Higher Education Showcase Session

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Prodigy LEARNING

CertMatters.Live

Cardiff Metropolitan University

- Gareth Johns

Certification for IT Training:

MOS and MTA at Cardiff Met

@GarethPJohns

Cardiff Metropolitan University | Prifysgol Metropolitan Caerdydd

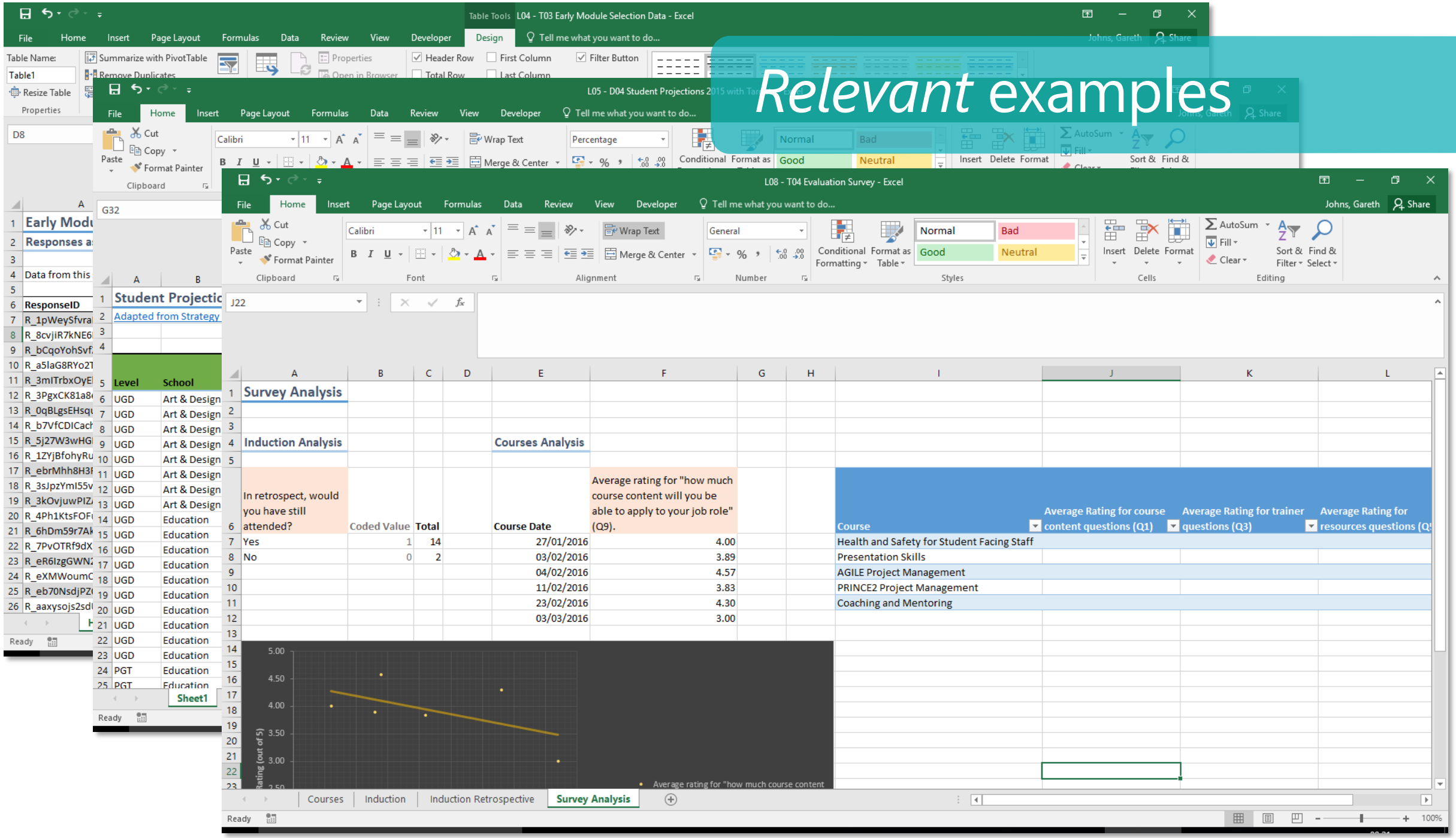
Reward trainees

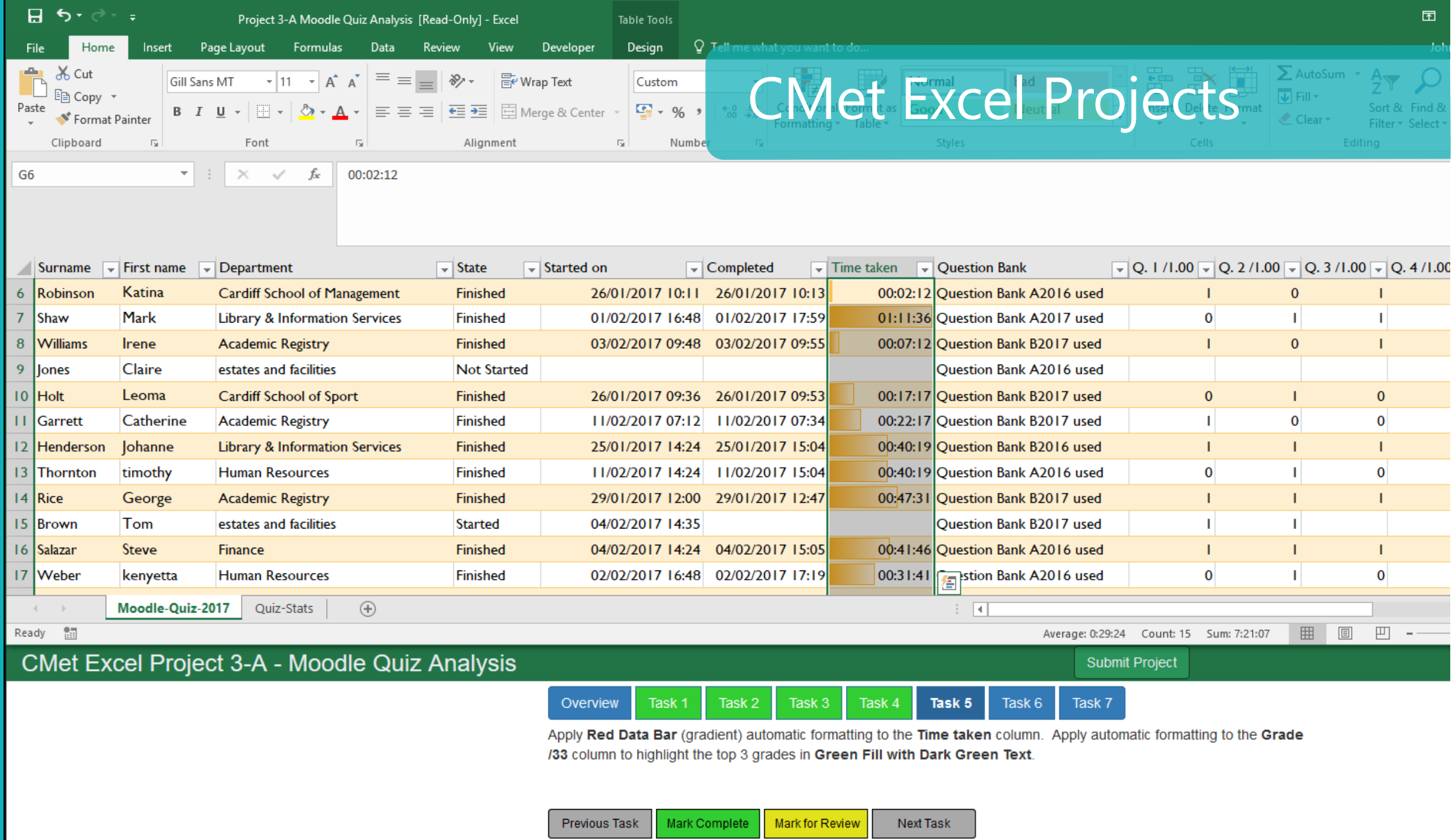
Develop deeper learning

Employability

MOS Excel – Staff pilot group

Relevant examples




Project 3-A Moodle Quiz Analysis [Read-Only] - Excel
Table Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Design
Tell me what you want to do...
CMet Excel Projects
Cut
Copy
Format Painter
Paste
Gill Sans MT
11
Wrap Text
Merge & Center
Custom
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
AutoSum
Fill
Clear
Sort & Filter
Find & Select
G6
00:02:12
Surname
First name
Department
State
Started on
Completed
Time taken
Question Bank
Q. 1 /1.00
Q. 2 /1.00
Q. 3 /1.00
Q. 4 /1.00
6 Robinson Katina Cardiff School of Management Finished 26/01/2017 10:11 26/01/2017 10:13 00:02:12 Question Bank A2016 used 1 0 1
7 Shaw Mark Library & Information Services Finished 01/02/2017 16:48 01/02/2017 17:59 01:11:36 Question Bank A2017 used 0 1 1
8 Williams Irene Academic Registry Finished 03/02/2017 09:48 03/02/2017 09:55 00:07:12 Question Bank B2017 used 1 0 1
9 Jones Claire estates and facilities Not Started Question Bank A2016 used
10 Holt Leoma Cardiff School of Sport Finished 26/01/2017 09:36 26/01/2017 09:53 00:17:17 Question Bank B2017 used 0 1 0
11 Garrett Catherine Academic Registry Finished 11/02/2017 07:12 11/02/2017 07:34 00:22:17 Question Bank B2017 used 1 0 0
