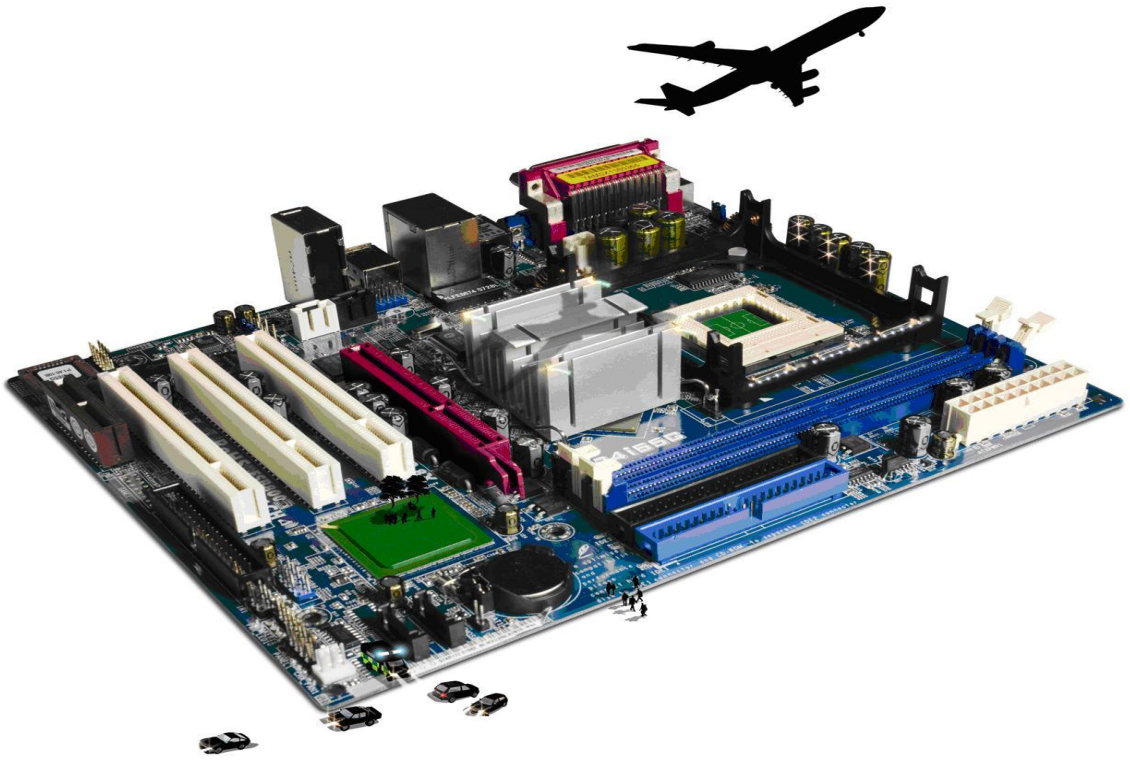
City & Guilds Level 3 Using collaborative technologies (UCT 7574-309)

www.cityandguilds.com
January 2024
Version 1.1

ITQ
Assignment guide for Candidates
Assignment A



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Level 3 Using Collaborative Technologies (7574-309)
Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 Using Collaborative Technologies (7574-309).

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 and a half hours**.

Level 3 Using collaborative technologies (7574-309)
Candidate instructions

Time allowance: two and a half hours

The assignment:

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

- Task A - Site creation
- Task B - Initial site content
- Task C - Create Guidelines
- Task D - Content moderation
- Task E - Manage users

Scenario

You are Dan Davis, the 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.

It has been decided to create a prototype wiki using a wiki farm provider, **www.wikispaces.com**. Chris is convinced that only an in-house wiki will provide the security you need but is happy to avoid set up issues to use the online version as a test of concept and to identify a suitable structure, evaluate permissions, functionality etc.

Chris has supplied you with the file, source.txt to use as the initial content of the site.

