International Grades in Office Technology

Native American Proverb

"Tell me and I will forget, show me and I may not remember, involve me and I will understand"

Learning through participation with the OpenOffice.org Community

WWW.theINGOTs.org

Programme for this presentation

What are INGOTs? - Overview

Why are INGOTs important to the OpenOffice.org community?

Some more detail about INGOTs?

Current status.

Questions

INGOT overview

International Grades in Office Technology are certificates that recognise basic skills in Office Technology not tied to any particular Office software

The Silver certificate requires the student to download an ISO image of a software application, burn a CD and give it to someone who needs it

The Gold certificate requires the student to make a useful 25 hour contribution to the OpenOffice.org project

Why are INGOTs important to the OpenOffice.org Community?

1. They provide a global business model that can be used to generate income to finance development

2. They ensure that young children learn about FLOSS and how to take part in a FLOSS project

4. Additional contributions to the project will come from the students doing the Gold INGOT

5. Some students will gain a real interest and become developers

6. They provide a vehicle for raising awareness of the OpenOffice.org brand.

Supporting the community

Desirable characteristics of a new business to support FLOSS

It has to be financially viable and self-sustaining

It has to be directly relevant to supporting FLOSS

Globally scalable and manageable with low initial financial investment

theINGOTs.org

The Bronze INGOT

Entry level certification suitable for complete beginners whether 7 or 70.

Low barrier to entry to promote inclusion

Reward after relatively short period to encourage further participation.

No spreadsheets to ensure mathematical attainment is not at this point a limiting factor.

Bronze INGOT example criterion

Word processing

I use the SHIFT key and Caps Lock appropriately.

Guidance on interpreting this criterion

Its quite common for beginners to use the caps lock to switch between upper and lower case for, say, the start of a sentence. Ensure that they use two hands holding down the shift key and pressing and releasing the appropriate key to type a capital letter. The Caps Lock should be used rarely, only when there is some extensive text, all in capitals.

General Knowledge

I know that some programs are free to be copied and distributed while others have copyright that limits distribution

The general knowledge section could be difficult for young children or those with special needs. Its sufficient for the Bronze to have discussed the issues and at least awakened some understanding of these. Don't withhold a certificate from a pupil who has demonstrated all the practical skills but after some genuine efforts has difficulties with the general knowledge. There is plenty of time to develop this with the Silver later but we do want to make a start.

Silver INGOT

The Silver INGOT builds on the Bronze and has been designed to be compatible with the UK KS3 (ages 11-14) National ICT Strategy. In fact, this is reasonably generic and so it should not cause any international problems.

The main difference in structure compared to the Bronze is the tasks section

3 Tasks are required:

A community task
Building a 5 page web site
Preparing an office circular.

Community Task

The community task requires the candidate to download a CD-ROM image and burn a CD-ROM for the benefit of others.

The reasoning here is to teach the pupils how to obtain useful and free software resources from the Internet and to motivate them by making their activity practically useful to others.

http://distribution.openoffice.org/cdrom

The address above is a mirror site for obtaining the OpenOffice.org ISO image. When burnt to a CD-ROM, the CD-ROM is then an installation disc for the OpenOffice.org software.

Candidates should burn a disc and give it to someone who needs the software but can't easily get it.

Designing the Office Web Site

This is simply a matter of designing a web site with 5 linked pages

This should be done with a recognised web program such as Mozilla Composer or the HTML editor in OpenOffice.org

The web site should be tested with 3 different web browsers to be reasonably sure it conforms to open standards.

Designing an office circular

This is a simple DTP exercise

It can be carried out in any page layout software

The candidates own designs should be used rather than reliance on Wizards, Druids and pre-defined templates. Children learn by designing not copying other people's work.

The Gold INGOT

The Gold INGOT follows on from the Bronze and Silver as far as software skills are concerned

The Gold INGOT takes the community service element much further and requires 25 hours of work on an aspect of the OpenOffice.org project.

This should be useful to the project and suit the interests of the candidate.

Complexity is less important than the contribution being useful

Examples of OpenOffice.org coursework

Raise money and burn many more CD-ROMs for distribution.