12 Henderson Johanne Library & Information Services Finished 25/01/2017 14:24 25/01/2017 15:04 00:40:19 Question Bank B2016 used 1 1 1
13 Thornton timothy Human Resources Finished 11/02/2017 14:24 11/02/2017 15:04 00:40:19 Question Bank A2016 used 0 1 0
14 Rice George Academic Registry Finished 29/01/2017 12:00 29/01/2017 12:47 00:47:31 Question Bank B2017 used 1 1 1
15 Brown Tom estates and facilities Started 04/02/2017 14:35 Question Bank B2017 used 1 1
16 Salazar Steve Finance Finished 04/02/2017 14:24 04/02/2017 15:05 00:41:46 Question Bank A2016 used 1 1 1
17 Weber kenyetta Human Resources Finished 02/02/2017 16:48 02/02/2017 17:19 00:31:41 stion Bank A2016 used 0 1 0
Moodle-Quiz-2017
Quiz-Stats
Ready
Average: 0:29:24
Count: 15
Sum: 7:21:07
CMet Excel Project 3-A - Moodle Quiz Analysis
Submit Project
Overview
Task 1
Task 2
Task 3
Task 4
Task 5
Task 6
Task 7
Apply Red Data Bar (gradient) automatic formatting to the Time taken column. Apply automatic formatting to the Grade /33 column to highlight the top 3 grades in Green Fill with Dark Green Text.
Previous Task
Mark Complete
Mark for Review
Next Task

2846058_24589883_54 - GMetrix Excel Practice Test (24589883)

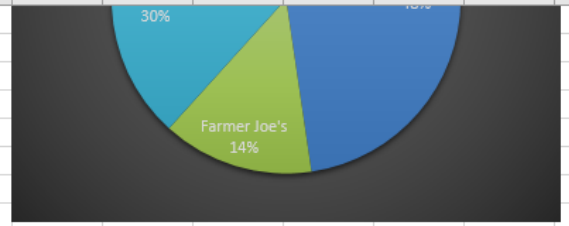
File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

From Access | From Web | From Text | From Other Sources | Existing Connections — Get External Data
New Query | Show Queries | From Table | Recent Sources — Get & Transform
Refresh All | Connections | Properties | Edit Links — Connections
Sort | Filter | Clear | Reapply | Advanced — Sort & Filter
Text to Columns | Flash Fill | Remove Duplicates | Data Validation | Consolidate | Relationships | Manage Data Model | What-If Analysis | Forecast Sheet | Group | Ungroup | Subtotal | Show Detail | Hide Detail