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

Task A Site Creation

1	Use **www.wikispaces.com** to create a wiki called TEPwiki+<initials>+<number>.
2	Set the site permissions so that only members can edit the pages, and that a member has to be invited to become a member.
3	Create a page called 'Sales'
	Edit the page and add a Page History Widget
	Use Save with Comment' to save the page and add the comment 'Page created'.
4	Create a page called 'Software Development'.
	Edit the page and add a Page History Widget.
	Use Save with Comment' to save the page and add the comment 'Page created'
5	Create a page called 'Guidelines'.
	Edit the page and add a Page History Widget
	Use Save with Comment' to save the page and add the comment 'Page created'.
6	Choose a suitable business like theme. **NOTE** This must NOT be a Custom theme
7	With reference to the document '**Email**', invite your assessor to be a member of the site.
8	Create a page called 'Site Purpose' and explain why a wiki, rather than some other kind of collaborative approach, is being used.
	Use Save with Comment' to save the page and add a suitable comment

Task B Initial site content.

1	Edit the home page by copying the text between the heading 'TriExpansionPartnership' and the first row of '===' marks from the source.txt file.
2	Create the following Internal links at the bottom of the Home page:
	Guidelines->Guidelines
	Sales->Sales
	Software Development -> Software Development
3	Use Save with Comment' to save the page and add the comment "created links for main wiki sections".
4	Edit the Sales page by copying the text from below the word Sales to the next row of '===' marks from the source document source.txt.
5	Use Save with Comment' to save the page and add the comment 'added initial text'.
6	Add an external link from the phrase the 4 P's (end of paragraph two) to **www.i-l-m.com** so that the page opens in a new window.
7	Use Save with Comment' to save the page and add the comment 'added links to marketing in page'.
8	Add a Widget to provide for the mapping of locations etc and embed it in into the Sales page immediately after the text resolving any problems that may arise 'The sites of local Trade Shows are shown below:'
9	Configure the plug in so that it is centred on the current location, using map mode (not satellite) and has a width of 600 pixels and a height of 450 pixels. Set the zoom mode so that street names are visible.
10	Use Save with Comment' to save the page and add the comment "added mapping plugin for Trade Show locations".
11	Edit the Software Development page by copying the text from below the word Software Development to the next row of '===' marks from the source document source.txt.
12	Apply suitable Heading styles to the words 'Specification' and 'BookingSoft'.
13	Use Save with Comment' to save the page and add the comment 'added initial text'.

Task C Create Guidelines.

1	Edit the Guidelines page by creating a Heading called 'Site Guidelines', using a suitable style Add a set of guidelines to the Guidelines page that covers: • user access (groups/permissions) • need for 'confidential in confidence' security • reasons behind using internal, rather than external, hosting • copyright of content belongs with the company • the need for clear labelling of any changes to the wiki pages • the need for all content to be de-personalised to promote openness and trust • acceptable content. it is essential that both the Devel and sales teams agree the software specification. • Create a simple guideline to ensure that both teams sign off each item in the specification. • the need for collaboration between Sales and Devel in developing the software specification. • why you need guidelines.
2	Create a further heading entitled 'Risk Assessment'.:Apply a suitable Heading Style Create some brief notes covering: • access to the wiki by both internal and external agencies. • data loss, • backup requirements to ensure continued workflow • recommendations to alleviate the risks.
3	Use Save with Comment' to save the page and add a suitable comment
4	Create a new page called 'CT Problems'
5	Edit the page and create a Heading of each of the following:
	Personal Identity
	Software Interoperability
	Access (Permissions) issues
	Data loss
	Integration of collaborative technology
6	Under each Heading give **two** examples of the kind of problem that may occur: • personal Identity • software Interoperability • access (Permissions) issues • data loss Give **two** examples of collaborative technology tools and their purpose.

Task D Content moderation.

1	During the moderation process inappropriate text has been identified on the sales page. 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 clear brief as to how this type of software should function.'
2	Use Save with Comment' to save the page and add the comment "page was moderated due to unprofessional comments".

Task E Manage users

1	Using Manage wiki>Members make your assessor the Organizer
2	Demote yourself to Member

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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