Skills and Competencies Required of Faculty Members

to Join E-Learning

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The competencies necessary for an academic staff member to be able to activate e-learning.

The competencies are divided into three main levels of practice: knowledge, application, and knowledge transfer.

- **Basic level:** a set of basic competencies necessary to implement the basic requirements of e-learning at the basic level.

- **Advanced level:** a set of advanced competencies necessary to implement all requirements for e-learning at the basic level.

- **Enrichment level:** includes a set of enrichment competencies that enhance the application of e-learning at the basic level

E-learning Management System Fundamentals:

- System interface

- Course

Content Construction:

- Create files, items, videos, and web links.

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Communication Tools:

- Course Announcements

- Course messages (internal system messages)

- E-Mail

- Chat

Evaluation Tools:

- Quizzes

- Assignments

Control Panel:

- Evaluation centre

- Export scheduled courses

- Teaching style: changing course format and colors

- Course features: The ability to change presentation language and the name of the course.

The Virtual Class:

-   Access to the virtual classroom tool.

-   Create a new virtual classroom session.

-   Communicate to the students the session date via: e-mail - announcements - internal messages of the system.

-   Understand the basic virtual classroom interface windows and how to deal with them

-   Utilise tools to display scientific content within the virtual classroom.

-   Present PowerPoint slides within the session - Media Library - Web - Library - File Sharing - Application Sharing

Application of quality standards:

-   Enables the quality member to apply the concepts of education quality in the programs and courses.
-   Enables the quality member to apply different methods of evaluating educational programs.
-   Enables the faculty member to contribute to the planning of the continual improvements and enhancements in the department and college.
-   Enables the faculty member to improve the implementation of the educational curricula and the description of the courses in order to achieve the desired

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educational goals of the design and construction in a way that helps graduate students who are able to compete with their equals in all countries of the world.