**4.7 I respond to problems with collaborative technologies**

Aspha Tutor Observations:

Unit 2 - Observations

1.8 I can store and retrieve files effectively, in line with local guidelines and conventions where available

Aspha created a directory structure to effectively and efficiently files on the desktop.

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Unit 3 - Observations

1.1 I can take appropriate steps to avoid risks when working with collaborative technologies including complying with guidelines

Aspha did take appropriately steps to avoid risks when working remotely with collaboratively by

Using appropriate language, working with a nickname to stay anonymous.

1.3 I can use appropriate methods to promote trust when working collaboratively

Aspha used good respectful language to promote trust amongst colleagues.

1.4 I can carry out appropriate checks on others' online identities and different types of information

Aspha performed check to validate online identities of famous people.

1.5 I can identify and respond to inappropriate content and behaviour

Aspha knows how to report inappropriate content online.

2.3 I can describe the roles, IT tools and facilities needed for collaborative tasks and communication media

Aspha can describe roles and it tools to facilitate collaborative working.

2.7 I can connect and configure the combination of IT tools and devices needed for a collaborative task

Aspha is aware of how to connect various technologies for collaborative working.

3.4 I can set up and use permissions to filter information

Aspha has set permissions on GitHub for private and public sharing. Aspha knows how to add users to adobe connect.

3.5 I can adjust settings so that others can access IT tools and devices for collaborative working

Aspha has adjusted setting for others to join in collaborative working, gives access to microphone a d share desktop.

3.6 I can select and use different elements to control environments for collaborative technologies

Aspha added a header to web page.

3.7 I can select and join networks and data feeds to manage data to suit collaborative tasks

Aspha can use twitter and other networks to join others in collaborative working.

4.2 I Enable others to contribute responsibly to collaborative tasks

Aspha did join Trams to work with others.

4.6 I can assess when there is a problem with collaborative technologies and when to get expert help

Aspha had problems with selecting and using the microphone, with assistance she found how to switch on the microphone.

4.7 I respond to problems with collaborative technologies

Aspha successfully solved the microphone problem.

Unit 33 - Observations

Only 4 in the group, product back catalog being produced, jobs bided for and scrum meetings held.