

Microsoft Technology Classroom Readiness KICK-OFF CONFERENCE



- 7:30-8:00 **Registration**
- 8:00-8:15 **Introduction/Build Excitement**
- Value of Certification –presentation
- 8:15-9:15 **Set Up**
- Explanation of 3 companies
 - Have teachers log in to Certiport – Explain Org Admin Role
 - Review My Certiport tab, Org Admin tab (associations) and Training & Tools
 - Introduce Console 8 – lab set up importance of early installation (admin rights)
 - Tech Requirements
- 9:15-10:15 **Preparing for Certification - Learn**
- Have teachers log in to the Academy – showing the navigation
 - MSIA MOAC Text Book – key curriculum
 - Online Learning – optional – later show where they can get training
 - Free vouchers for professional development
 - MTA Certifications and Curriculum
 - MOS Expert Certifications for Word and Excel
 - Master Certification
 - GMetrix – optional more information to contact you
- 10:15–10:30 **Break**
- 10:30-11:15 **Pre-Certification and Certification Day**
- Students create Certiport Account prior and enter their ID number
 - Show Console 8 in more depth – checking updates
 - Discuss Proctor Role
- 11:15-11:45 **Celebration**
- Certificates
 - Reports
- 11:45-12:00 **Questions**
- Show teachers their state site review tabs and have them order their Marketing kits
- 12:00 **Pre-schedule 15-Minute One-On-One Assistance as Needed**
- You can sit down with Jason to ask questions about classroom implementation, MTA Certifications, Accommodating for Expert level certifications, getting logged into any of the resources, etc. This will also be an open time for networking and collaborating with other teachers.