Training Course on Advanced Use of Collaborative Online Tools for Educators

Professional Development Training Course Outline

Category	Educational Leadership and Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s rapidly evolving digital learning environment, educators must go beyond basic online instruction by mastering advanced collaborative tools that foster interactivity, engagement, and real-time knowledge sharing. Training Course on Advanced Use of Collaborative Online Tools for Educators is designed to equip teachers, administrators, and instructional designers with the skills and strategies to leverage leading-edge tools such as Google Workspace for Education, Microsoft Teams, Padlet, Miro, Zoom, Edmodo, and Jamboard. With the shift towards blended learning, hybrid instruction, and flipped classrooms, educators must adopt innovative digital strategies to stay relevant and effective in a post-pandemic academic landscape.

This course emphasizes 21st-century teaching skills, digital pedagogy, and interactive learning environments through powerful collaborative tools. Educators will explore real-world applications, pedagogical frameworks, and case-based scenarios that demonstrate how these tools enhance student-centered learning, promote active participation, and support differentiated instruction. Whether you're teaching K–12, higher education, or professional development courses, this course offers actionable insights and hands-on practice to elevate your instructional design and delivery.

Programme Curriculum

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Course Objectives

1. Understand the core functionalities of popular collaborative online tools.
2. Apply digital pedagogical frameworks in tool selection and integration.
3. Facilitate student engagement using real-time collaboration features.
4. Design interactive learning experiences using tools like Padlet and Miro.
5. Integrate cloud-based platforms for document collaboration and feedback.
6. Enhance virtual classroom management with breakout rooms and polls.
7. Develop asynchronous learning activities that boost autonomy.
8. Apply Universal Design for Learning (UDL) principles in online collaboration.
9. Conduct formative assessments using integrated quiz and survey tools.
10. Strengthen teacher-student communication through collaborative dashboards.
11. Foster peer-to-peer learning via group projects and digital forums.
12. Evaluate and choose the most effective tools for equity and accessibility.
13. Analyze case studies and success stories from digital educators globally.

Target Audience

1. K–12 Teachers
2. University and College Lecturers
3. Instructional Designers
4. School Administrators
5. eLearning Developers
6. Professional Development Coordinators
7. Educational Technologists
8. Online Course Creators

Course Duration: 5 days

Course Modules

Module 1: Foundations of Digital Collaboration in Education

- Understanding collaboration vs. communication in EdTech
- Overview of top tools: Zoom, Teams, Jamboard, Padlet
- Aligning tool use with learning objectives
- Establishing digital norms and etiquette
- Evaluating accessibility and digital equity
- **Case Study**: Implementing Google Workspace for hybrid middle school teaching

Module 2: Google Workspace for Real-Time Collaboration

- Setting up shared Drives, Docs, Slides, and Forms
- Using Google Calendar for scheduling and reminders
- Collaborative grading with Google Classroom
- Integrating add-ons like Mote and Grammarly

- Monitoring collaboration and participation
- **Case Study**: Google Classroom in cross-school collaborative projects

Module 3: Microsoft Teams and OneNote in Instruction

- Creating Channels for team-based learning
- Embedding assignments and resources
- Synchronous communication via Teams chat
- Collaborative notebooks with OneNote Class
- Connecting apps (Forms, Flip, Kahoot!)
- **Case Study**: Faculty-wide curriculum planning in Teams

Module 4: Visual Collaboration with Jamboard and Miro

- Digital whiteboarding for ideation and brainstorming
- Encouraging visual note-taking and storytelling
- Planning and feedback through digital sticky notes
- Real-time vs. asynchronous collaboration workflows
- Exporting and archiving collaborative content
- **Case Study**: Miro for remote science fair project collaboration

Module 5: Student Engagement through Edmodo and Padlet

- Setting up interactive discussion boards
- Embedding multimedia and web resources
- Student portfolios and digital showcases
- Moderation, feedback, and privacy tools
- Rubric-based evaluation through Padlet
- **Case Study**: Using Padlet for cross-grade literature circles

Module 6: Asynchronous Learning with Loom and Flip

- Video instructions and reflections via Loom
- Student-created video submissions
- Time management strategies for students
- Accessibility: subtitles, transcript generation
- Teacher feedback via video comments
- **Case Study**: Flip-based digital storytelling project in ESL class

Module 7: Collaborative Assessment and Feedback Tools

- Designing quizzes in Forms and Kahoot
- Real-time polling with Mentimeter and Slido
- Self and peer assessment features
- Feedback loops via Docs and LMS tools
- Tracking analytics and learning dashboards
- **Case Study**: Formative assessment in flipped Algebra classrooms

Module 8: Integrating Collaboration Tools into Learning Management Systems (LMS)

- Embedding tools into Moodle, Canvas, or Schoology
- Structuring collaborative modules and assignments
- Linking video conferencing and calendar tools
- Monitoring tool integration effectiveness
- Enhancing feedback and grading processes
- **Case Study**: Comprehensive LMS integration at a blended learning school

Training Methodology

- Interactive webinars and live demonstrations for tool walkthroughs
- Hands-on practice using sandbox environments and collaborative simulations
- Group activities to encourage peer learning and knowledge exchange
- Real-life case study analysis to connect theory with application
- Downloadable templates and lesson planning resources
- Pre- and post-course assessments to track progress and application

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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