a regular classroom discussion.
6. **Keep in mind** that all conversations are saved to your teacher's account.



While commenting

1. **Compliment your peers** when they post original ideas. Start your posts with comments like "Good point..." or "I hadn't thought of that...."
2. **Avoid slang and sarcasm.** Remember that your peers cannot hear the tone of your voice or see your body language.
3. **Read** your peers' questions and responses carefully to avoid confusion.
4. **Re-read** your posts before sending them to make sure that you are making yourself clear.
5. **Critique the comments, not the person.** Start with statements like "Sorry, I have to disagree...." Or "You may be right, but I think....."
6. **Clarify your issues with facts** (use links if provided to get more information).
7. **Do not use all caps** when writing – use words to express yourself.
8. **Use punctuation properly.** Use just one exclamation point or question mark for your comments.