



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF NEGROS ORIENTAL
REGION VII

Kagawasan Ave., Daro, Dumaguete City, Negros Oriental



EMPOWERMENT TECHNOLOGIES

Quarter 4 – Module 5-6

ICT Project Maintenance



GOVERNMENT PROPERTY
NOT FOR SALE

Empowerment Technologies
Alternative Delivery Mode
Quarter 4 – Module 5-6: ICT Project Maintenance
Second Edition, 2021

Republic Act 8293, section 176 states that: No copyright shall subsist in any work of the Government of the Philippines. However, prior approval of the government agency or office wherein the work is created shall be necessary for exploitation of such work for profit. Such agency or office may, among other things, impose as a condition the payment of royalties.

Borrowed materials (i.e., songs, stories, poems, pictures, photos, brand names, trademarks, etc.) included in this module are owned by their respective copyright holders. Every effort has been exerted to locate and seek permission to use these materials from their respective copyright owners. The publisher and authors do not represent nor claim ownership over them.

Published by the Department of Education
Secretary: Leonor Magtolis - Briones
Undersecretary: Diosdado M. San Antonio

Development Team of the Module

Writer:	Jessie V. Alcala	
Editor:	Reynald M. Manzano	
Reviewer:	Ericson B. Elnar	
Layout Artist:		
Management Team:	Senen Priscillo P. Paulin, CESO V	Rosela R. Abiera
	Joelyza M. Arcilla EdD	Maricel S. Rasid
	Marcelo K. Palispis EdD	Elmar L. Cabrera
	Nilita L. Ragay EdD	
	Antonio B. Baguio, Jr. EdD	

Printed in the Philippines by _____

Department of Education –Region VII Schools Division of Negros Oriental

Office Address: Kagawasan, Ave., Daro, Dumaguete City, Negros Oriental
Tele #: (035) 225 2376 / 541 1117
E-mail Address: negros.oriental@deped.gov.ph

Introductory Message

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Notes to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Thank you.



What I Need to Know

This module was designed and written with you in mind. It is here to help you master the context of Empowerment Technologies. It contains varied activities that can help you as a Senior High School student to succeed in environments that require the use of computer and the Internet.

The module contains lessons in ICT Project Maintenance which allows students to evaluate an ICT project through user feedback/interaction.

Happy learning!

Content Standard:

- how to manage an online ICT Project for Social Change

Performance Standard:

- at the end of the 2-week period independently and collaboratively co-manage an online ICT Project for Social Change through available tools, resources, and platforms

MOST ESSENTIAL LEARNING COMPETENCIES:

- demonstrate how online ICT Projects for Social Change are uploaded, managed, and promoted for maximum audience impact
(CS_ICT11/12-ICTPT-IIq-r20)

After going through this module, you are expected to:

- K: monitor social impact of advocacies communicated via an ICT project for social change
- S: update content and maintain traffic to an ICT project
- A: appreciate the impact of online campaign



What I Know

- I. Match Column A with Column B. Read each item carefully and write your answers on your notebook.

A	B
1. It allows users to select one answer.	a. Choose from a list
2. User ranks something along a scale of numbers.	b. Text
3. It allows the user to type for up to 120 characters.	c. Multiple Choice
4. To insert a map or diagram or image and ask questions about it.	d. Scale
5. Allows user to select multiple answers.	e. Grid
6. Allows user to select one option from a dropdown menu.	f. Checkboxes
7. Allows for answers of more than 120 characters.	g. Google Form
8. Insert a video and ask questions about it.	h. Image
9. List questions in a table format.	i. Video
10. An app that allows users to create and edit surveys online while collaborating with other users in real-time.	j. Paragraph text

- II. Write True if the statement is true and False otherwise.

1. Add direction on how to fill-up the form in Form Description.
2. You cannot collaborate with other persons in Google Form.
3. You need to save your file in order for the changes to be saved.
4. The Form Description is optional.
5. You can only send the form through email.



What's In

In the previous lesson, you have gathered feedback or survey in your social campaign. Since we are in the internet age, let us gather feedback from other people regarding our social campaign through the use of technology.



What's New

The internet will provide you with numerous options for gathering feedback from your audience. Because some are free to use, they may have too many advertisements or lack certain features.

Google provides one of the simplest methods for gathering user feedback. Google forms allow your audience to respond to a series of questions you've created which can be used for questionnaires, feedback, online registration, and customer care support.



