Student Email Best Practices

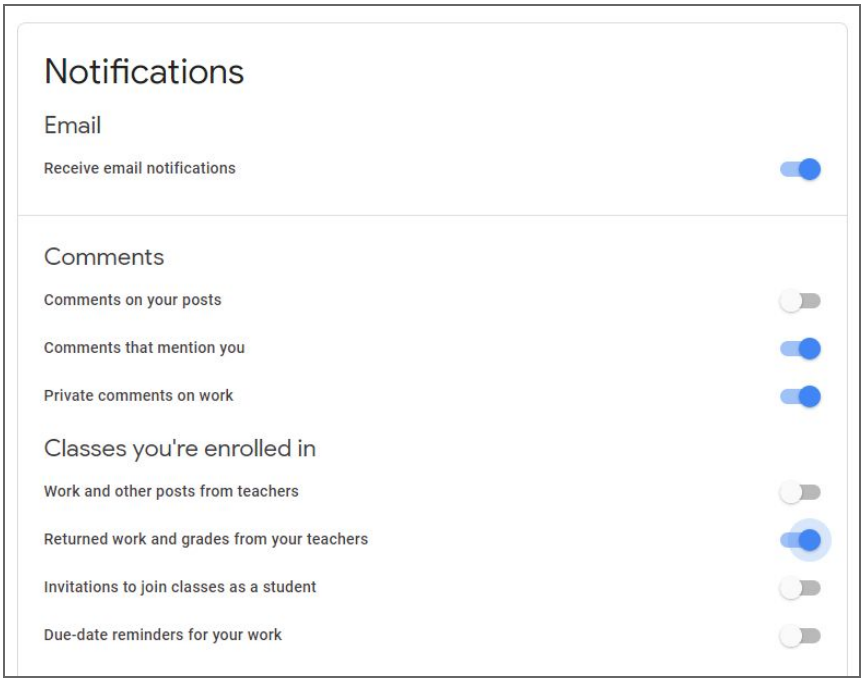
Welcome to Gmail

Student email is provided to you to facilitate positive communication within the DDSB. Following some basic best practices will help to ensure that email is a helpful tool for you and your teachers.

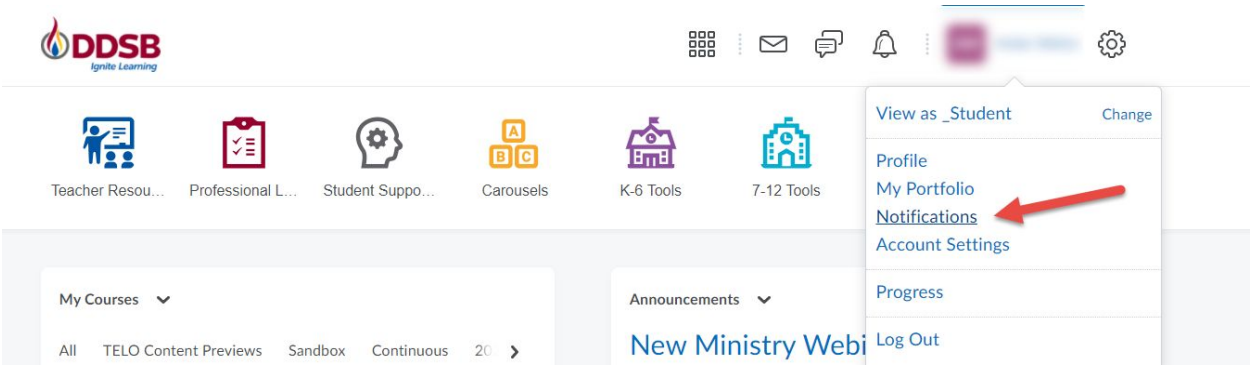
Managing notifications

You may notice that you are receiving a lot of notification emails for services such as Google Classroom. These notification settings can be managed so that you only receive emails in specific circumstances. This video will help walk you through how to adjust your settings.
It is recommended that students keep the following Google Classroom notifications on, at a minimum:

