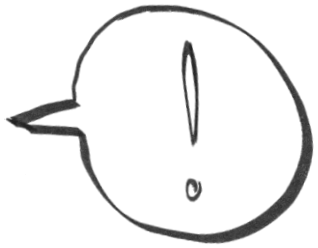
VE-JV Career Academy -

Integrating Microsoft Certification into the Classroom

Presented by: Angelina Jadulal, Attucks Middle School, Broward County Florida

Objective & Agenda



Participants will learn how to effectively integrate Microsoft Certification testing in the VE-JV class.

- Microsoft Standards
- VE-JV Curriculum & MOS Standards
- Gmetrix
  - Access & Code creation
  - Creating custom tests
  - Test preparation
- Testing
  - Preparation
  - Exam Structure
  - Students
- Closing & Questions

MOS Standards - Word

Word 2016: Core Document Creation, Collaboration and Communication

Successful candidates for the Microsoft Word 2016 exam will have a fundamental understanding of the Word environment and the ability to complete tasks independently. They will demonstrate the correct application of the principle features of Word 2016 by creating and editing 2- to 3-page documents for a variety of purposes and situations. Document examples include professional-looking reports, multi-column newsletters, résumés, and business correspondence.

Virtual Enterprises – Junior Ventures

2.1 Start Word, and explore the Word window, ribbon, toolbar, and commands; Use spelling and grammar check; apply line spacing and basic formatting to text.

2.2 Work with Text Boxes; Work with images (ClipArt, WordArt, pictures); Create an announcement.

2.3 Work with lines, shapes, and SmartArt; Create an advertisement.

2.4 Open and modify a template; Save in PDF format; Create a personal letterhead using a template; Create a flyer using a template.

2.5 Create, edit, and enhance a table; Create a schedule, itinerary, agenda, and a document with an inserted table.

MOS Standards & VE-JV Curriculum

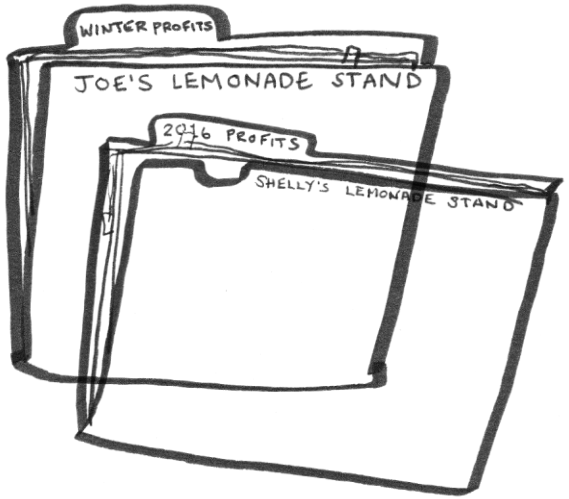
Certiport, a Pearson VUE entity, is the largest provider of exam development, delivery and program management cervices.

- Standards for Microsoft Word

  certiport

Activity

- Pick any of the 5 lessons in Unit 2 – Word Basics
- Highlight domains that correspond with domains covered by the VE-JV lesson you chose
- Note: the VE-JV objectives don't necessarily cover all the domains covered in the lesson



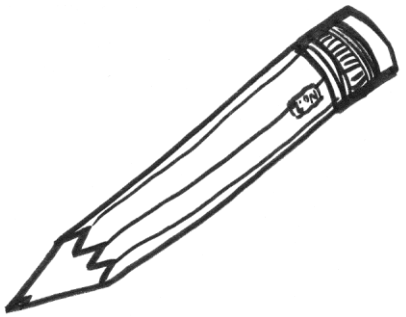
GMetrix: Access

- Gmetrix.net – student account creation
    - Broward – Username: Student 10 digit ID
      Password: PMM/DD/YYY
- Gmetrix.net/manage – teacher login
- Gmetrix Desktop App – for lessons, practice & test prep

GMetrix: Custom Tests

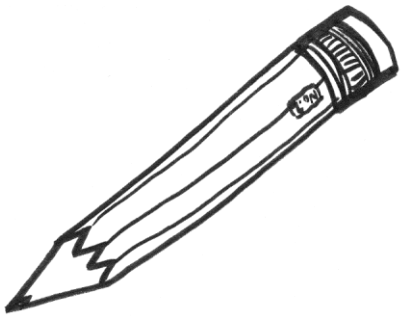
1. Select Application
2. Name test/training & Choose desired mode
3. Select appropriate domains & standards
4. Assign test
5. Practice your exam

Testing: Preparation



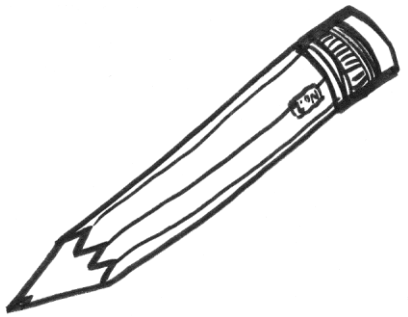
- Rule…
  - Take each of the Core Training Exams
    - Attain 100% accuracy
    - Retry tasks as many times as necessary
    - Ask for help!
  - Take each of the Core Testing Exams
    - 90% or greater proficiency on each exam
    - Look at time spent for select students
- Exam time!

Testing: Exams Structure



- 50 minutes for 27 - 35 tasks (except Outlook)
- Between 4 – 7 projects with approximately 5 – 8 tasks each
- Submit each project before moving on
  - Cannot go back to a project before all tasks completed
  - Must wait until all projects have been submitted to get a review screen at the end where they can jump between projects
  - Skip it if you don't know it automatically!
- 700/1000 = passing

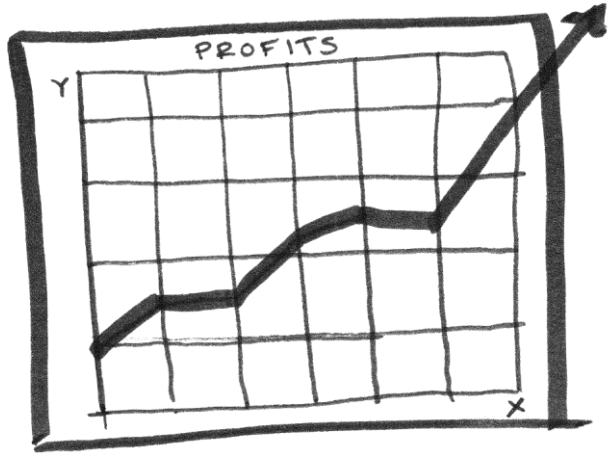
Testing - Students



- Needs?
- Testing Demographic
- Susy: frequently absent or late, very social, asks clarifying questions, does a general good job
- Jovon: never misses a day, loves to help others, mostly independent, generally straight A's
- Erik: never misses a day, loves to help others, mostly dependent, grade fluctuates

Closing Remarks

- Track your students
  - Excel spreadsheet
- Reporting
  - Broward: Virtual Counselor/Basis
- Certificates
  - Printing from Certiport



Q & A