GMetrix practice software

C26 | Organic Gourmet Puppy Food

	A	B	C	D	E	F
13	110571	Hix Foods	Cat Chow	15	$ 29.99	$ 449.85
14	110572	Hix Foods	Cat Chow w/ Fish	10	$ 32.99	$ 329.90
15	110573	Hix Foods	Cat Chow for Older Cats	3	$ 32.99	$ 98.97
16	110574	Hix Foods	Cat Chow with Improved Teeth Clean	1	$ 31.99	$ 31.99
17	110575	Hix Foods	Cat Chow Deluxe	3	$ 36.99	$ 110.97
18	80433	Farmer Joe's	Dog Feed	5	$ 19.99	$ 99.95
19	80434	Farmer Joe's	Cat Feed	6	$ 19.99	$ 119.94
20	80435	Farmer Joe's	Chicken Feed	3	$ 14.99	$ 44.97
21	80436	Farmer Joe's	Cow Feed	5	$ 39.99	$ 199.95
22	80437	Farmer Joe's	Horse Feed	5	$ 37.99	$ 189.95
23	80438	Farmer Joe's	Sheep Feed	4	$ 22.99	$ 91.96
24	80439	Farmer Joe's	Pig Feed	2	$ 26.99	$ 53.98
25	80440	Farmer Joe's	Llama Feed	5	$ 25.99	$ 129.95
26	100814	Norbert's Niblets	Organic Gourmet Puppy Food	3	$ 35.99	$ 107.97
27	100814	Norbert's Niblets	Organic Gourmet Kitten Food	3	$ 35.99	$ 107.97
28	100814	Norbert's Niblets	Organic Gourmet Dog Food	7	$ 39.99	$ 279.93
29	100814	Norbert's Niblets	Organic Gourmet Cat Food	4	$ 39.99	$ 159.96
30	100814	Norbert's Niblets	Organic Gourmet Horse Food	8	$ 54.99	$ 439.92
31	100814	Norbert's Niblets	Organic Gourmet Pig Food	8	$ 52.99	$ 423.92
32	100814	Norbert's Niblets	Organic Gourmet Cow Food	8	$ 59.99	$ 479.92
33	100001	In-House	Homemade Pet Food†	20	$ 26.99	$ 539.80
34						
35			† Subject to seasonal availability.			
36						
37						



Feed Inventory | Home-Made Pet Food

Ready

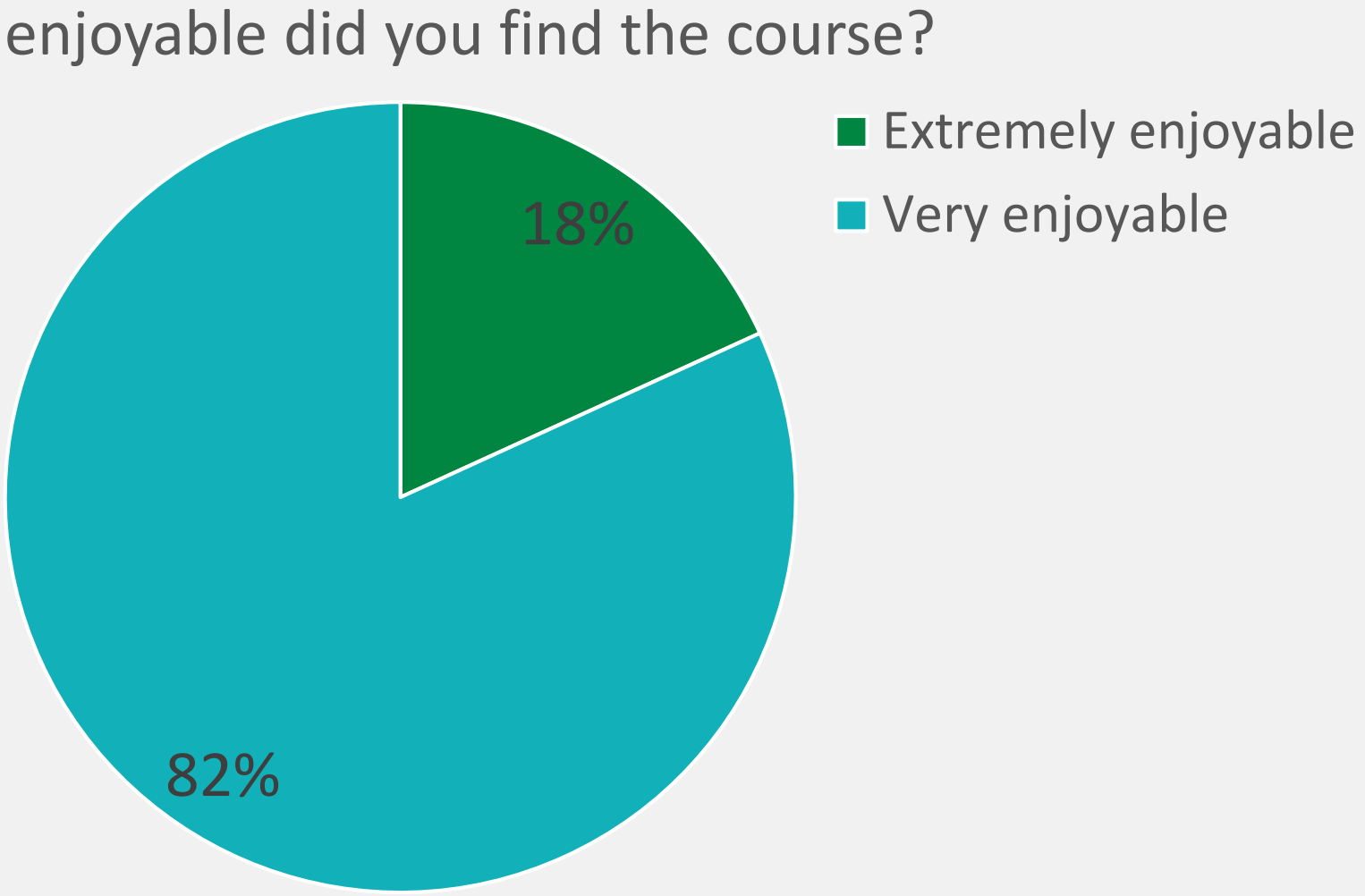
Project 2 of 7 | 00:41:52 | Summary | Restart Project | Save Project

OVERVIEW | TASK 1 | TASK 2 | TASK 3 | TASK 4 | TASK 5

Show the existing **Fencing** worksheet located after the **Home-Made Pet Food** worksheet.