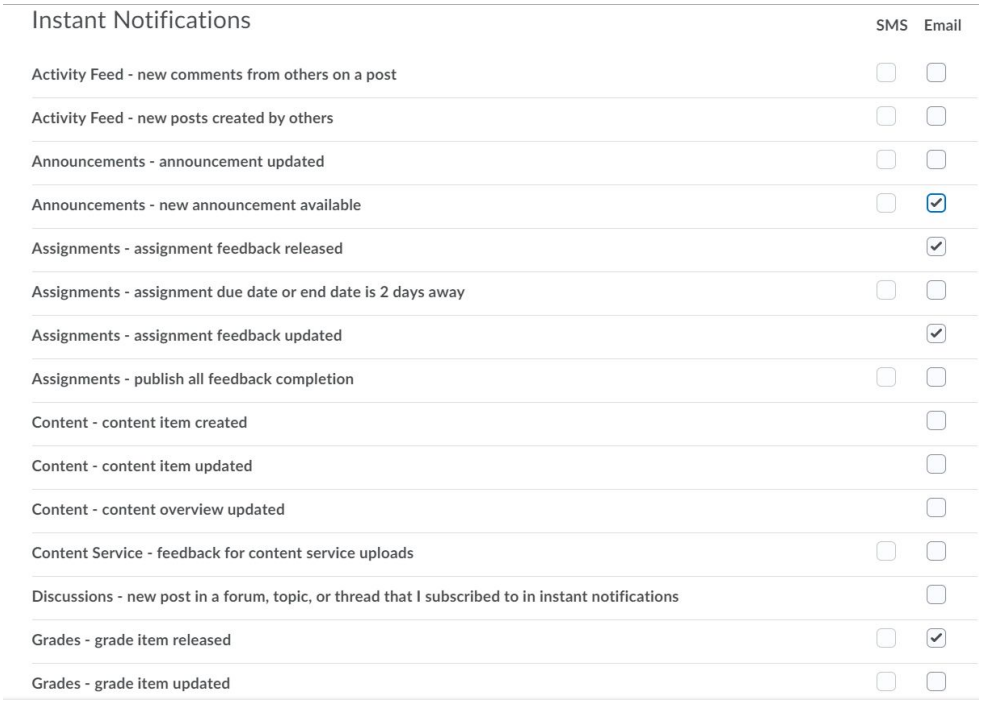
- Comments that mention you
- Private comments on work
- Returned work and grades from your teachers



In D2L, notifications default to off for students. If you wish to receive notifications you will need to adjust these settings by clicking on your name in the top right corner of the screen and selecting notifications.



From there you can check off the circumstances in which you wish to receive an email notification. It is recommended that students, at a minimum, set notifications for feedback, grades and announcements. [This video will walk you through the process of changing your notification settings in D2L](#).



Instant Notifications	SMS	Email
Activity Feed - new comments from others on a post	☐	☐
Activity Feed - new posts created by others	☐	☐
Announcements - announcement updated	☐	☐
Announcements - new announcement available	☐	☑
Assignments - assignment feedback released		☑
Assignments - assignment due date or end date is 2 days away	☐	☐
Assignments - assignment feedback updated		☑
Assignments - publish all feedback completion	☐	☐
Content - content item created		☐
Content - content item updated		☐
Content - content overview updated		☐
Content Service - feedback for content service uploads	☐	☐
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications		☐
Grades - grade item released	☐	☑
Grades - grade item updated	☐	☐

Privacy

Choose a strong password or passphrase in order to protect your account and consider carefully what information you are sending via email. Never share personal information or passwords.

A strong password is made up of a combination of capitals, lowercase letters, numbers, and symbols. Be sure to pick something that is unique and memorable for you, but not easy to guess by others. This video walks you through how to create a strong password or passphrase.

