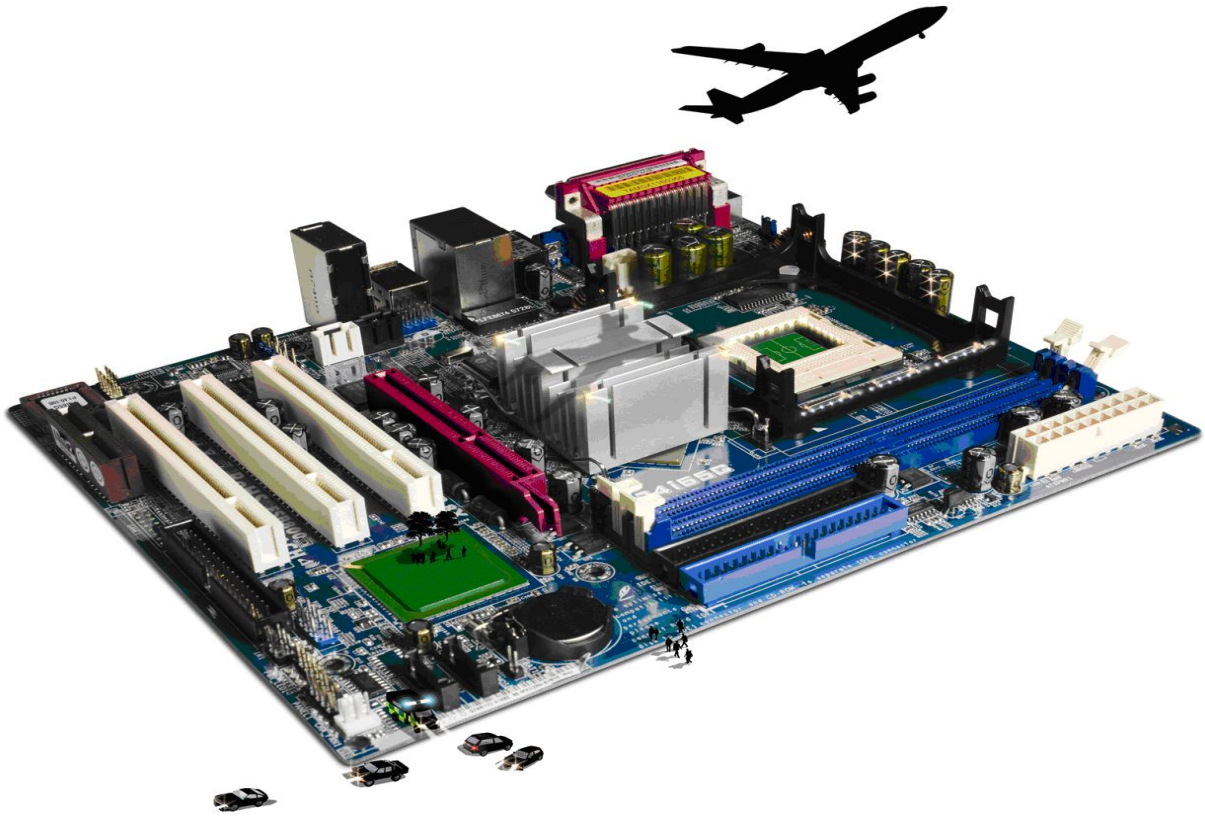
Level 2 Using collaborative technologies (UCT 7574-209)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

www.cityandguilds.com
December 2010
Version 2.0



About City & Guilds
City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group
The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities
City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright
The content of this document is, unless otherwise indicated, © City & Guilds Limited and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* on the City & Guilds website also apply.

Please note: National Occupational Standards are not © City & Guilds Limited. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications
City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000 (Centres) **www.cityandguilds.com**
T +44 (0)844 543 0033 (Learners) **learnersupport@cityandguilds.com**

Contents

Unit 209 – Using collaborative technologies Level 2

Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

Level 2 Using collaborative technologies (UCT 7574-209)

Assignment B

Introduction – Information for Candidates

About this document

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

Time allowance: Two hours

The assignment:

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

- Task A - File set up
- Task B - Document layout
- Task C - Further document layout
- Task D - File update
- Task E - Develop and configure
- Task F - Organising and downloading

Scenario

You are Dan Davis Administrator at Tri Expansion Partnership. Tri Expansion Partnership operates from both UK and USA, and is developing a software package aimed at the leisure industry. The MD, Chris Mingus, wants to use a wiki to capture all aspects of business processes, to document decisions and to act as a knowledge base.