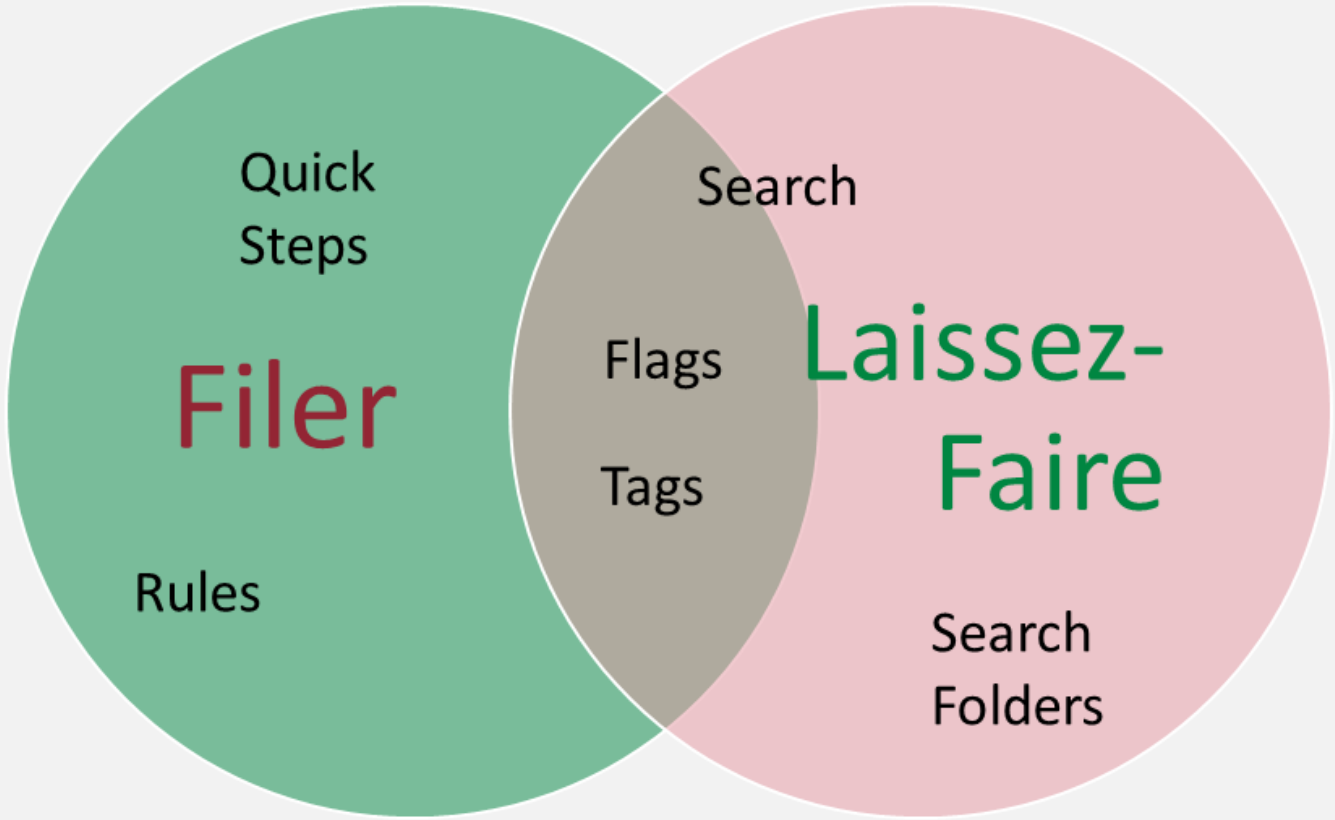
Previous Task | Mark Completed | Mark for Review | Next Task

MOS Excel Evaluation



MOS Outlook

Organising your Mailbox - Tools



MOS Excel Moodle module

Cardiff Metropolitan University Moodle English (en)

Microsoft Office Specialist Excel

Home > My courses > 2017/18 (current year) > Miscellaneous > Microsoft Office Specialist Excel

MOS Excel Moodle Module

Welcome to the Moodle module for the **Microsoft Office Specialist Excel 2016** course. Here you will find all the resources you need to master the principle features of Excel and gain the MOS Excel 2016 qualification.

This module is organised into 9 "CMet" lessons, within each lesson you will find an e-learning course and practice tasks. Before you begin the lessons, take a look at the Induction and Resources section, here you will find more information about the course and the resources that will be used throughout.

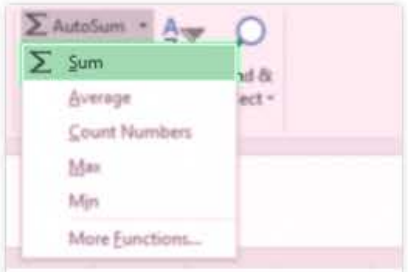
In addition to the e-learning there are three Key Concept sessions, where key Excel skills are explained and help can be sought from the course team, see the course timetable for details. Alternatively, you can ask questions anytime in the Microsoft Office Specialist Yammer group or via email: ittraining@cardiffmet.ac.uk

Update 04/05: Key Concept Session 2 is now open for sign-up.

Induction and Resources

	A	B	C
1		Cardiff Met School of La	
2	Inventory correct as of:	01/08/2017	
3			
4	Inventory	Number in Stock	Cost of Item
5	Year planner	3	7.42
6	Diaries	5	4.4
7	Keyboards	3	6.5
8	Staples	30	0.45
9	Print cartridges	3	40.5
10	Plastic cups	17	2

CMet Lesson 1: Getting Starte...



CMet Lesson 2: Formulae and...

UNIVERSITY ESSENTIALS

MetSearch... Search

Student Portal

Study Smart

Careers

LATEST ANNOUNCEMENTS

(No announcements have been posted yet.)