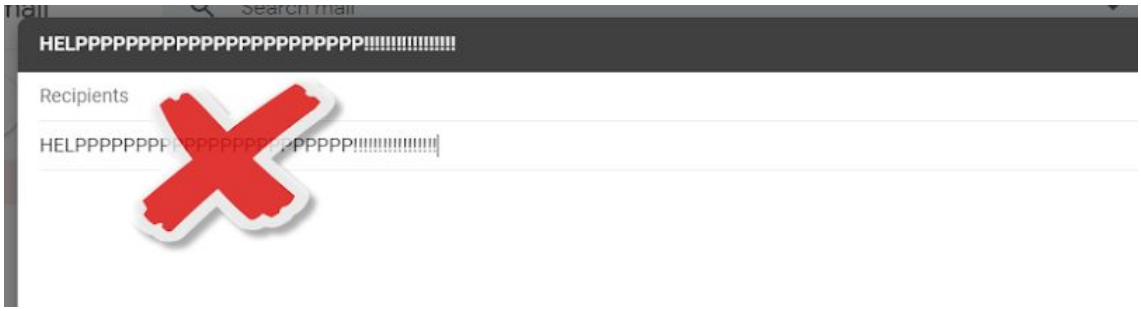
Occasionally you may receive an email that is spam or suspicious in some way. Phishing emails, that solicit personal information from recipients, are one of the most common online threats. Never click on attachments or links from a sender you do not recognize. Some phishing emails can look very convincing. Learn more about how to spot these emails by visiting the Government of Canada's Get Cybersafe page on phishing.

Greeting & Closing

As a form of written correspondence, a salutation will help make your communication look and sound more polished. You should use a proper greeting and closing for your email. Be sure to sign your email with your name. You can create automatic closings for your email using the signature tool.

Subject line

Teachers get a lot of emails and having a clear subject line can help ensure that your email doesn't get lost or misfiled. You should keep your subject line short and to the point so recipients know what to expect from your email. Avoid using all caps and a lot of exclamation points.

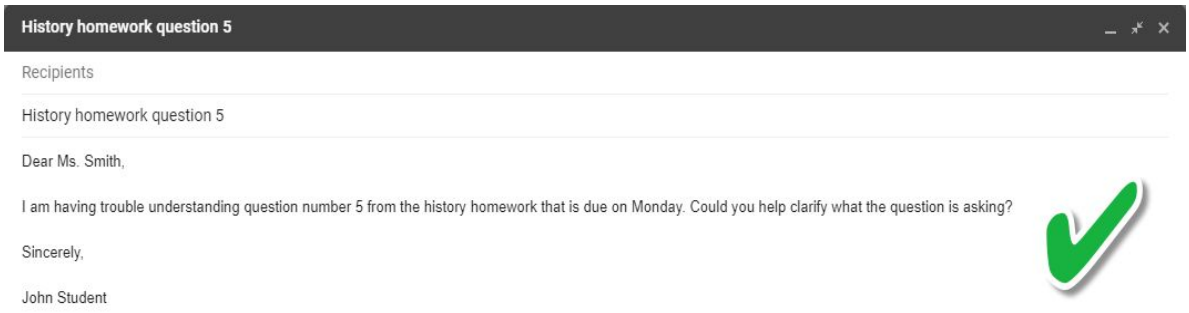


Timing

When emailing, consider what time of day you are sending messages. Emails sent after normal working hours may not get answered until the next school day. Keep in mind that teachers have a lot of students and may not be able to respond immediately. Please be patient when waiting for a response.

Clarity

Using full sentences and proper grammar, spelling and punctuation will ensure that your message is clear. Avoid communicating in texting short forms and proofread your email before sending it to ensure you are clearly communicating the information you are hoping to send.



Tone

Consider how you want to represent yourself to others, especially when emailing teachers and other adults. The tone of your writing should be courteous and respectful. Avoid slang and writing in all caps.