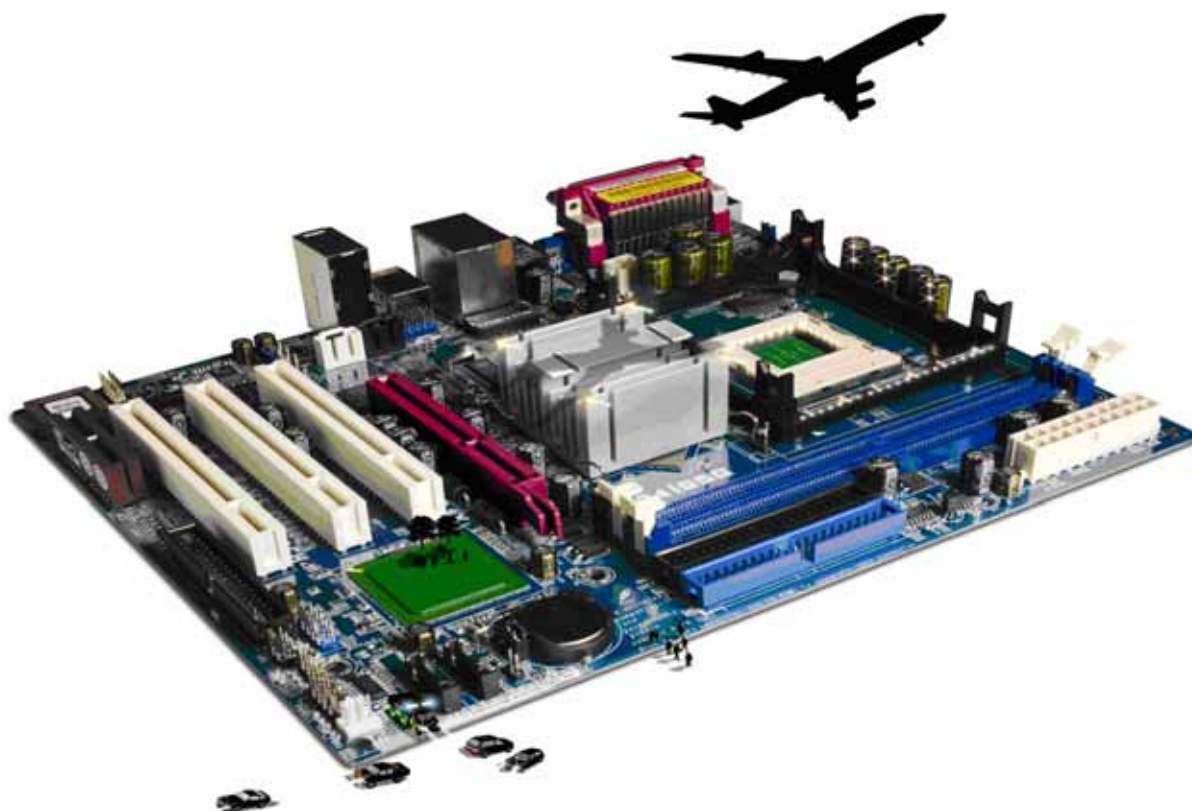


Level 1 Using Collaborative Technologies (UCT 7574-109)

ITQ (QCF)

Assignment guide for Candidates

Assignment A



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City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)20 7294 2800

F +44 (0)20 7294 2400

www.cityandguilds.com

learnersupport@cityandguilds.com

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Level 1 Using collaborative technologies (UCT 7574-109)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Using collaborative technologies (UCT-7574-109).

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 **one and a half hours**.

Level 1 Using collaborative technologies (UCT 7574-109)

Assignment A

Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Sign up to a social networking site
- Task B - Use an online forum
- Task C - Change the appearance of your page
- Task D - Set up data feeds
- Task E - Delete your profile

Scenario

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 with a minimum of 6 characters that contains both letters and numbers.

You will be asked to gain 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 – Sign up to a social networking site

1 Connect to the internet and using a browser go to the web site
<http://theplace2bnow.grouply.com>

2 Click on the **Sign Up** link and follow the instructions to sign up for the site.

Create a secure password (make a note of it on the **Answers 109 A** document, provided by your assessor).

3 Create your **Profile** (you do not need to add a photograph unless you want to) and **Join**.

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

4 On your **Answers 109 A** document, provided by your assessor, answer the following about other members using the group the **place2bnow**:

1. Liam Blanchard appears twice. Find out how old the one from Dublin is.
2. When did Mehran become a member?
3. Where does Mehran live?

5 On your **Answers 109 A** document, provided by your assessor, list **two** collaborative

features that can be found on this site and their purpose.

Task B – Use an online forum

- 1 Select the forum **tab/link**, to view the forum called **GUIDELINES FOR USING THIS FORUM**.
- 2 Open the **post 'Guidelines'** in this forum and read it through. In your **Answers 109 A** document, answer the following:
 1. List **two** things you must **not** do on this site.
 2. List **two** things you should do in order to stay safe online.
 3. Who should you report inappropriate behaviour to?
- 3 **Reply** to the forum stating that you have read the guidelines and accept the conditions.
- 4 Copy your reply and paste into your **Answers 109 A** document, provided by your assessor.
- 5 Choose and go into any other post. Read first the entry and **add** a reply to it, copied to the whole group.
- 6 Copy **all** the replies in the post and paste them into your **Answers 109 A** document, provided by your assessor.

Task C – Change the appearance of your page

- 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**, leaving all other fields blank.

On the next page set the group as **Private**.

On the next page **skip** any inviting contacts.
- 2 Go to **the Home tab of your group**, then click on **Appearance**.
- 3 Change the appearance by selecting a new theme that you like and then apply it (ignore any warning windows).
- 4 Now **Make it Unique** by changing the **colour of some sections** and **text areas**.

Save the new settings.
- 5 Take a screen print of your **group page** and paste it into your **Answers 109 A** document, provided by your assessor.

- 6 To prevent new users of your site posting defamatory messages you have decided to modify the settings for all users so that all post are moderated.

Using the **Manage tab** within your group, access the **Members administration** area.

- 7 Set the group setting as **moderated**.
- 8 Take a screen print of the page and paste it into your **Answers 109 A** document, provided by your assessor.
- 9 In your **Answers 109 A** document, provided by your assessor list the **three** options within the privacy settings available on this site for your current address.

Give **one** reason why you may want to change the default settings?

Save your **Answers 109 A** document.

Task D – Set up data feeds

- 1 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 **five** items.

Take a screen print of your Page and paste into your **Answers 109 A** document.

Save your settings.

- 2 View the first news link and print the first page **only**.
- 3 In your **Answers 109 A** document, answer the following question:

When using collaborative technology, which method could be used to promote trust within an online community/group?

- a Recommendations.
- b Sponsored links.
- c Using firewalls.
- d Accepting all invitations.

Task E – Delete your profile

- 1 Call your assessor over to observe completion of this task before proceeding.

To keep this site clear for assessment purposes follow the instructions below to delete your account.

Return to your Grouply account Click on the **Settings** link at the top right of the page.

On the **My Profile** page, click on the delete account link then click to Disconnect All Groups and then Click to Delete your account, click **Yes** to confirm you wish to delete your account.

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

**Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com**

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