RECENT ACTIVITY

Activity since Saturday, 5 May 2018, 10:11 AM

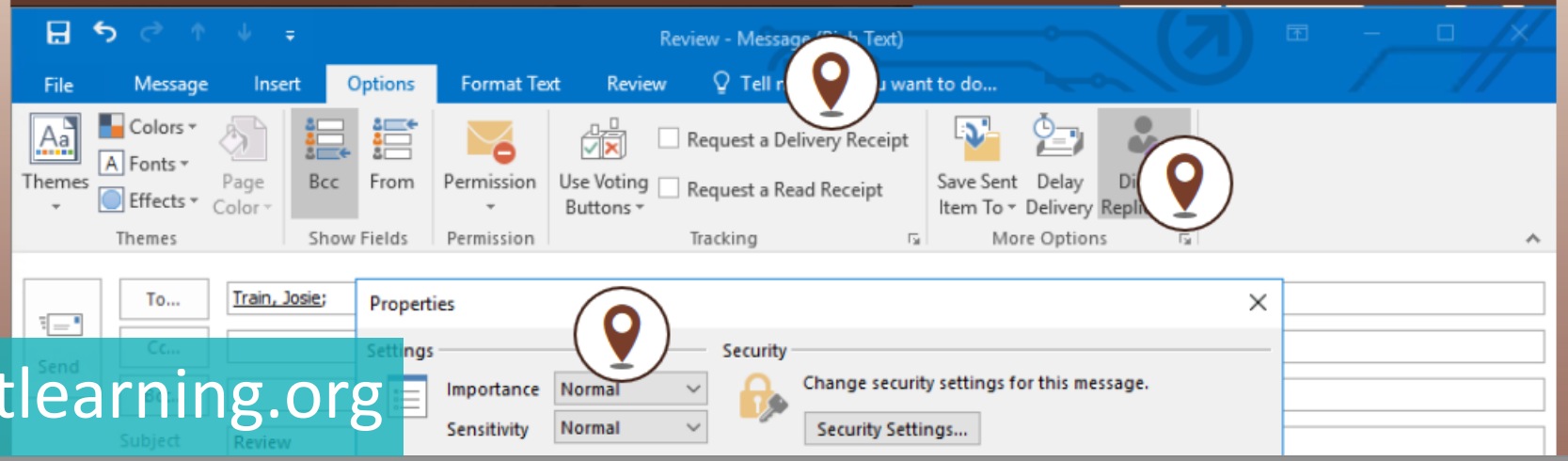
Adapt Builder

Configure Message Options

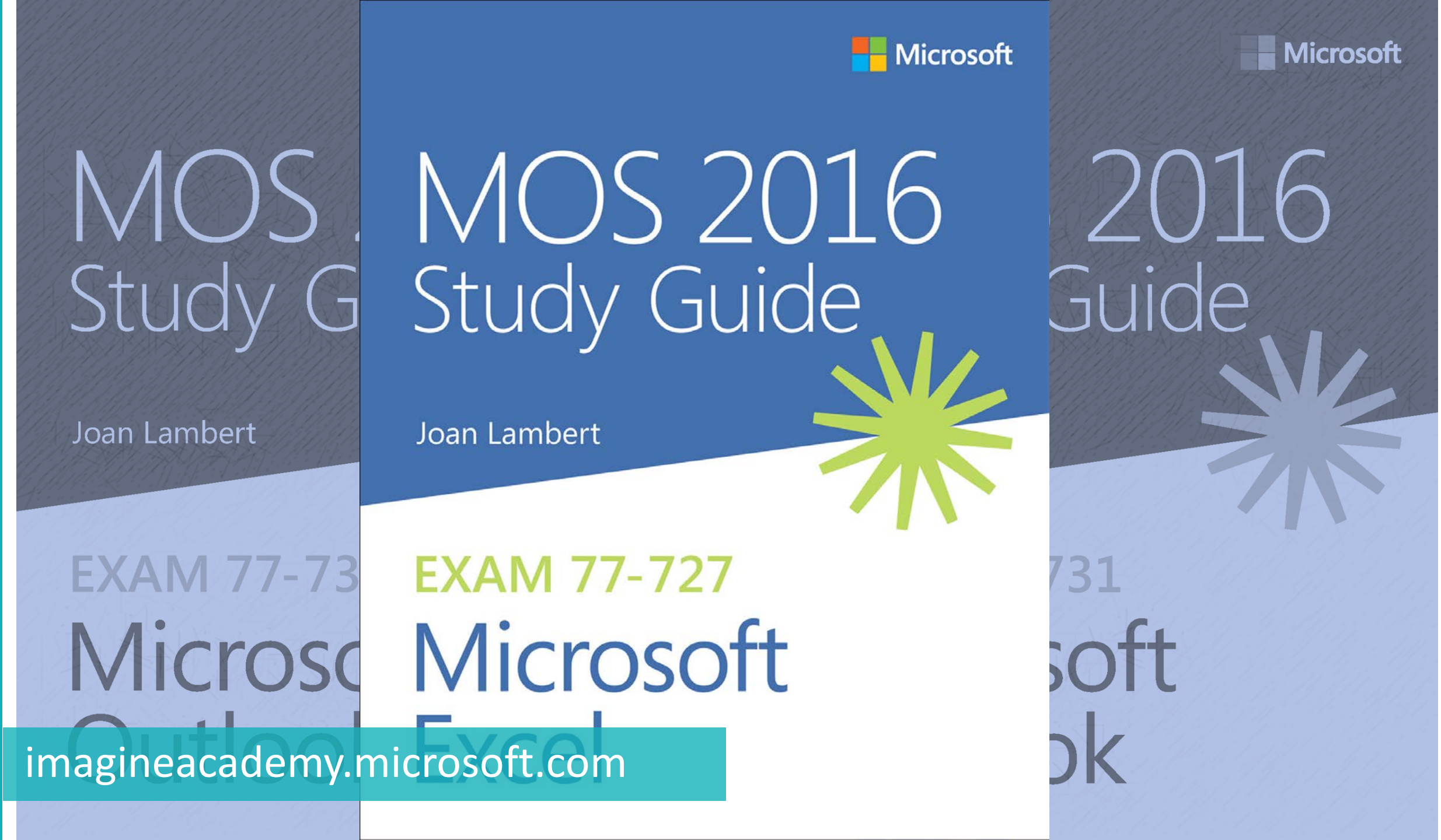
Outgoing messages options can be configured to, for example, request read receipts, add voting polls or redirect responses to another email address. Scroll down to find out how.

