Ins and Outs About MOS!

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Important Sites!

- [shawbcs.eboard.com](http://shawbcs.eboard.com)
- [www.certiport.com](http://www.certiport.com)
- [https://onedrive.live.com/?authkey=%21AqVCoogq1GjxOhk&id=9E607AA0EFC7FAF%211700&cid=09E607AA0EFC7FAF](https://onedrive.live.com/?authkey=%21AqVCoogq1GjxOhk&id=9E607AA0EFC7FAF%211700&cid=09E607AA0EFC7FAF) – All important documents, files, and PP’s related to MOS
About Me

○ A little success in MOS
○ 100% End of Pathway each year
○ #1 in State for Number of MOS Certifications
○ Several student winners in Microsoft
○ World Championship Representative
○ 7 National FBLA Winners in the Top 5
Group Selfie
MOS World Championship

Ryan from California!
Kids Are Kids No Matter Where You Live!
Today’s Topics:
Make MOS Relevant 1st Then Fun!!

1. Give Students Requirements for Your Class
2. Why MOS is Beneficial
3. Teams with Row Leaders and Co-Leaders
4. GMetrix Games
5. Kahoot
6. Other Things I Use In Class
7. Celebrate - Rewards/Prizes/Snacks
8. Recognition – My Certiport Story and Name on Bulletin Boards
1. Give Students Requirements and Expectations Week 1!

Testing Requirements for each class!

<table>
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<tr>
<th>Intro to Business Technology</th>
<th>Business Technology</th>
<th>Business Communication</th>
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<td>Excel</td>
<td>PowerPoint</td>
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<tr>
<td>Access</td>
<td>Excel Expert</td>
<td>Word Expert or Word if they never passed it.</td>
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Set “Realistic” Goals For Your Class!

- Our success comes from our goal setting!
- By making goals something students can obtain, my students are driven to perform even better than the year before!
  - Receive at least one certification
  - 100% in every class
  - Increase Number of MOS Certifications by 50
2. Why Become Certified

Certification gives you tools to build a brighter future

- Achieve industry-recognized certification
- Learn the computing skills companies are looking for
- Boost your workforce resume
- Gain valuable experience and confidence
- Enhance your higher education prospects
- Prepare yourself for a successful future

Get the Parents on Board by sending them a parent letter.
What Do Your Certifications Say About You?

- You took extra step to validate your skills making you more marketable!
- You want to expand your earning potential!
- You are more productive, efficient, and determined individuals!
- You recognize the importance of setting yourself apart from others!
3. Teams with Row Leaders and Co-Leaders

- Create Row Leaders and Rows
  - Have students take a practice GMetrix test or give them a practice assignment.
  - The students that do the best or have the best outgoing personality become your row leaders.
  - Your team leaders job is to ensure everyone on his/her row passes the test. So they are the ones that can help the others in class.
  - I give a co leader also and put them in the middle of the row.
    - Each 2 Teach 2!
  - They get to pick out the items they want as payments, some chose Blue Fanta’s, M&M’s, M&M’s and Blue Fantas.
Team Names!

- Have students come up with a team name and write everyone’s name on a piece of tape at the end of the row. We have tables so there’s like 6 computers on a row.

4th Team Swift - Zaurya, Treyvon, Aaron, Br...
5th The Masters - Joey, Drianna, Sumin, Tre'Vo
6th Sitting Ducks - Grace, Nam, Kesauna, Hale
7th Mega Minds - Scott, Kristina, De
2nd - The Cool Group - Jay, Pooja, Josh, Marvin

4th - Fire Crackers - Taijah, Emmanuel, Bre'Lyn, Nattion

5th - Geek Squad - Courtney, Esteban, Yamia, Tianna, Tamaria, Josephine

6th - Golden Ones - Alejandro, Coryon, Tykeunn, Nyokia, Xavier, Brielle

7th - Fantastic Four - JT, Justice, Jamaya, Aleyna
4. How do you use GMetrix to prepare students for the test?

- [https://www.youtube.com/watch?v=vQZpkl3hgH0](https://www.youtube.com/watch?v=vQZpkl3hgH0)
  - MOS EXCEL EXAM Preparation: Hits and Tips for GMetrix Usage

- GMetrix – [www.GMetrix.net](http://www.GMetrix.net) Download at GMetrix.net/download
  - Create custom test for the students based on the areas they need help.

![My Exams](image)
I create warm ups in GMetrix, which others probably do as well except with mine, my students love to do them.

My students actually hate when I say, “Come to a stopping point!” after 10 minutes.

Do NOT do GMetrix all class period often.

My students have learned that any day could be a Pop Quiz day and students love competition.

Get your kids excited about GMetrix, by offering prizes and treats to the winners on Pop Quiz Day. Pick a warm up and have them race for the best score.
If you Get A Red X DON'T Go to the NEXT!

Feedback

3  INSERT SMARTART - FORMAT SMARTART  0/1

At the end of the document, insert the SmartArt Illustration named Basic Process and apply...  ✗
- Students must make a 100 on all Trainings and an A on the Testing versions.

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</table>
GMetrix Selfies

- Have students download GMetrix at home
  - I give extra credit points if they go home and download GMetrix and send me a Selfie of them actually working in GMetrix!
  - Some download to get ahead or for extra practice. I tell my students to cheat and go ahead and do all the assignments they want.
GMetrix Selfie’s
Make GMetrix Fun!!

