

# **Al Batool Virtual International School And Al Forqan Private School (Virtual American Program)**

**Recommended Technical Skills**

**Digital Courses**





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Both students and teachers will need the following technical knowledge and skills to teach and learn online:

## Internet

- Install and configure an Apex Learning supported web browser and browser plug-ins
- Use a web browser to access the internet
- Sign in to the Apex Learning web site
- Use a search engine
- Upload and download files
- Play videos and audio files
- Use headphones

## Word Processing

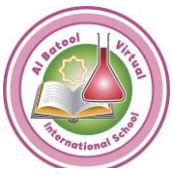
- Create new documents
- Open and edit documents
- Save and print documents
- Use formatting such as bulleted and numbered lists
- Copy, cut, and paste text
- Use a spell checker, dictionary, and thesaurus

## Distance Learning Students

- Create and send an email message
- Attach files to an email message
- Receive and reply to messages
- View and save email attachments
- Scan and fax documents

## Recording Audio for World Language Courses

- Use a microphone
- Use audio recording software



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**Training and development is also provided for students, teachers ...etc. For more information please visit the following link:**

<https://batoolforqan.online/training-development/>

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