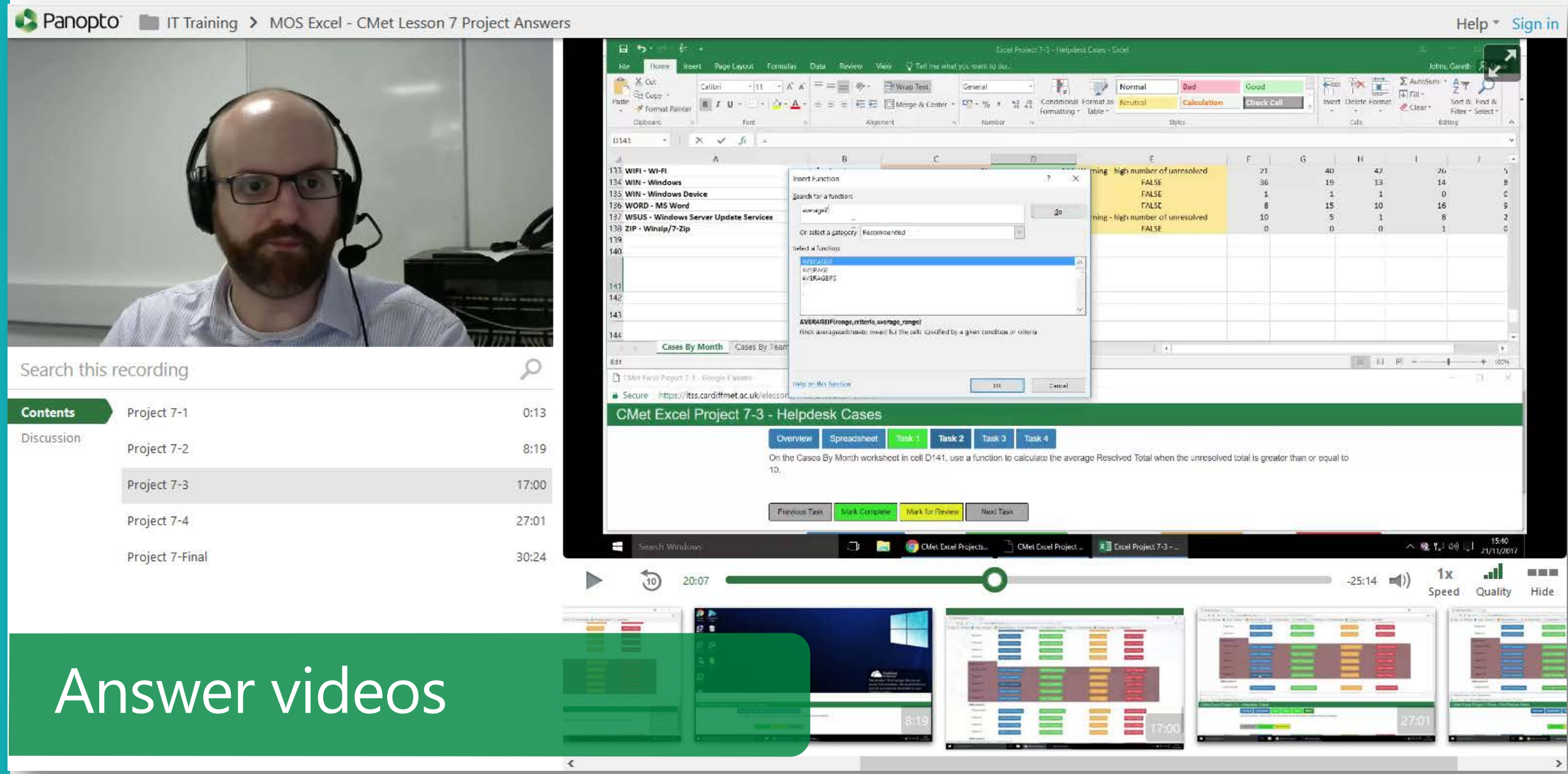
Outgoing message options can be set through the ***Options*** tab on a new email message.

Click the markers below to find out more.

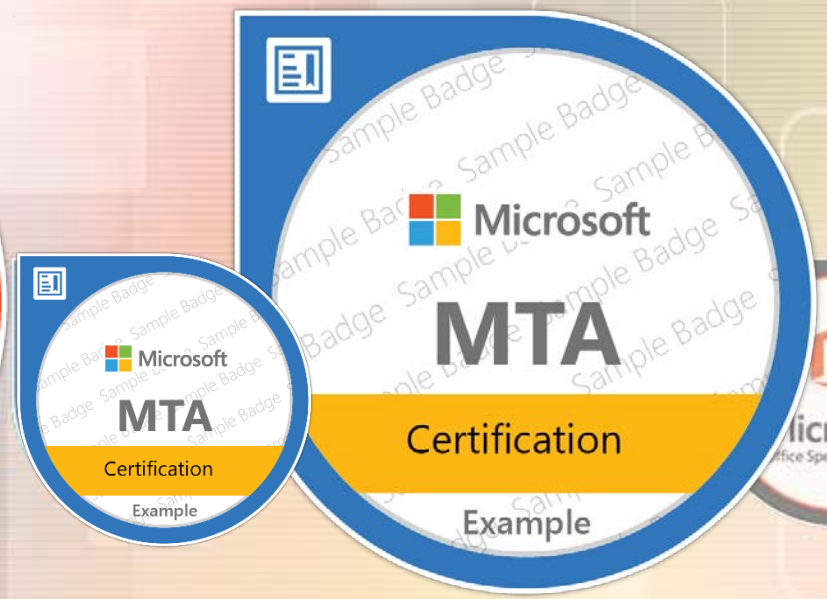


www.adaptlearning.org


Microsoft
MOS 2016
Study Guide
Joan Lambert
EXAM 77-727
Microsoft
Excel
imagineacademy.microsoft.com


Panopto
IT Training > MOS Excel - CMet Lesson 7 Project Answers
Help
Sign in
Search this recording
Contents
Discussion
Project 7-1 0:13
Project 7-2 8:19
Project 7-3 17:00
Project 7-4 27:01
Project 7-Final 30:24
CMet Excel Project 7-3 - Helpdesk Cases
Overview
Spreadsheet
Task 1
Task 2
Task 3
Task 4
On the Cases By Month worksheet in cell D141, use a function to calculate the average Resolved Total when the unresolved total is greater than or equal to 10.
Previous Task
Mark Complete
Mark for Review
Next Task
20:07
-25:14
1x
Speed
Quality
Hide
Answer videos

Future Plans



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CertMatters.Live

Sheffield Hallam University

- Jayne Revill

Sheffield Hallam University

Sheffield Business School
The Journey to Certification

Jayne Revill, Principal Lecturer,
Sheffield Business School,
Sheffield Hallam University, Sheffield, UK,
j.c.revill@shu.ac.uk

Sheffield Hallam University

Introduction/Context

- SHU
- SBS
- Current Scene

Sheffield Hallam University

Why did we start our journey?

- Re-validation of courses
- Student offer
- Increased fee
- Employers/ Professional Bodies/ Students
- Employability

Sheffield Hallam University

What have we implemented?

