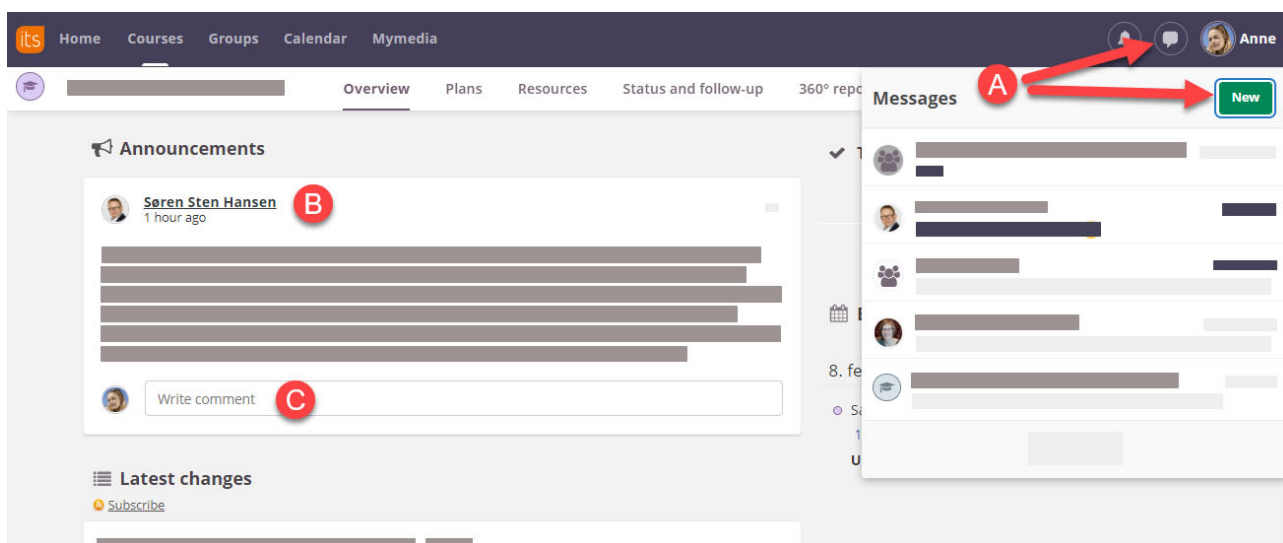# Communicate with teacher/fellow student

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

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

If you know the recipient's name

To type a message, click 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.
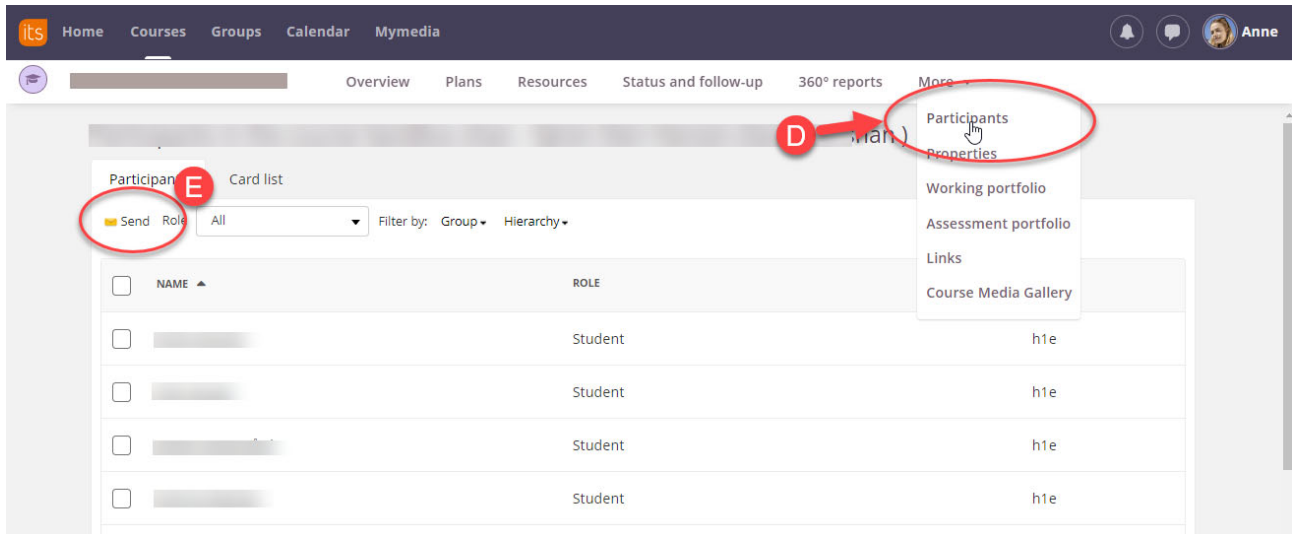

If your teacher has written an *announcement*, you can also send the teacher a message by clicking the teachers name (B).

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 comment is relevant to everyone in the course.

If you do not know the recipient's name

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 messaging system and how quickly you can expect replies to your messages.

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:

- Respect other people's right to have an opinion even though you might not share it.
- 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.
- 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 e-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 can contribute to giving yourself and your fellow students a great learning experience.

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