



Tips for Increasing Discussion Points

1. Read messages that may have been posted by the instructor first. These posts often have additional directions on how to complete an assignment or how to properly respond.
2. After reading the instructor's message, think about what is being asked. If there are replies or posts from other students in the same area, review them as well. Reviewing other postings can help you get a deeper understanding of what the instructor is looking for in a response.
3. Asking questions of the instructor and other students is HIGHLY encouraged and makes the matter being discussed more understandable to you and others who may be having any problems.
4. Be sure to post and respond to the appropriate Discussion Forum. This way your message won't get lost.
5. When posting, make your messages clear and to the point.
6. Message subject lines should be clear, precise and deal with the message content as much as possible.
7. Before posting, review your message for appropriate content, spelling and grammar.
8. Discussion Boards are based around a specific topic or forum, so avoid discussing more than one major topic in each of your messages.
9. When posting or replying to a message, write something meaningful which will add to the discussion instead of stating, "I agree", "yes" or "no".
10. When contributing to a discussion, select "Quote" to a message. Replying in this manner makes it easier for others to connect your comments with what was originally said.
11. It is easy to lose track and fall behind. Keep up with course Discussions, log in often to read new postings and read responses.

- 12.** Build online relationships with fellow students by posting responses, questions or comments to other posts.
- 13.** If possible, make a close friend with a fellow student, perhaps someone that has the same hobbies, likes and expectations as you. The two of you can become selfmotivators, helping each other to reach your course goals.
- 14.** Motivation is a big part of keeping up with course discussions and work. Keep your eye on the final prize, whatever that may be. Several students state knowing they were going to get a degree, good grades or making their family happy were great motivators.