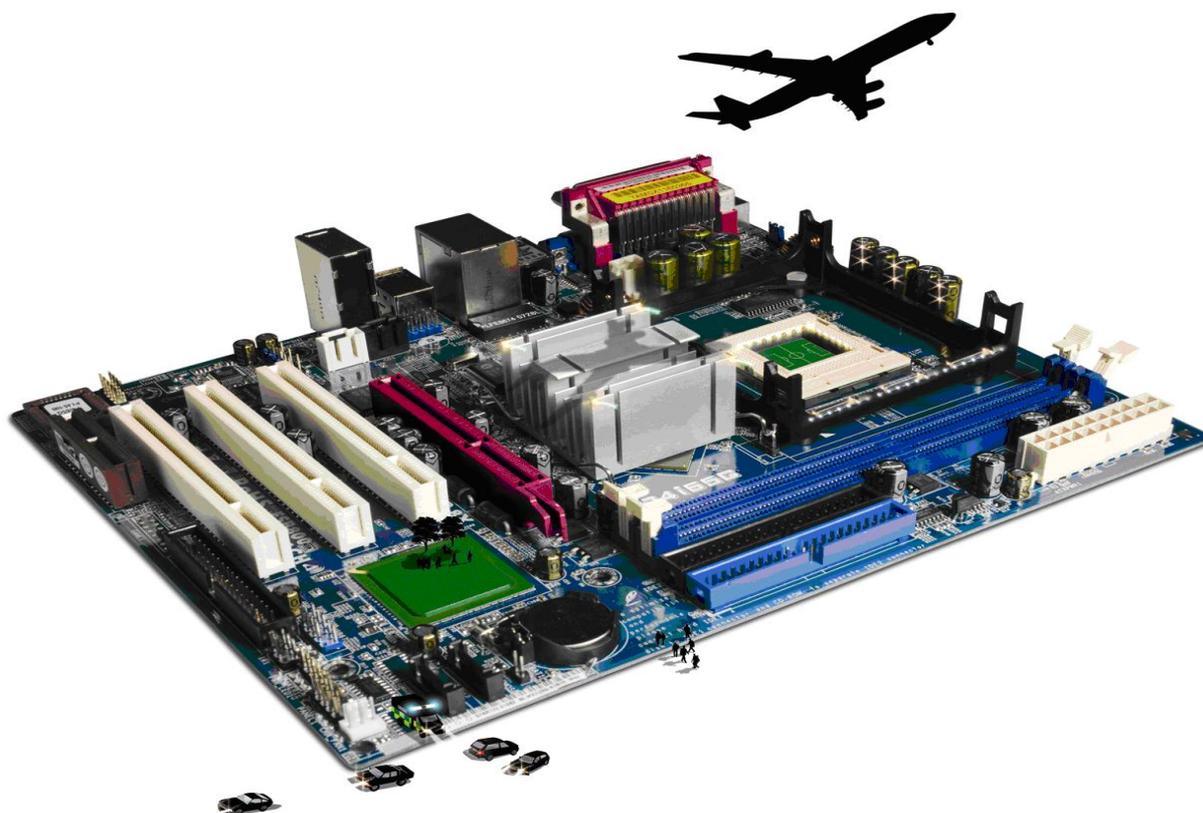


# Level 2 Using collaborative technologies (UCT 7574-209)

ITQ (QCF)

Assignment guide for Candidates

Assignment A



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# Level 2 Using collaborative technologies (7UCT 7574-209)

## Assignment A

### Introduction – Information for Candidates

#### About this document

This assignment comprises all of the assessment for Level 2 Using collaborative technologies (UCT 7574-209).

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#### Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

#### Time allowance

The recommended time allowance for this assignment is **two hours**.

# Level 2 Using collaborative technologies (UCT 7574-209)

## Candidate instructions

**Time allowance: Two hours**

### **The assignment:**

This assignment is made up of **five** tasks

- Task A - Creating a social networking profile and adhering to guidelines
- Task B - Creating groups and managing permissions
- Task C - Demonstrating understanding of collaborative technology
- Task D – Linking to external sources
- Task E – Arranging social networking events and reporting issues

### **Scenario**

You work as an administrative assistant for a large telecommunications company. As part of your work you have been asked to join a social networking site. As part of the sign up process you will need to create a secure password.

You will be asked to obtain information about other members who use the site. Please make sure that you pay special attention to the guidelines about using the site.

Read all of the instructions carefully and complete the tasks in the order given.

### **Task A – Creating a social networking profile and adhering to guidelines**

- 1 In the **Answers 209 A** document, provided by your assessor, describe **three** IT tools, including hardware and software, which you will use to carry out this task.
- 2 Describe **one** benefit and **one** drawback of the tools and devices you will use.
- 3 Connect to the Internet and go to the web site **<http://theplace2bnow.grouply.com/>**
- 4 Click on the **Sign Up** link and follow the instructions to sign up for the site.

