

Communicate with your teacher or fellow students



February 2024

This guide shows you how to communicate with your teacher and fellow students in itslearning

1. By the messaging system
2. By comments on announcements
3. And adhere to a good netiquette



1. If you know the recipient's name

1.

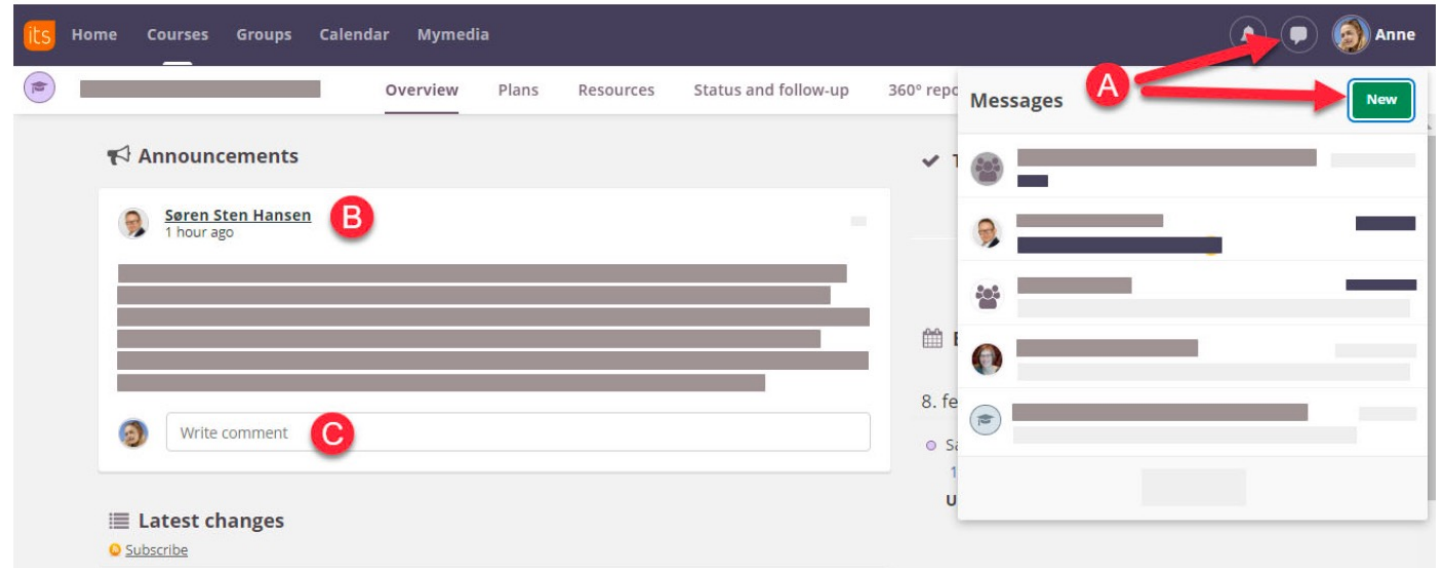
To type a message, click on the speech bubble symbol in the upper-right corner and select 'New' (A). Then you search for one or those you want to send a message.

2.

If your teacher has written an announcement, you can also send the teacher a message by clicking the teachers name (B).

3.

You can also comment on an announcement if there is a text box under announcement (C). Please note that the comment is visible to all students and teachers in the course. Therefore, use this option only if your comments is relevant to everyone in the course.



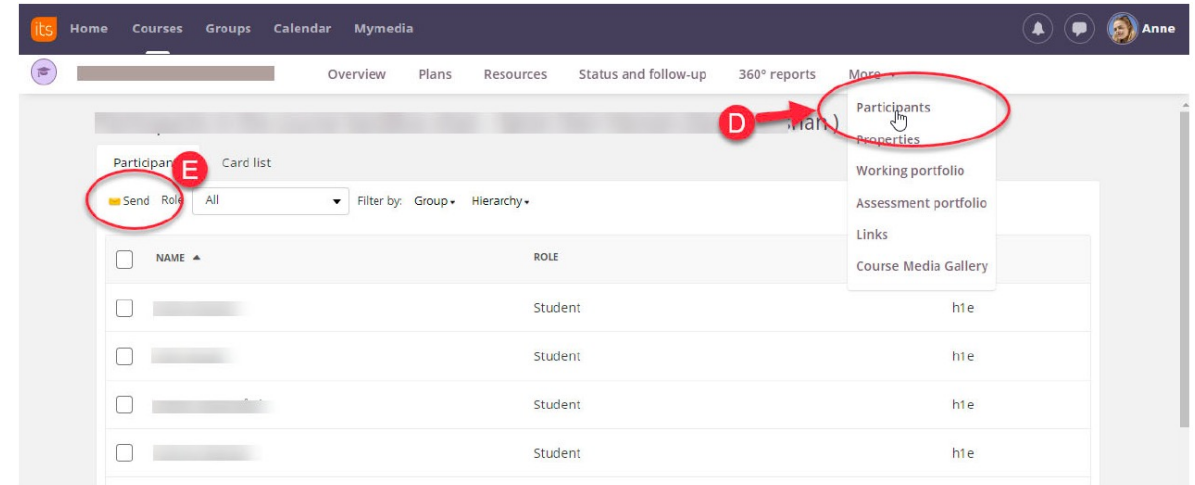
2. If you do not know the recipient's name

1.

If you want to write a message to a fellow student or teacher but you are unsure of the name, you can use the participant list (D) and send your message from there (E)

Tip!

Be careful to check with your teacher if you can communicate with him/her via the messenger-system and how quickly you can expect replies to your messages.



The screenshot shows a web interface with a dark blue header containing navigation links: Home, Courses, Groups, Calendar, and Mymedia. A user profile for 'Anne' is visible in the top right. Below the header, there are tabs for Overview, Plans, Resources, Status and follow-up, 360° reports, and More. A 'Participants' section is active, showing a 'Send' button circled in red with a red 'E' next to it. A dropdown menu is open, with 'Participants' circled in red and a red arrow pointing to it from a red 'D' in the background. The dropdown menu includes options: Properties, Working portfolio, Assessment portfolio, Links, and Course Media Gallery. Below the menu is a table with columns for NAME and ROLE, listing several students.

NAME	ROLE
[Redacted]	Student
[Redacted]	Student
[Redacted]	Student
[Redacted]	Student
[Redacted]	Student

4. Code of good online conduct - netiquette

At SDU we seek to promote learning environments that focus on respect and tolerance, therefore we expect all students to adhere to these guidelines when communicating online via itslearning.

1.

Respect other people's right to have an opinion even though you might not share it.

2.

Insulting, condescending or abusive words will not be tolerated. Debate and discussion are welcome as long as you stick to the case and do not attack the person.

3.

How will other people perceive what you are writing online? If you think that something can be misunderstood, it is generally best not to write it at all. If you would like to communicate something to your lecturer or to a fellow student that you think is not fit for full publicity, then write a personal mail instead.

All in all, virtual learning environments are good places to share ideas and to support each other. Be happy that the posts you write contribute to giving yourself and your fellow students a great learning experience.

Posts that do not adhere to the guidelines above may be removed.