- To show what they know we play the GMetrix Game!!
- First YOU Must have prizes that the team actually wants! So you let them pick their prizes ahead of time so they know what they are playing for.
- Each row is a team
  - Each correct answer gets 200 Points if answered with NO help
  - Each correct answer gets 100 Points if answered WITH help
  - If you pass without trying or try without even being close you lose 100 Points
  - If you get it wrong, there is no penalty
  - There are only 2 wrong clicks allowed.
  - Very non rowdy game, opposite of Kahoot! If you are talking and were not asked for help, your team loses 100 points!

- Let’s Give it a Try!
5. Kahoot.it

- www.Kahoot.it
  - Encourages a Playful learning environment
  - They have changed their website and added lots of cool features.
  - They have team mode where you kids can play as a team
  - Ghost mode – Where students can play against another class or another person or you.
    - Ghost mode, they can play at home for review and play against someone.
  - You can add videos, pictures, and Gifs: giphy.com
- Use Feedback Screen, to get feedback from the class
- Can save results to an Excel file or Google
- Repetition is a great way to learn!
- Have students create a test for the class.
6. Other Things I use in Class:

- MOAC Textbook and Study Guides – Imagine Academy
  - Learn by Doing Books
  - Sundae Fundae – Word
  - The Restaurant Simulation – Entrepreneurship
  - Various Simulations – Includes All Software
  - Excellent Adventures – Excel
- Quizlets Created by other Teachers
Other Things I Use in Class:

○ FBLA Friday

○ Music!!
  ○ Absolutely no way can I come into class and do GMetrix for longer than 15 minutes without playing music! That’s just too boring.
  ○ Sometimes I let them pick the genre and it’s always appropriate lyrics. If I don’t know the song, I don’t play it.

○ IBT – Watching Shark Tank as an assignment for Entrepreneurship – They think it’s a reward but it’s an assignment.
I created an account so teachers can join my class just to go in and look at all the modules on the site.

They offer a free trial but use my account first to check it out, then you can use your days with your students.

Students should go to https://learn.aeseducation.com.

They should enter the enrollment code (F2ZNS) and follow the instructions on the screen.

We recommend turning the enrollment off once your students are in the course. This prevents students from accidently enrolling again with a different email address.

Can make the test questions into a Kahoot.

Your best kids can be your quiz and test makers for review because they are ahead.
Learn.aeseducation.com
7. Always Celebrate Students' Success!

- FBLA Wins
- 100% Class FBLA Membership
- Passing MOS Certifications
- Class with Most Certifications
- Making the MOS Rankings
8. How I Recognize Students!
Celebrate!!
Celebrate!!

- Bulletin Board, this year I had “Soaring to New Heights with MOS Certifications. I let the students put their names and certifications on the balloons whenever they would earn a certification.

- Too Many for a Wall and we can’t put things on our walls directly or hang from ceiling.
Entire class creates a resume then at the end of the year, everyone updates their resume with their MOS Certifications.

- We go around the room and everyone shares how many they have earned thus far and everyone claps and cheers from 1 to 10.
- We celebrate each other!

Classroom Celebrations throughout the year:

- The day after MOS tests are given, I call all the students up one at a time and announce the test they passed and give them a Zebra cake or some other snack.
- Zebra cakes works for my kids, that’s what they love and they go crazy for them. Find what works for your kids.

- Print certificates on nice paper and present an our own Awards Ceremony inside of a frame. Document Frame $1 from Dollar Tree. Luckily, I had a parent to make 275 cupcakes and I bought a sheet cake.
- Invite Superintendent, Principals, CTAE Director, and Parents
8. Submit Your Certiport Story

http://mos.mycertiportstory.com/

Why do you Certify?

Certiport and Microsoft believe that everyone with a Microsoft Office Specialist certification has a story to share that can motivate, inspire, and encourage others to succeed. We want to publish those stories and ensure people across the globe are celebrated for becoming a Microsoft Office Specialist, Microsoft Office Specialist Expert, or Microsoft Office Specialist Master.

Share your story! Click on the "Submit Your Story" button and complete the "My MOS Story" form to tell us how certification has had an impact on your life.

For more information about the Microsoft Office Specialist program, visit www.certiport.com/mos.
Jordan Pleasant

Columbus, GA, United States
Student at Shaw High School

Some of My Students’ Success Stories!

My MOS certification has helped me accomplish many assignments throughout my junior and senior courses of high school. From research papers to PowerPoint presentations, MOS certifications have allowed me to explore the many uses of Microsoft. With these certifications, I know I will be at a higher advantage in the workforce compared to those whose Microsoft skills do not match that of mine.

I would recommend MOS certification because it will be of much use to them both inside and outside of the classroom, including for various jobs and organizations.

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Submit Your Story
Some of My Students’ Success Stories!

Aliyah Davis

Columbus, GA, United States
Student at Shaw High School

Before high school, I used Microsoft Office to produce basic documents for school. Little did I know, these programs can be used to make creative and professional documents. Within two years, I obtained seven certifications, which resulted in gaining my 2013 MOS Master certification. I became the 2nd Place MOS Champion for Georgia. I know including these accomplishments on my resume will make me a valuable employee to any future employer.

I would highly recommend receiving MOS certifications to everyone I know. By successfully earning the certifications it proves that you understand the content of the programs; not just saying that you know how to use it. You would also be able to increase productivity in multiple aspects of your life.

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Submit Your Story
Master Students Visit GADOE & Capitol
These Master Students Placed at FBLA Nationals, Also!
Remember!

Failure Does NOT Shape You....

The way you respond to failure shapes you!

• Everyone is going to have failures!
• Don’t let previous negative incidents determine future events!