Microsoft
Office Specialist Expert

Microsoft
Office Specialist

Sheffield Hallam University

How have we implemented certifications?

A phased, scaleable approach

1. Accountancy students - non credit bearing module
2. Accountancy and Business students +
3. Develop delivery requirements and present
4. Extend in modules, celebration
5. Integrate and set expectations, celebration

Sheffield Hallam University

How have we implemented certifications?

- Training
- Support
- Testing

Sheffield Hallam University

What are the lessons learned?

Sheffield Hallam University

What impact have we seen?

- Confidence
- Engagement
- Feedback/forward
- Employability

Sheffield Hallam University

Where do we go next?

Higher Education Showcase Session

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CertMatters.Live

Coventry University

- Joy Monkhouse

Coventry University

Adobe CERTIFIED ASSOCIATE

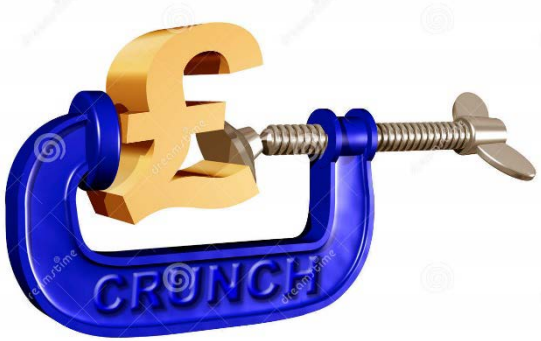
Testing and Application: Combining professional accreditation with creative practice

Joy Monkhouse, Faculty of Arts & Humanities
Coventry University

1. Testing Testing
2. Tried and Tested
3. Testing and Application

1. Testing Testing

Recap of how accreditation was introduced and highlights of a 4 year case-study



“ Recent graduates, described in the press as ‘Generation Crunch’ have found it more difficult than ever to gain traditional graduate jobs. ”
(www.universitiesUK.ac.uk, 2011)

Review of case-study

The ‘Testing Testing’ case-study looked at a teaching intervention put into practice over 4 years (2012-2016), which embedded professional accreditation.

Aims:

- To address employability across a range of creative disciplines

- To formally recognize skills required by creative industry

Approach

Initial research via interviews:

- employers
- careers advisors
- alumni

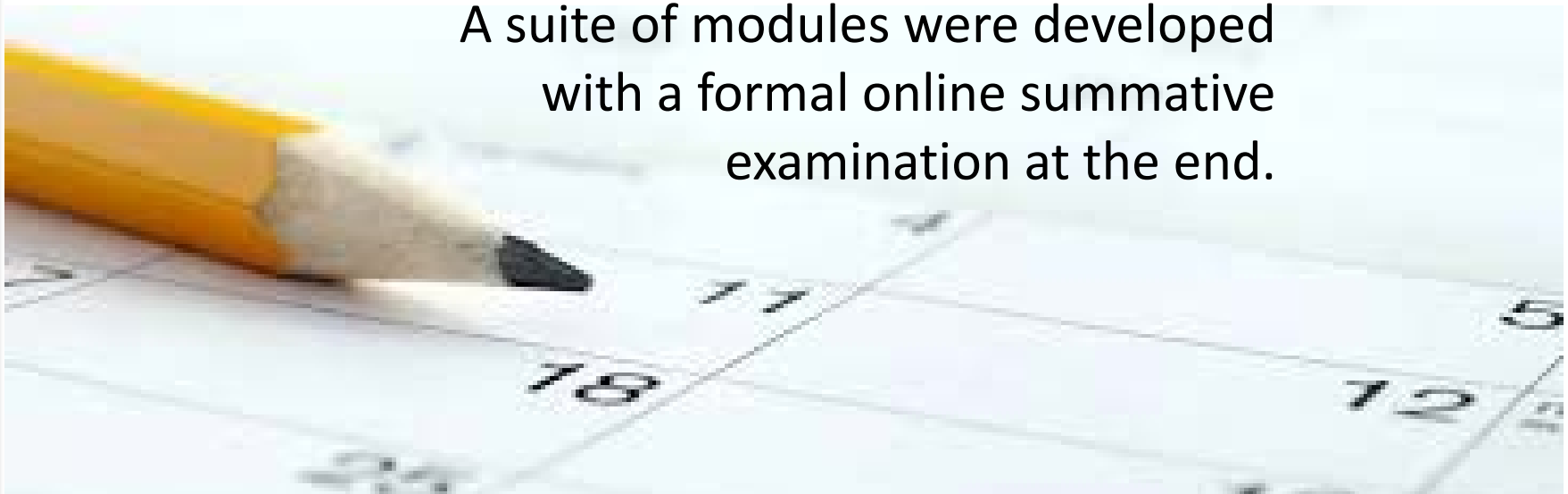
Potential employers voiced a need for graduates who could quickly demonstrate the required level of knowledge and proficiency.

Teaching & Learning strategy

To embed an industry recognized accreditation scheme using Adobe Certified Associate (ACA).

Careful ‘constructive alignment’ (Biggs, 2003) was required to map module Learning outcomes with the ACA scheme

A suite of modules were developed with a formal online summative examination at the end.



Key Tools and Technology

- Industry standard software (Adobe CC)
- A pool of part-time lecturers who are also practicing within a range of creative industries
- Moodle support resources; links to tutorials, exam preparation materials and quizzes.
- Adobe online exam portal; Certiport + Gmetrix

Then we put it to the test!
A leap of faith...

Traditionally art & design students were most commonly assessed via presentation, portfolio and dissertation.