Help on the OpenOffice.org users list

Provide support for users locally

Provide some teaching materials for an aspect of the curriculum in OpenOffice.org Impress

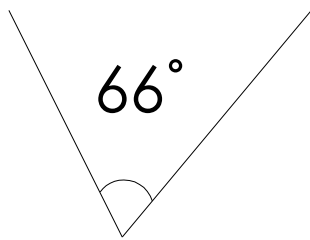Provide clip art on a subject theme eg science apparatus

Contribute artwork for the OpenOffice.org web site

Design additional templates

Here is an example of how pupils might make a contribution
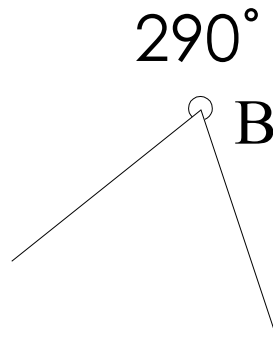
Measuring Angles

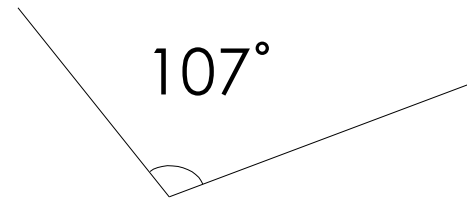Estimate the size of these angles and decide whether they are:
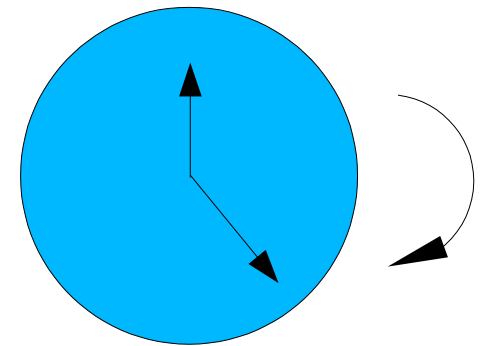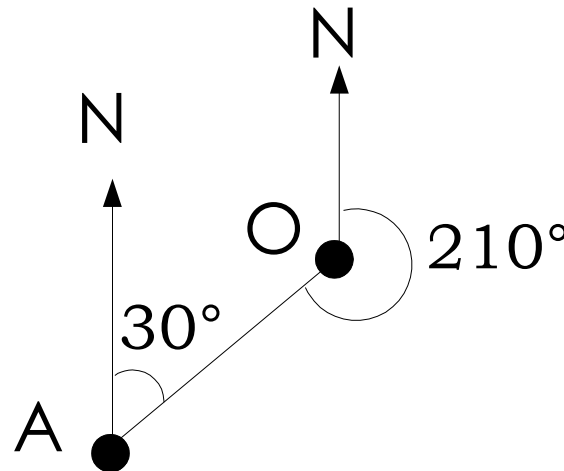
66˚

290˚

B

107˚

A

C

Acute

Reflex

Obtuse

Angle <90˚

Angle >180˚

90˚ < Angle <180˚

Bearings

You need to know that the bearing of a point A from an observer O is the angle between the line OA and the North line through O, measured in a clockwise direction.

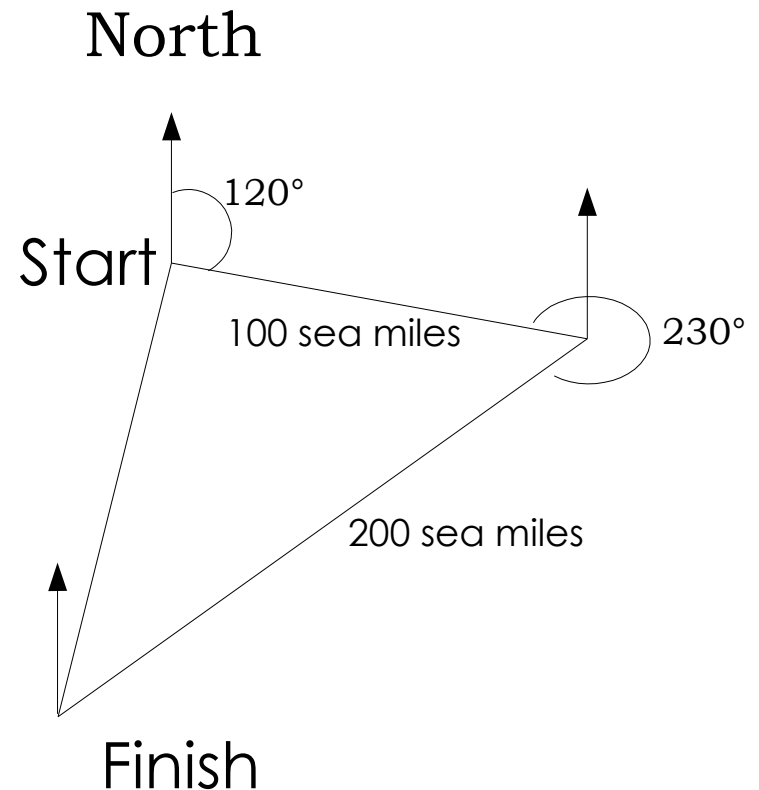In the diagram the bearing of A from O is 210°. The three- figure bearing of O from A is 030°.

