



Exameno.com E-Learning Education

Empower Yourself and Empower Your Students

Must Have Digital Skills for CBC Teachers & School ICT Administrators

1. Communication Skills

- Clear and effective verbal and written communication, especially in virtual settings.
- Proficiency in using digital communication tools (e.g., email, video conferencing, messaging apps) to engage students.
- Ability to provide feedback in a constructive, online-friendly manner.

2. Classroom Management

- Managing virtual classrooms effectively, ensuring that all students are engaged.
- Handling distractions and maintaining student participation in online environments.
- Setting clear online rules and expectations for behavior.

3. Adaptability and Flexibility

- Ability to adapt traditional teaching methods to eLearning platforms.
- Flexibility in using a variety of digital tools to engage and assess students.
- Adjusting to different time zones, online learning dynamics, and tech challenges.

4. Technology Proficiency

- Comfort with Learning Management Systems (LMS) like Moodle, Google Classroom, or other eLearning platforms.
- Familiarity with online assessment tools (e.g., quizzes, discussions, assignments).
- Understanding digital collaboration tools (e.g., Zoom, Google Meet, Slack, Padlet) for virtual lessons.

5. Collaboration and Teamwork

- Collaborating with other teachers, administrators, and tech support to improve the eLearning experience.
- Engaging with online communities of practice or professional learning networks (PLNs) for mutual support and resource-sharing.

6. Critical Thinking and Problem-Solving

- Troubleshooting common eLearning technical issues (e.g., connectivity, software glitches).
- Applying creative solutions to keep students engaged and motivated in an online setting.
- Analyzing data from online assessments to improve teaching practices.

7. Emotional Intelligence

- Being attuned to students' emotional needs, especially in an online or hybrid learning environment where face-to-face interaction is limited.
- Providing support for students experiencing online fatigue, isolation, or technical difficulties.
- Creating a welcoming, supportive online classroom culture.

8. Cultural Competence

- Understanding and respecting cultural differences in an online environment where students may come from various global backgrounds.
- Ensuring online content and interactions are inclusive and accessible for all students.

9. Organization and Planning

- Designing well-structured online lessons, activities, and assessments.
- Using digital tools to organize resources and materials effectively (e.g., cloud storage, shared documents).
- Creating schedules and ensuring deadlines are clear for online students.

10. Assessment and Feedback Skills

- Designing online assessments (e.g., quizzes, surveys, discussion posts) that provide meaningful feedback to students.
- Using eLearning platforms' analytics tools to track student progress and adapt teaching methods accordingly.
- Providing timely and constructive feedback through digital channels.

11. Instructional Design

- Designing eLearning content that is interactive, engaging, and accessible.
- Creating multimedia resources (videos, podcasts, animations) to enrich lessons.
- Incorporating gamification and interactive elements into lessons to make online learning more engaging.

12. Patience and Perseverance

- Demonstrating patience with students who may be new to online learning.
- Supporting students who are struggling with technology or adjusting to virtual learning.
- Remaining calm and resilient in troubleshooting technical issues or adapting to the dynamics of remote learning.

13. Professional Development

- Staying current with eLearning trends, tools, and best practices.
- Participating in online webinars, virtual workshops, and eLearning communities to improve digital teaching skills.
- Continuously learning about new pedagogical methods in eLearning to enhance student engagement and outcomes.

14. Leadership and Motivation

- Leading and guiding students through virtual learning challenges, helping them stay motivated.
- Offering personalized learning paths or encouragement to help students excel in online environments.
- Creating a sense of community and belonging within the virtual classroom to keep students engaged.

15. Data Literacy

- Using analytics and data from eLearning platforms to monitor student progress and adapt teaching strategies.
- Understanding how to collect, interpret, and use data for online assessments and assignments.
- Utilizing data-driven insights to personalize and optimize online learning experiences.

16. Cybersecurity and Online Safety

- Understanding the importance of cybersecurity in online learning environments.
- Teaching students how to stay safe and protect their privacy while using digital tools.
- Implementing secure practices and protocols for online interactions, especially in terms of student data.

Exameno E-Learning (LMS) and AI Tools Certificate Courses

- All courses are designed for Teachers, Tutors and ICT Administrators
- E-Learning courses are on Moodle LMS - recognized globally
- Provide immense value to teachers, tutors, and ICT administrators by equipping them with practical skills and knowledge to excel in the digital education era.
- The platform offers tailored training on effective e-learning strategies, ICT integration, and the Competency-Based Curriculum (CBC) and IGCSE enabling educators to enhance learner engagement and improve outcomes.
- ICT administrators gain insights into managing and optimizing educational technology systems, ensuring smooth operations in schools.
- These courses empower participants to stay updated with modern teaching tools, foster innovative approaches, and ultimately contribute to a more efficient and inclusive education system.

E-Learning (LMS) and ICT Training Program

This training series is structured in 3 progressive levels, each designed to build upon the previous, providing a complete foundation in E-Learning Systems.

Level 1: Introduction to E-Learning Management Systems (1 hour)

- Overview and Demonstration of an E-Learning LMS
- Free to attend: Certificate available for **Ksh 200**

Level 2: E-Learning Management (1.5 hours)

- Create courses and content in E-Learning
- Registration & Certificate **Fee: Ksh 400.**

Level 3: Advanced E-Learning Systems (1.5 hours)

- Creating and Managing Virtual Classrooms
- Registration & Certificate **Fee: Ksh 700.**

Ai (Artificial Intelligence) Tools for Teaching and Learning (1.5 Hours)

- Creating Engaging educational content
- Registration & Certificate **Fee: Ksh 500**

Click Here for [Certificate Samples](#)

**For Teacher Development Training contact:
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Registration & Course Details

- All trainings are online via Google Meet.
- Certificates awarded upon completion of each level.
- Participants must complete each level sequentially to finish the full program.
- For all course schedules and registration go to www.examenno.com

Examenno.com E-Learning Education

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Join our CBC E-Learning Whatsapp Group:

<https://bit.ly/4jNQKfJ>

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