

The Department of High School Education (DEMS) suggest the following recommendations to effectively participate in virtual academies to favor the collaborative construction of activities and products:

- ✓ Make contributions strictly related to the topic that is discussed and to the debate line.
- ✓ If you want to communicate something personal to the president or to the secretary, do it through a private message.
- ✓ Do previous readings to support your contributions.
- ✓ Read carefully all the contributions that have been published in the forum to avoid repeating, as every participation must contribute with new elements for the discussion.
- ✓ In case of referring to contents of other authors, it is important to cite the source.
- ✓ Try to participate from the beginning of the forum and during all the sessions.
- ✓ Do not leave your participation at the end.
- ✓ Try to be brief and express directly what you mean. Long interventions discourage reading. Maximum extension of 20 lines per participation. It is not necessary to have the “right” answer in order to participate in the forums. Your participation is the main tool to build knowledge.
- ✓ Respect the opinions of your colleagues. State your agreement or disagreement by quoting key elements of the contributions. Avoid just agreeing or disagreeing with a colleague’s contribution.
- ✓ In case of being a forum where you can suggest the debate’s topic, clearly define the topic so your colleagues can easily find it. Subjects like “I need help” or “I have a problem” are very ambiguous.
- ✓ As a courtesy, thank the participants of the forums who have given you the requested information.
- ✓ Use a correct language that is not too formal. Do not use a special jargon, abbreviations nor bad words. Avoid misspelling in your writing.
- ✓ Do not write everything in capital letters as it can be interpreted as yelling.

Binimelis, M. (October 2013). Recommendations to participate in virtual forums. Córdoba, Argentina.

