Level 1 Using Collaborative Technology (7574-109)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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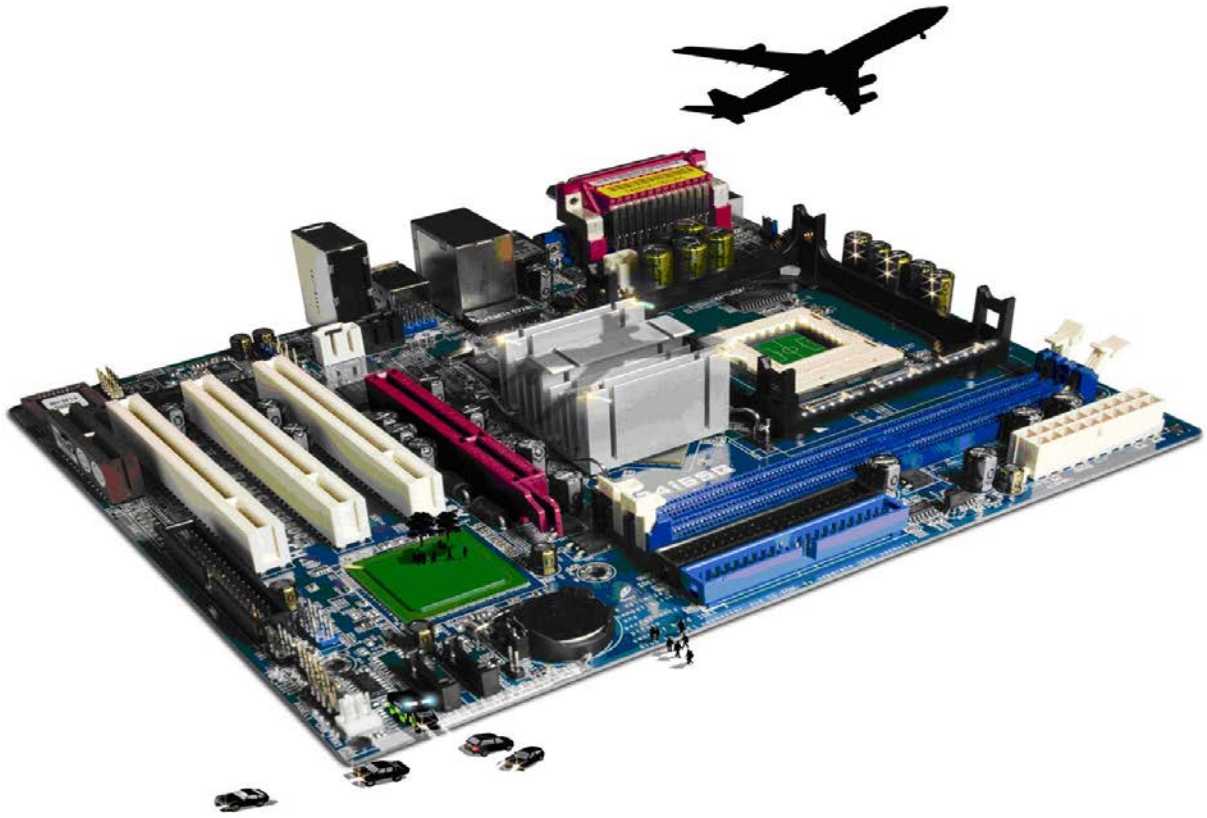

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Assignment B
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 1 Using Collaborative Technology (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 Technology (7574-109)
Candidate instructions

Time allowance: one and a half hours

The assignment:

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

- Task A - Creating accounts
- Task B - Modifying settings and collaboration

Scenario

You work in a small training centre which wants to explore collaborative technologies and social media to share information between learners and colleagues. You have been asked to set up a Facebook and Google+ account, explore privacy options and to allow sharing of data between users.

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

Task A – Creating accounts

1 Create an account on Facebook using your own or details supplied by your assessor, ensuring that you follow the guidelines given to you.

2 Using the document **Answers 109 B** list **two** possible risks to you or your data when using Collaborative technologies and how you might avoid each of them.

3 Using the document **Answers 109 B** provided by your assessor, identify **two** ways in which a social networking page or user, can demonstrate authenticity or trust.

4 Using your previously created Facebook account, search for and go to the following address/page:
http://www.facebook.com/CGITQCollaborativeTech

'Like' the CGITQCollaborativeTech page.

5 Using the information from the forums on the CGITQCollaborativeTech page identify **three** guidelines for using the CGITQCollaborativeTech page, write your answers in the document **Answers 109 B**.

6 Use a suitable menu option to change your default privacy from public to Friends.

7 Upload a suitable cover photo to your account.

8 Using the information on either the forums or favourites within the CGITQCollaborativeTech page, identify **two** ways in which you can report online safety and security issues. Write your answers in the document **Answers 109 B**.

9 Upload at least **two** of the images provided as a new album within your Facebook page.

Using the document **Answers 109 B**, identify **two** privacy settings that you can apply to your uploaded photos and why you may wish to change the settings from one photo to another.

10 Modify the privacy settings on the photos you have just uploaded, so they can only be seen by you.

11 Using the **Answers 109 B** document give one reason why you may use social networking tools.

12 Using the **Answers 109 B** document give one reason why you would use collaboration tools.

Task B – Modifying settings and collaboration

1 Using your own or details supplied by your assessor, ensuring that you follow the guidelines given to you, create a Google+ account.

2 Follow the Google+ page City and Guilds ITQ Using Collaborative Technology, you can either search for this page manually or use the link on the CGITQCollaborativeTech Facebook page.

3 A member of the City and Guilds team follows the Google+ page and is the owner of the CGITQCollaborativeTech Facebook page, (Using the about section of the Facebook page will allow you to view information on page owners), carry out appropriate checks to verify her identity and follow her on Google+.

Take a screenshot of your follow and paste it into your **Answers 109 B** document.

4 Using appropriate Netiquette send a message to Andrea Jones only.

5 Using either Google Reader or another suitable application within Facebook add a RSS news feed of one of the sites named below or another which posts content which is of interest to you. (Note the addresses given are not the RSS feed addresses but the webpage from which they are derived)

http://www.number10.gov.uk/news/feed

http://cgict.tumblr.com/

http://www.bbc.co.uk/sport/0/15890345

Take a screenshot of the feed you have setup and paste it into your **Answers 109 B** document..

6 Using the link labelled **Google Docs – 109B**, on the CGTQCollaborativeTech Facebook page or the Google+ page City and Guilds ITQ Using Collaborative Technology that links to Google Docs, access the document and download to your work area as **Draft Letter**.

7 The document **Draft Letter** has a number of grammar and spelling errors, using a suitable application, open the file you have downloaded, correct the errors and then resave the file as **Letter** using a suitable file format.

8 Using the Google+ page City and Guilds ITQ Using Collaborative Technology view the photos of Lincolnshire, choose any of the photos to share to your stream.

Using **Answers 109 B** document, identify one possible issues/problems you may experience when using Collaborative technologies.

9 Using **Answers 109 B** document identify where you could access help if you had a problem on Facebook or Google+

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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