Arab Open University – Kingdom of Saudi Arabia

SKILLS AND COMPETENCIES REQUIRED FROM FACULTY MEMBERS TO ENGAGE IN E-LEARNING

January 2025

Kingdom of Saudi Arabia
Council of Universities Affairs
Arab Open University

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الجامعة العربية المفتوحة
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Required Competencies

Faculty members must possess three main levels of practice in order to effectively implement e-learning:

Level	Description
Basic Level	Fundamental competencies necessary for applying essential e-learning requirements.
Advanced Level	Advanced competencies required to apply all e-learning requirements at the basic level.
Enrichment Level	Enrichment competencies that enhance the implementation of e-learning.

LMS Basics: System Interface

Component	Description
Sidebar	Quick access links to courses, messages, forums, and calendar.
Top Toolbar	Contains icons for notifications, internal mail, and user account.
Content Display Area	Displays the section being accessed, e.g., course homepage or learning unit.

Communication Tools

Tool	Description
Announcements	Post updates and important notifications for students.
Course Messages	Internal messaging for inquiries and course communication.
Email	Official communication through registered university accounts.
Live Chat	Direct channel for real-time interaction between faculty and students.

Assessment Tools

Tool	Description
Quizzes	Short tests to quickly measure understanding.
Assignments	Tasks or projects assigned via LMS with grading and feedback.

Control Panel

Feature	Description
Grade Center	Display and edit student grades, add comments.
Course Export	Backup or transfer course content.
Teaching Mode	Customize appearance and layout of course.
Course Properties	Modify course data such as display language and name.