Level 2 Using Collaborative Technology (7574-209)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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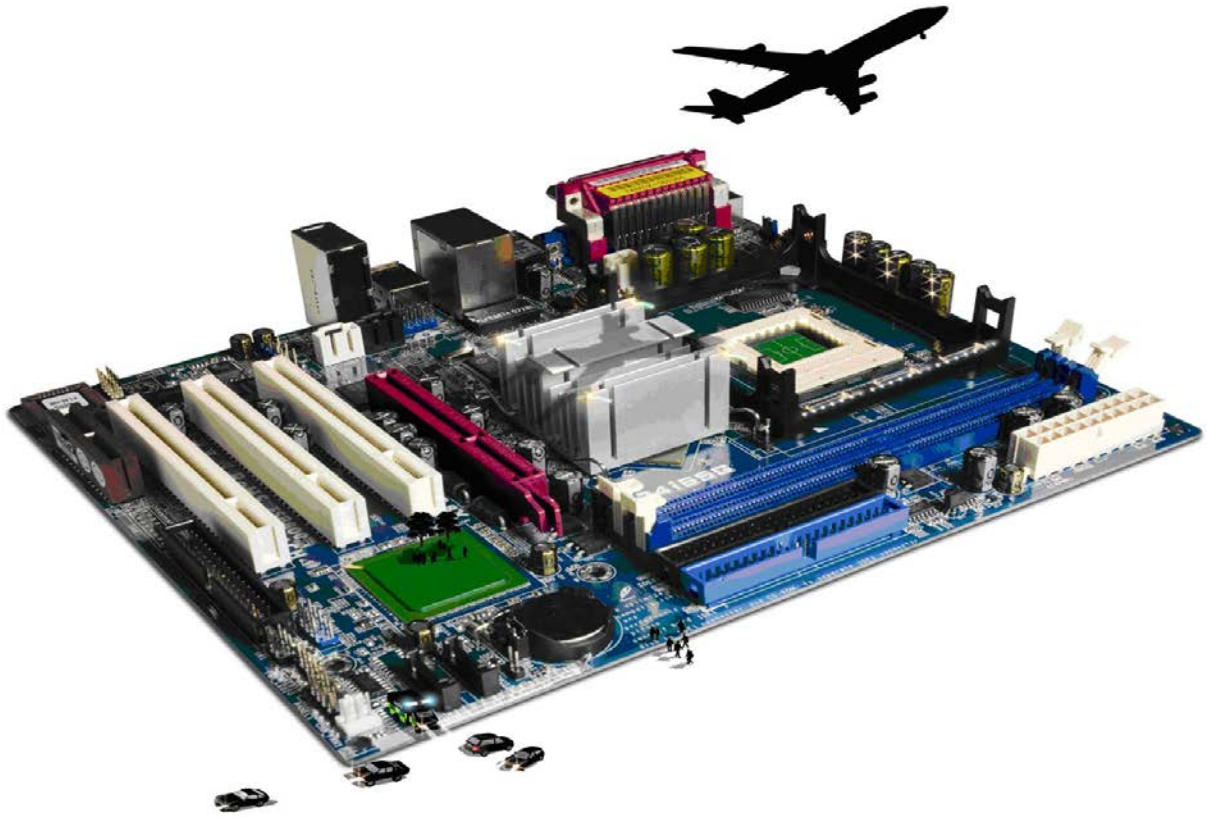

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Level 2 Using Collaborative Technology (7574-209)
Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 2 Using Collaborative Technology (7574-209)

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 Technology (7574-209)
Candidate instructions

Time allowance: two hours

The assignment:

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

- Task A - Set up accounts and pages
- Task B - Access rights
- Task C - Modifying and accessing settings

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 Twitter account, explore privacy options and to allow sharing of data between users in groups and Facebook pages.

The centre will require weekly downloads of data posted to the site to provide an audit trail.

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

Task A – Set up accounts and pages

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 **Answers 209 A**, Explain two possible risks there may be in using collaborative technology and how to keep them to a minimum.

3 Using the profile you have created, create a page with suitable name for sharing information with staff and clients of your company.

4 Using the Facebook account you created in Task A1, create a Facebook group, with a suitable name for sharing information with staff.

5 Add an appropriate description to the page to ensure that people who join the group can be sure they have joined the correct group.

6 Using **Answers 209 A**, describe **two** positive features of Facebook pages and **two** positive features of Facebook groups.

7 Using **Answers 209 A**, Describe **two** limitations of Facebook pages and **two** limitations of Facebook groups (excluding compatibility issues).

8 Using **Answers 209 A**, describe **two** compatibility issues there may be for add ins when using Facebook Pages and Groups.

9 Using the contact information for **three** individuals supplied by your assessor, add the most suitable **two** people to the group you have just created.

10 Using **Answers 209 A**, describe **two** reasons you would use a Facebook group rather than using a Facebook page.

11 Using your own information or that supplied, create a Twitter account. Having created the Twitter account link it to your Facebook page, which you created earlier.

12 To ensure the page is linked correctly to Twitter, post a status update from your Page, and ensure this is posted to your twitter account.

13 Based on the scenario given and using **Answers 209 A**, describe one of each of the following:

- Roles
- IT tools
- Facilities

needed for collaborative tasks and communication media.

14 Based on the scenario given and using **Answers 209 A**, describe **two** outcomes that are needed from collaborative working and whether or not archiving is required.

Task B – Access rights

1 Using **Answers 209 A**, describe what access rights you can set to status updates on your Facebook profile page.

2 Using **Answers 209 A**, describe what access rights you can set on updates within your Facebook Group.

3 Using the contacts information supplied by your assessor, set up and use lists to filter information. Set one list up as Classmates and the other as tutors.

4 Post a status update using suitable permissions to ensure that it can only be seen by your tutor.

Task C – Modifying and accessing settings

1 Using the Facebook page you created, add **two** apps or add ins (such as RSS Feeds, forums, Flickr, events, notes) to present additional information to your users.

2 Using the Facebook group, created in Task A9, create a document that lays out at least **five** suitable rules that should be adhered to by the group and ask that all your group members should use the comment section to agree. Ensure that the document has a suitable title.

Your rules should consider both netiquette and legal issues.

3 Using the Facebook page you created in Task A3, upload an album of at least **four** images from those supplied, ensuring that the privacy settings allow Page followers to view the images and comment on them.

4 Using the information supplied, update the information and settings of your page, once complete, publish your page.

5 Update the page settings to moderate inappropriate content and language on your page to the highest level.

6 Use the help available to find an article on how to block and remove users from your page. Take a screen print of this page and paste into your **Answers 209 A** document.

7 Download/Archive a copy of your data from Facebook.

Take a screen print of the message confirming that your data is being prepared and copy it into your **Answers 209 A** document.

Show your assessor, your Facebook profile, Facebook page and Facebook group.

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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