Clockwise – the direction that the hands move on a clock

Bearings Continued

A ship travels on a bearing of 120° for 100 sea miles, then on a bearing of 230° for a further 200 sea miles. Represent this with a scale drawing. What is the ship's distance and bearing from the starting point?

Estimate the distance first.
Is it bigger than 100 sm?
Is it less than 200 sm?

Supporting pupils' course work

Help can be obtained by subscribing to the OpenOffice.org education list

Send a blank E-mail to :
educ-subscribe@marketing.openoffice.org

You will get a return asking for confirmation. Send this back then mail the list introducing yourself and ask a question.

Others will reply and tell you where to find the things you need.

My First INGOT

General knowledge

General knowledge	Using the keyboard	Using computer programs	Working with others
I can name the parts of the computer	I look after the keyboard by making sure my hands are clean before using it	I can use the mouse to choose a program	I can ask for help when I need it
I know that computers cost quite a lot of money, and that we need to look after them	I can type the numbers from 1 to 10 using the number keypad	I have used three different programs to learn new things	I can help others when they need it
I know that the three most important colours for the pictures on a computer screen are Red, Green and Blue	I can type my name and the days of the week	I can describe a program that I have used and say what I did with it	I am patient and wait my turn when the teacher is helping someone else
I know information can be sent from one computer to another by cable and by wireless.	I can use the SHIFT key to get special characters such as @ and %	I can draw shapes using a drawing program	I share the computer with other children in the class
	I can use the delete key to get rid of mistakes	I can fill my shapes with different colours	I can work quietly and not disturb other people
	I can type sentences and use the Shift key to put a capital letter at the start and the full stop key to get a full stop at the end.	I can move shapes with the mouse to make up a picture	
	I can name the main keys on the keyboard	I can use "Zoom" to make my shapes look bigger and smaller	
	I can, with help, spell check my work and change badly spelled words for the correct word.	I can copy a shape and make a pattern by copying and pasting.	
	I can count the number of keys on the keyboard.	I can put a few shapes into order of the number of sides	
OTTO Says You can do it!	I can move the cursor to where I want it using the arrow keys and the mouse	I can put different shapes into order of their area	

INGOT Academies

INGOT Academies are schools or organisations that have an organisation wide interest in INGOT certification

INGOT Academies enjoy a greater degree of autonomy than schools with individual assessors.

INGOT Academies will provide assessment training for assessors in local schools, and will be able to award an unlimited number of certificates within the domain in which they operate.

INGOT Academies will be centres of excellence for the INGOTs.org programme

Costs

The following fees are levied in the UK. They can be adjusted to fit the local economy.

Bronze certificate £2.00
Silver certificate   £2.50
Gold certificate   £3.00

Assessor annual fee £10

INGOT Academies in the UK pay an annual fee for unlimited certification

Current Status

Web site and basic certification support in place, imminent complete redesign to meet EU standards and to support E-commerce and multiple languages

Since the September launch, 50 UK schools are either doing INGOTs or have them built into their official development plans on which their funding depends on meeting targets

Poland is the next most highly developed market with approximately 40 assessors being trained.

There are trained assessors in UK, Serbia/Montenegro, Poland, Slovenia, New Zealand, Venezeula, California, North Carolina, Kentucky and Texas. Soon Czech Republic, Romania and Australia.