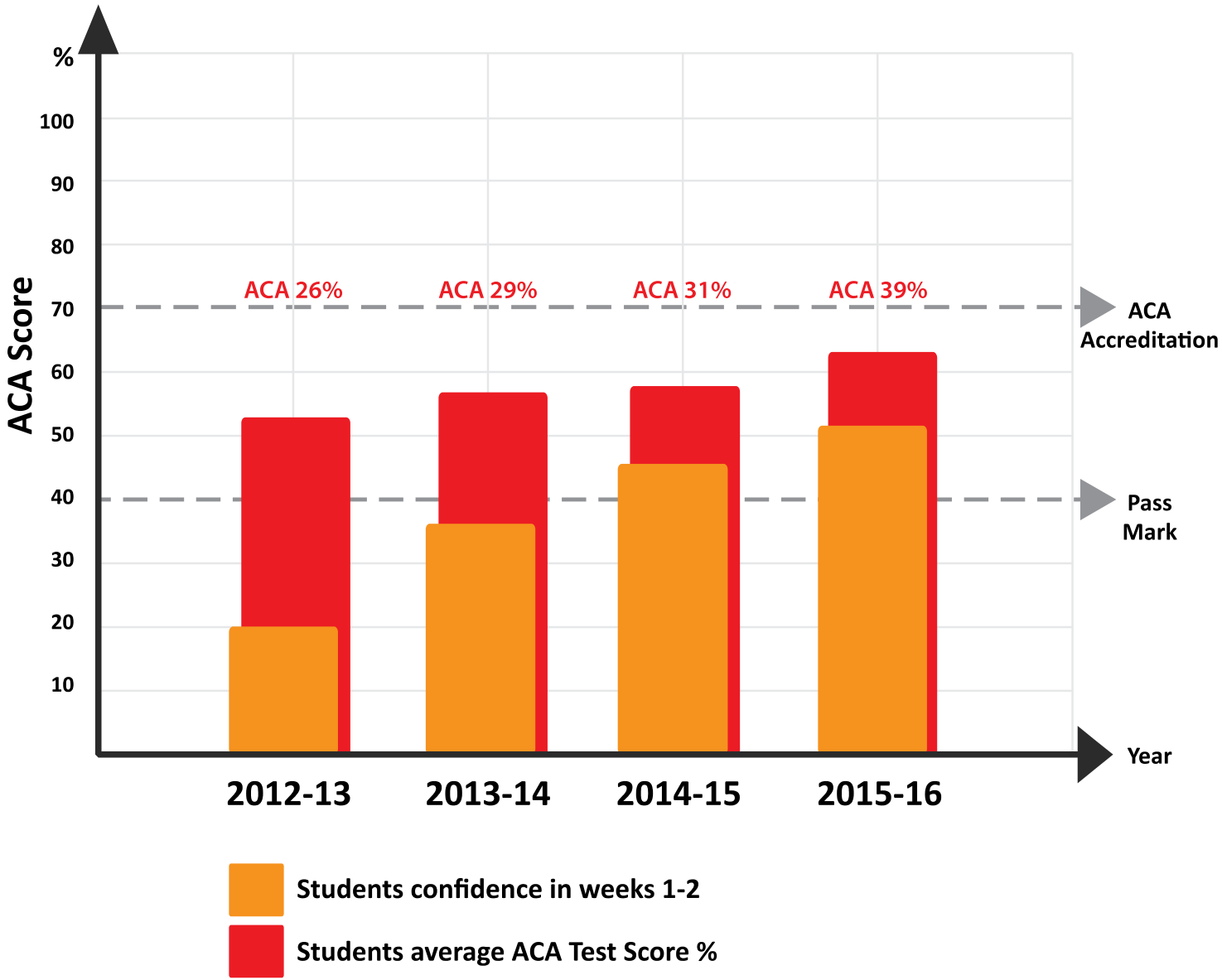
Graduates are increasingly being tested as part of the recruitment process.

Evaluation and Results

The examination was evaluated via questionnaires both at the beginning, and at the end of module, following final tests.

The overall average test scores were also monitored and these were compared across each academic year of the case-study. General student satisfaction was also evaluated each year.

Statistics for ACA test scores 2012-16



2. Tried and Tested

Widening the approach and access

- Evaluation of results
- Experience
- Experimentation

Evaluation of results

• By managing students expectations of the exams and facilitating a pattern of formative feedback and practice tests, the students build a confidence in their abilities

• Moved from a position of being nervous of these tests, to a strong position of positive results

• High student satisfaction (94%) and high employability rates
96% overall in 2014, 97% 2016 (DLHE survey 2015 and 2017).

Student experience

"This will help me get through my degree – I've just got a part-time studio job after telling them about my Adobe certificate."
(1st year Photography student 2014).

" I had 2 tests to complete and 2 rounds of interviews to get the job, but I had already done Adobe tests so handled it quite well I think."
(Graphic Design graduate 2015).

" It has given me confidence in my ability to achieve what I set out to, also impressing potential employers securing several jobs."
(Graphic Design graduate 2018).

Experimentation

- Adobe CC now supplied to Art & Design students
- Increased access to the software and improved integration and experimentation.
- Experimentation across Creative Cloud, fine-tuning the tools, traditional and digital cross-over, inter-disciplinary

3. Testing and Application

Combining professional accreditation with creative practice

- The tests simulate creative problem-solving challenges
- ACA Championship recognises the need for application via a real-world live brief
- We use competitions and regional charity events to embed the opportunity to apply skills to live briefs
- Test Festivals also widen access to accreditation

Can students deliver what it says on their C.V.?
Can they do what it says on the tin?

Students are given the opportunity to evidence a level of proficiency with the industry standard software.

Application Application

Portfolio + Percentages =

- Certified, but we also need to *see* those skills applied
- Application of skills and knowledge in unique ways to make the work and the student stand out
- Employers and Alumni saying that the combination of portfolio + skills still prevails
- Portfolio + Percentages + Personality + Passion + Online Presence + + +

Dominic Leatham

Something Special…

Dominic Leatham
BA (Hons) Illustration & Animation

References

Biggs, J. (2003) *Aligning teaching and assessment to curriculum objectives*. Imaginative Curriculum Project, LTSN Generic Centre

Biggs, J. (1993). *What do inventories of students' learning processes really measure?* A theoretical review and clarification. British Journal of Educational Psychology, 63, 3-19. [Defines "achievement orientation"]

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HEA Pegg, A., Waldock, J., Hendy-Isaak, S., Lawton, R., (2012) *Pedagogy for employability*, updated edition, HEA

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Yorke, M. & Knight, P. (2004) '*Embedding Employability in the Curriculum' – Learning and Teaching Support* Network and ESECT

Rebecca Gross, https://www.canva.com/learn/graphic-art/ How to Design with Personality [online]

Dominic Leatham, Illustration reproduced from showreel, https://vimeo.com/265965574
Instagram @dominic.leatham, BA (Hons) Illustration & Animation graduate 2018, Coventry University

Coventry University

Adobe CERTIFIED ASSOCIATE

Thank you

Questions..?

Joy Monkhouse, School of Art & Design, Faculty of Arts & Humanities
joy.monkhouse@coventry.ac.uk