Assignment 3: How a workplace utiles communication technology

Task 1

1. Social Media/Communication Technology used at Coleg Cambria	Google Classroom
What is this technology used for?	To post work online to students and complete this work with the rest of the Google Suite involved.
How can this technology be accessed?	It can be accessed on the Classroom app or via your internet browser.
Who from the college uses this technology?	Tutors and students use Google Classroom as part of their education. Tutors assign the work, and students complete it and turn it in, all on the classroom site.

Write a review of your experiences of using this technology, consider the impact the technology has on the running of the college, and how it can be used (if at all) to communicate with people from outside of the college.
I have used Google Classroom since 2019 when I joined High School. It has proven to be rather reliable, it has its downsides and upsides but over the years, it has been improved.

What are three Positive and Negative aspects of using this technology from the view of people in the college?	
Positives	Negatives
- User-friendly interface - The easily-accessible system - Collaboration features	- Limited features for advanced use - Internet dependency - Notification overload

2. Social Media/Communication Technology used at Coleg Cambria	Gmail
What is this technology used for?	Gmail is used to keep in contact with one another, it also includes the likes of promotions from things you're either involved in or what you subscribe to.
How can this technology be accessed?	Gmail can be accessed via the internet or the app, which is downloadable from your device's app store.
Who from the college uses this technology?	Everyone in the college uses Gmail. Staff talk to each other using Gmail very often; same with students.

Write a review of your experiences of using this technology, consider the impact the technology has on the running of the college, and how it can be used (if at all) to communicate with people from outside of the college.
Cloud email is now an essential part of computing when it comes to doing most daily tasks. Sharing with others, communication, transferring files, etc. I find cloud email one of the most important parts of computing, and we use Gmail (Google's version of cloud email) all the time with Cambria.

What are three Positive and Negative aspects of using this technology from the view of people in the college?	
Positives	Negatives
- Free with a generous amount of storage - Well-integrated with the Google suite - Search functionality for finding emails	- Inbox overload (in terms of spam) - Always requires an internet connection - Ongoing privacy concerns

3. Social Media/Communication Technology used at Coleg Cambria	Google Drive
What is this technology used for?	Google Drive is used to store and share documents on an online system. You can organize them into different folders and share them with other people.
How can this technology be accessed?	Google Drive can be accessed either by using the internet or the app, downloadable from your device's app store.
Who from the college uses this technology?	Everyone in the college uses Google Drive. It conjoins very well with Google Classroom, which helps store your shared documents.

Write a review of your experiences of using this technology, consider the impact the technology has on the running of the college, and how it can be used (if at all) to communicate with people from outside of the college.
Google Drive helps the college by making it easy to store, share and work on files online. It supports teamwork, reduces printing costs, and allows sharing with people outside the college, making it useful for both study and communication.

What are three positive and negative aspects of using this technology from the perspective of people in college?	
Positives	Negatives
- The increase in accessibility options - The collaboration opportunities are wide - Free cloud storage is included	- Always requires an internet connection. - Ongoing privacy concerns - That free storage is limited

Task 2

In the table below, add the names of FIVE Social Media/Communication Technologies you have used as part of your work here in college, they can be the same as the ones you chose for Task 1 or different.

	Social Media/Communication Technology used for a college project/task.	How have you prepared, set up, or logged in to this technology so that you can use it?	How have you used this technology for a college project/task? How did using this particular technology make the project/task a success?	Provide specific details of how the technology was used to help you complete your college project/task. Would it have been more difficult to complete the project/task without this technology?
1	Google Classroom	I open the Google Chrome application and search classroom.google.com. Then I log in with my Google account, and it will appear with all of my required tasks.	Google Classroom helps me complete tasks because it stores all of my work in each sector and I can easily find it because all of my tasks are laid out in the "Classwork" section.	I believe it would be more difficult to keep track of my work without Google Classroom. Everything is well laid out and stored in the right places, which makes it easy for me to get straight back on track when I need to.
2	Google Drive	I open the Google Chrome application and search drive.google.com. Then I log in with my Google account. I made sure to organise my Drive into folders to easily access all relevant documents for my project. I also set permissions to share specific files with those I choose to collaborate with.	I use Google Drive to keep all work-related files organised. The ability to access these files from any device, whether at home or whilst working in college makes it easy to keep on track. The Cloud storage ensures I never lose important work. I must say that it isn't compatible with everything, but for what you get use out of, it's pretty good.	I keep all of my documents on my Google Drive, and I really rate the sharing option, allowing myself and my friends to collaborate in real time. Without this technology, we would have to rely on USB drives or emails, which would have been less efficient and risked losing or not having access to the most up-to-date versions of files.

3	Google Docs	I open the Google Chrome application and search docs.google.com. Then I log in with my Google account and create a new document. I enabled shared editing permissions for my tutor(s) and classmates so we could collaborate and keep on track with the document and its deadline.	I use Google Docs to draft and edit project reports. Its real time editing feature lets group members contribute, suggest revisions, and make improvements. The commenting tool made feedback simple and kept the project on track.	Working on a shared document simultaneously enabled smooth collaboration and quick updates. Without Google Docs, we would have relied on emailing files back and forth, leading to confusion and delays.
4	Gmail	I open the Google Chrome application and search mail.google.com. Then I log in with my Google account. I create a new email to whoever I need to get in contact with, or I read the emails in my inbox.	I use Gmail to communicate with my tutors and classmates about deadlines, updates and tasks/assignments. The ability to keep everything in one thread makes it so much easier to follow discussions and stay on top of everything that I may require.	Gmail allowed me to quickly communicate with my teammates, share important files, and receive feedback. Without it, we would have needed to use other methods like texting or meeting in person, which would have been less effective and timely.
5	YouTube	I logged into YouTube using my Google account. I used YouTube's search features to find relevant tutorial videos and educational content that would aid in my project.	I used YouTube to research certain aspects of my project by watching tutorial videos and presentations. The visual and practical demonstrations helped me understand complex concepts better and apply them to my task.	YouTube provided helpful instructional videos that guided me through technical steps that I was unfamiliar with. Without it, I would have spent more time searching for other resources or trying to figure things out on my own, which would have made the project more time-consuming.

An Observation Record/Witness Testimony of you using the technologies you mention above may be provided by your tutor to help you provide evidence of using these technologies.