Create a secure password and note it on your **Answers 209 A** document.

- 5 Create your Profile. Ensure that you include relevant contact information and a suitable image (this does not have to be a photograph of yourself – you could use a clipart image as a representation or the **Profile.png** image provided).

Add contact information that would enable another member to contact you directly to promote trust.

Once you have joined you will be on the main page of the site.

Take a screen print of your profile and paste into your **Answers 209 A** document.

- 6 Go to the forum called **GUIDELINES FOR USING THIS FORUM**.

- 7 Open the attachment to this forum and read through it.

On your **Answers 209 A** document, provided by your assessor, answer the following:

1. List **two** risks to personal safety there may be when using a social network.
2. How would you keep these risks to a minimum?
3. Give an **example** of inappropriate behaviour when using a social network.
4. How would you respond to inappropriate behaviour?

## **Task B – Creating groups and managing permissions**

- 1 Create a New Group on your account using your name  
In the setup pages.

Set the group type as **Other** and the Category as **Other** on the next page set the group as Private.

On the next page do not invite any contacts.

- 2 Change the following privacy settings:

1. Set your profile page so that it can only be viewed by **friends**
2. Friends list to be viewed by just **my friends**

All other privacy settings should remain unchanged.

Take a screen print of your privacy settings and paste into your **Answers 209 A** document, provided by your assessor.

- 3 Go to your **Group Page>Manage>Group Settings>Messages** and set **Group Moderation** to Moderated.

- 4 Change the **Group notification settings** within your profile to prevent duplicate messages/notifications being sent to you (eg messages/notifications from your group are turned off).

Take a screen print of your changes and paste into your **Answers 209 A** document.

- 5 On your **Answers 209 A** document, give **two** reasons why you would want to change your privacy settings.

- 6 Go to **the Home tab of your group**, then click on **Appearance**.

- 7 Change the appearance by selecting the theme that you like and then apply it (ignore any warning windows).

Take a screen print of your page and paste it into your **Answers 209 A** document.

- 8 Add a blog archive app to your page.

Take a screen print of your page and paste it into your **Answers 209 A** document.

### **Task C – Demonstrating understanding of collaborative technology**

- 1 Navigate to the Members page and on your **Answers 209 A** document answer the following questions about other members using the site:
  1. Where does Jason Manderville live?
  2. What date did Jason become a member of The Place?
  3. Which discussion forums has Jason contributed to?

- 2 On your **Answers 209 A** document describe **three** collaborative features that can be found on this site and describe their purpose.

- 3 Create a **blog** that lists the tasks you have been doing so far in this assignment and give it a suitable title.

List at least **two** of the tasks you have completed as part of this assignment on your blog.

Take a screen print of your un sent blog post and paste it into your **Answers 209 A** document.

## Task D – Linking to external sources

- 1 Access the **place2benow** forum and read the post called Twitter. Follow the instructions there to go to **www.Twitter.com**.

Complete the form details to **join the conversation** but do **not** click on create an account.

Take a screen print of the completed form and paste it into your **Answers 209 A** document.

Read the Terms and Conditions and copy the first paragraph of the **Basic Terms** into your **Answers 209 A** document.

- 2 Go to your **Group Page** and choose to add an application.

From the most popular listed, add an RSS Feed, click **done**.

A new section will appear in the middle of your page.

Edit the settings for this Tab, adding the title **BBC NEWS** and the following URL

**<http://feeds.bbc.co.uk/news/rss.xml>**

Choose to add a summary and **three** items.

Take a screen print of your Page and paste into your **Answers 209 A** document.

Save your settings.

## Task E – Arranging social networking events and reporting issues

- 1 Go to your **Group Page** and select the link to **Add an event**.

Enter the following details

Title	<b>Charity Concert</b>
Tag	<b>Fundraising</b>
Time	<b>7pm -10pm</b>
Location Name	<b>Market Place</b>

Add the following information to the event text box  
**'Local musicians raising money for charity'**.

Broadcast the message.

Take a screen print of your Page and paste into your **Answers 209 A** document.

- 2 You have noticed some inappropriate images on the site in the **Scenic Photos** event.

Draft an appropriately worded email to Guilds Manager using an appropriate subject, typing a short message to report the issue but do not send the message.

- 3 Take a screen print of your unsent message reporting the issue and paste it into your **Answers 209 A** document.
- 4 Save the file.

**Note:** After your assignment has been marked and your grade has been confirmed your Assessor will remove your details from the social networking site.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

## **End of assignment**

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