Chris has previously used www.wikispaces.com and would like you to use it to set up a trial to see whether the approach will work.
Chris is aware that using wikispaces will mean that a degree of 'simulation' will be necessary as you will have to enter data as if you were other members of the team, but this is unavoidable. Chris has supplied you with the initial text (sources.rtf) which he wishes you to enter into the wiki.

Task A – File set up

1 Turn on your computer and log in.

Navigate to your chosen wiki software.

2 Create an account and a wiki entitled **YourNameTEPwiki** using your email address and a strong password. Write this password in your **Answers 209 B** document, provided by your assessor.

3 Set the Permissions to **Private**.

Continue over…

4 Using manage wiki, **Invite People**.

Invite your assessor to be a member using the email address supplied to you.

Please speak to your assessor to let them know this has been done.

5 Create the following pages in the wiki:

For each page created use Save>Save with Comment and add the comment: 'Page created by Dan'

1. Sales
2. Software Development
3. Guidelines

6 Edit the guidelines page to respond to the following questions:

1. What access do the general public have to your wiki?
2. Why would you change a member's permission to that of an organiser?
3. How would you respond to an inappropriate post from a member of the wiki?

Task B – Document layout

1 Edit the Home page by deleting the default **wikispaces** text.

Insert the following text:
Page created by your name (Replace your name with your own name).
You can contact me on dan@cityandguilds.coz

2 Note your password in the **homepage**.

3 Copy the text from the file **source.text** and include the heading **TriExpansionPartnership** to the first row of '===' marks to the home/start page.

Use Save, Save with Comment and add the comment **'standard text deleted, TEP text added'**.

4 Edit the Home page and create Internal links from each of the headings to the appropriate section/page, eg

From Sales > Sales

Software Development > Software Development

Wiki Guidelines > Guidelines.

Continue over…

5 Save the page by using Save.

Save with Comment and add the comment:
'Dan created links for main wiki sections'.

Task C – Further document layout

1 On the **Sales** page:

From the **source.txt** file, copy the text from the word Sales to the next row of '===' marks.

Use Save > Save with Comment and add the comment **'TEP text added'**.

2 Add an external link configured to open in a new window, from the phrase the 4 P's (end of paragraph two) to **www.netmba.com/marketing/mix/**

3 Save the page by using Save > Save with Comment and add the comment 'Jo edited Sales Page'.

4 Edit the page to make the following into Headings using the in-built **Heading 2** style:
Sales
Products
Promotion

5 Save the page by using Save > Save with Comment and add the comment: 'Jo created and formatted the headings'.

6 Edit the Sales page and in the section headed Promotion, immediately after the text 'The sites of local Trade Shows are shown below:'

Insert a map according to the following instructions:

Use Widget icon > Map > Google Maps to insert a map into the Sales page.

Configure the plug in so that it is centred on your current location, using map mode (not satellite) and has a width of 600 pixels and a height of 450 pixels.

7 Save the page by using Save > Save with Comment and add the comment: 'added mapping plug in for Trade Show locations'.

Continue over…

Task D – File update

1 Edit the Sales page and change the sentence:

'What is essential is that the development team do not have any say whatsoever on the initial specification as they are clueless as to how this type of software should function'.

to read

'What is essential is that the sales team take primary responsibility for giving the development team a clear brief as to how this type of software should function'.

2 Save the page by using Save > Save with Comment and add the comment: 'page was moderated due to some unprofessional comments'.

Task E – Develop and configure

1 On the Software Development Page from the **source.txt** file, copy the text from the words Software Development to the end of the file.

Use Save > Save with Comment and add the comment **'TEP text added'**.

2 Edit the Software **Development Page**, and after the paragraph beginning 'Any installation issues' add the following:
'Please use the area below for comments:'

3 Use Widget >Discussion Area to add a discussion area.
Immediately after the text added above configure the discussion area to allow **seven** comments.

4 Save the page by using Save > Save with Comment and add the comment: 'Chris added Discussion Area'.

Task F – Organising and downloading

1 Make your assessor the Organiser of the wiki.

2 Demote yourself to a Member of your wiki.

3 Download each page containing text as a PDF file to your work area, using the page names.

4 Log out.

Continue over…

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)844 543 0000 (Centres)
T +44 (0)844 543 0033 (Learners)
www.cityandguilds.com

City & Guilds is a company registered in England and Wales (company number 16513878)