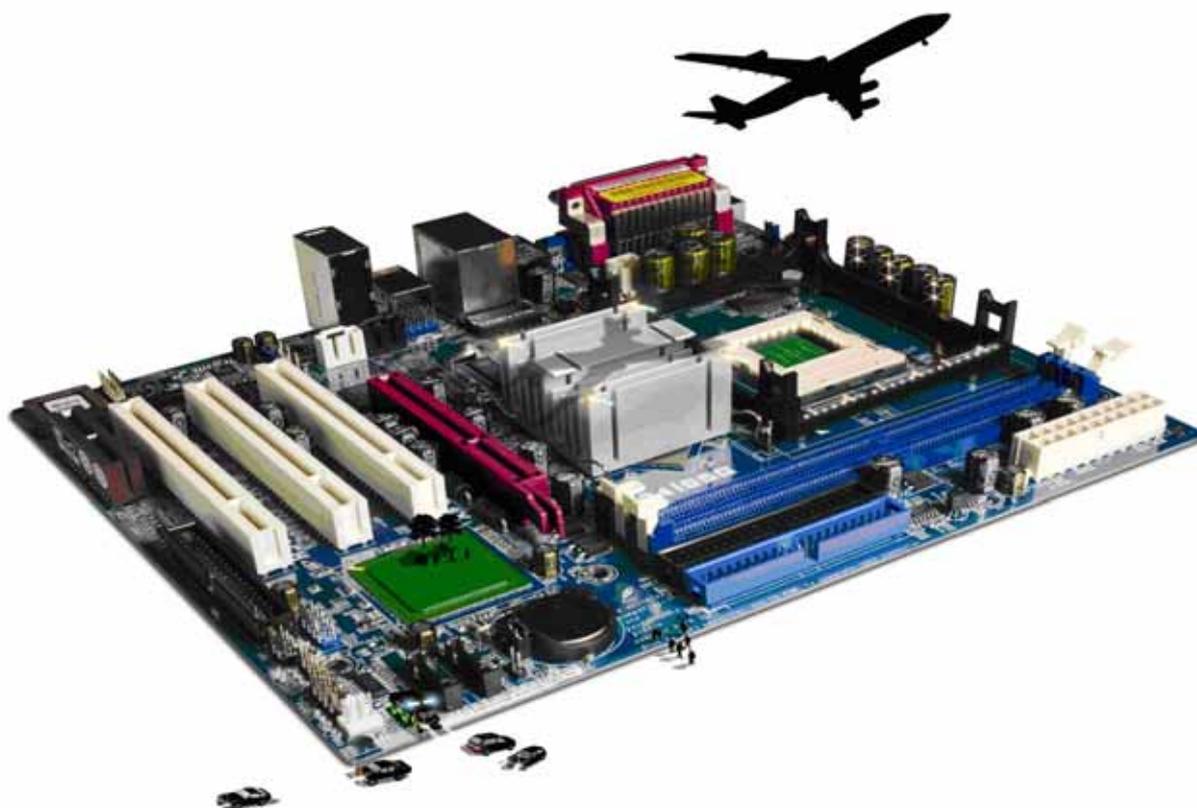


# Level 1 Using Collaborative Technologies (UCT 7574-109)

**ITQ (QCF)**

**Assignment guide for Candidates**

Assignment B



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# Level 1 Using collaborative technologies (UCT 7574-109)

## Assignment B

### Introduction – Information for Candidates

#### About this document

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

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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 **one and a half hours**.

# Level 1 Using collaborative technologies (UCT 7574-109)

## Assignment B

### Candidate instructions

**Time allowance: One and a half hours**

#### **The assignment:**

- 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 work as an administrative assistant for a local magazine. 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 with a minimum of 6 characters that contains both letters and numbers.

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 – Sign up to a social networking site**

1 Connect to the Internet and using a browser go to the web site  
**<http://theplace2know.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 B** document, provided by your assessor).

3 Create your **Profile** (do not add a photograph) and Join.

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

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

Continued over ...

- 5 Open the **Guidelines** post in this form and read it through. On your **Answer 109 B** document, provided by your assessor, answer the following:
  1. What is the email address of the administrator for reporting inappropriate behaviour?
  2. List **one** thing that you should do in order to stay safe online.
  3. List **three** things you must not do on this site.
- 6 In your **Answers 109 B** document, provided by your assessor, identify something that would help you decide whether or not to trust another member of the site.

## Task B – Use an online forum

- 1 Go to **Settings**, and then click on **Privacy**.
- 2 Change the following privacy settings:
  1. Set your profile page so that it can only be viewed by **only friends**.
  2. Friends list to be viewed by **friends only**.
  3. Address can only be seen by **you**.

All other privacy settings should remain unchanged.
- 3 Take a screen print of your privacy settings and paste it into your **Answers 109 B** document, provided by your assessor.

Give **one** reason why you would want to change these settings.
- 4 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.
- 5 Go to **the Home tab of your group**, then click on **Appearance**.
- 6 Change the appearance by selecting the theme that you like and then apply it (ignore any warning windows).
- 7 Take a screen print of your **Group Page** showing the changes and paste it into your **Answers 109 B** document, provided by your assessor.

Continued over...

## Task C – Change the appearance of your page

1 On your **Answers 109 B** document, provided by your assessor, answer the following about other members using the site:

1. Where does Hermione Waterstone live?
2. What is the name of the member who organised the Scenic Photos event?
3. Who are the members attending the Scenic Photos event?

2 On your **Answers 109 B** document provided by your assessor, identify two collaborative features that can be found on this site and list their purpose.

3 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 **e-skills** and the following URL  
**<http://www.e-skills.com/cgi-bin/go.pl/newscentre/news/rss.xml>**

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

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

4 View the first link from your RSS feed and print the first page only.

Label this as **Printout 1**.

## Task D – Set up data feeds

1 Return to **theplace2benow** group, enter the forum, read the post **SPORTS**.

2 Reply to the post responding to the original posting, reply to the entire group.

3 Take a screen print of the page showing your reply and paste into your **Answers 109 B** document, provided by your assessor.

4 You have noticed some inappropriate content on one of the forums.

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.

5 Take a screen print of your unsent message reporting the issue and paste it into your **Answers 109 B** document, provided by your assessor.

Continued over...

## 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**

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