Level 3 Using collaborative technologies (UCT 7574-309)

ITQ
Assignment guide for Candidates
Assignment B

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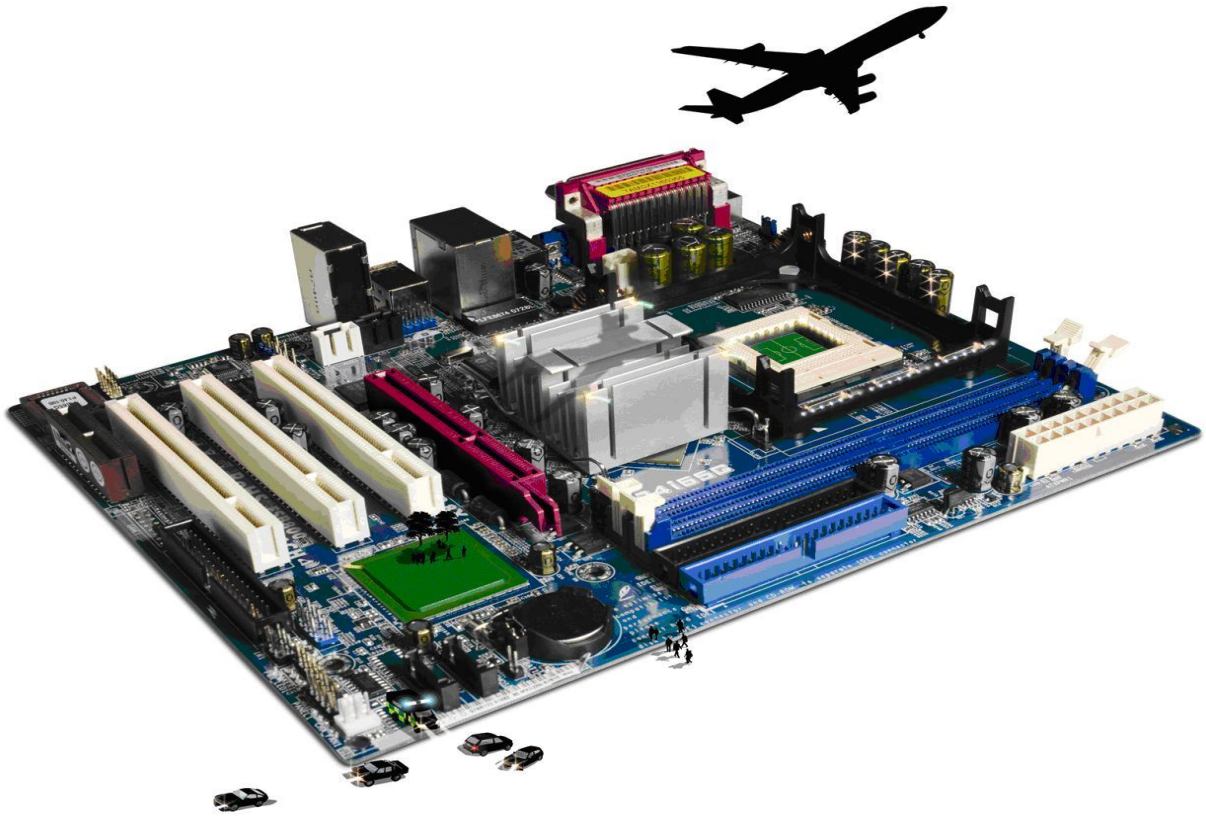

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Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 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 - Content moderation
- Task D - Create Guidelines
- Task E - Manage users

Scenario

You work for a local engineering company (GG Engineering) that has recently had an extensive change in senior managers. The new management has identified a number of issues that need tackling immediately.

You have been asked to set up a private, in house wiki/discussion area to allow staff to comment on all of these issues. It is hoped that the site will help to solve the company's problems

Prior to going live there will be an initial set up and test phase which you are now being asked to carry out. It is accepted that the trial will not meet the security levels required. As a result the test phase is to be used to evaluate the proposed site's structure, permissions etc. The site will therefore contain any confidential information.

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 **gg+<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 'Marketing' 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 'Production'. 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 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/discussion area, 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 'Gaskets and Grommets ' and the first row of '===' marks from the source.txt file. Use the Headings style to format the text appropriately.
2	Create the following Internal links at the bottom of the Home page: • Guidelines->Guidelines • Production -> Production • Marketing -> Marketing
3	Use Save with Comment' to save the page and add the comment "created links for main wiki sections".
4	Edit the Production page by copying the text from below the word Production to the next row of '===' marks from the source document source.txt. Use the Headings style to format the text appropriately.
5	Use Save with Comment' to save the page and add the comment 'added initial text'.
6	Add an external link from the word Lean (end of last line) 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 ilm in page'.
8	Edit the Marketing page by copying the text from below the word Marketing t to the next row of '===' marks from the source document source.txt. Use the Headings style to format the text appropriately.
9	Use Save with Comment' to save the page and add the comment 'added initial text'.
10	Create a new page called South America.
11	Add a Widget to provide for the mapping of locations etc and embed it in into the South America resolving any problems that may arise. Add a Header of 'Target markets'.
12	Configure the widget that shows South America. Make the map width 650 pixels and height 800 pixels.
13	Edit the Marketing page and add an internal link to the South America page.
14	Use Save with Comment' to save the page and add the comment 'link to South America page.

Task C Content moderation.

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 • 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. • 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 'Potential 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 - Create Guidelines

1	Edit the Production page by deleting the content of point 5 and replacing it with: 'Dispatching of orders falls between two processes: Pricing and Production. And we don't know the answer.'
2	Use Save with Comment' to save the page and add the comment "page was moderated due to unprofessional comments".
3	Add a Comments widget to the Production page.
4	Test the Comments page by using the Discussion tab to add a test comment.

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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