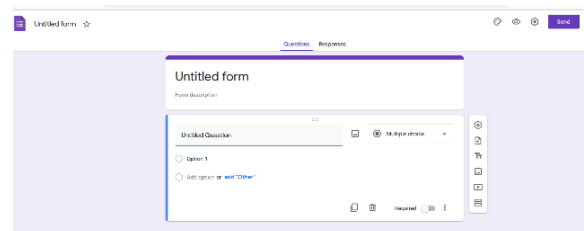
What is It

Google Forms

Google Forms is a survey administration software that comes as part of Google's free, web-based Google Docs Editors package. Only a web application is provided. People can develop and update surveys online while collaborating in real time with other users. The data gathered can be entered into a spreadsheet automatically.

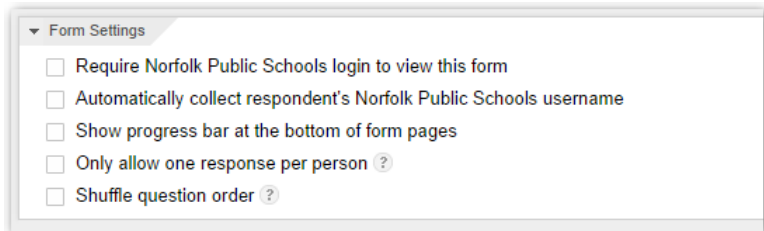
Creating Feedback Form Using Google Forms

1. Open your browser and go to <https://drive.google.com>.
2. Sign in your gmail account or create an account if in case you do not have one yet.
3. Once logged in, on the left-hand side of your “My Drive Page” click New>More>Google Forms.
4. You will be taken to Google forms Interface.
5. You may now fill-out the form with questions

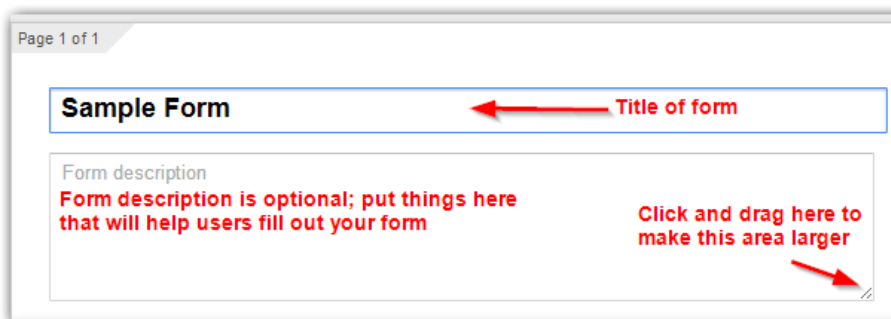


Parts of a Google Form Interface

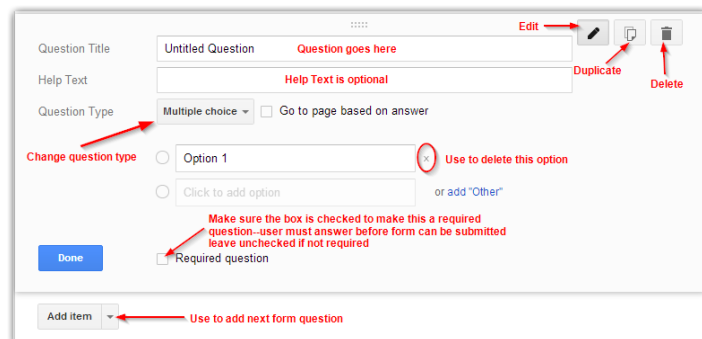
Checking the first option will require users of the form to sign in with their company account in order to access the form. When the form is submitted, the second option will collect usernames. Because their username will be immediately obtained, you won't need to add a name question to the form. If you're going to share this form with others who aren't on your domain, uncheck these boxes. If you're designing a long form with numerous pages, the third option, "Show progress bar at the bottom of form pages," is an excellent choice. The restriction "just one response per person" restricts the number of responses to one per person. For this survey, respondents must have a Google account.



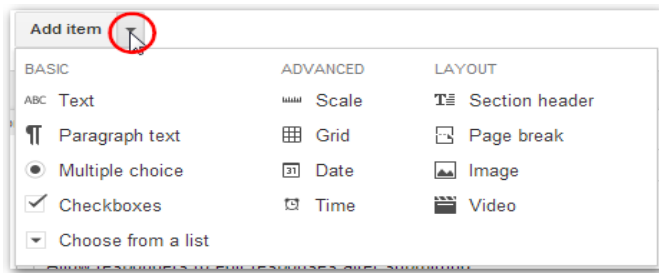
The next area of the form is for the title and description. You can change the title. You can add a form description or any directions you think users might need in order to fill out your form. The form description is optional.



The next area is for your questions. The questionnaire begins with a single multiple-choice question. The title of the question is essential. The use of help text is optional. You have the option to alter the question type. You can make this a compulsory question, which implies that respondents must answer it before they can submit the form. Click Done after you're finished revising the questions. Click Add item to add another item.



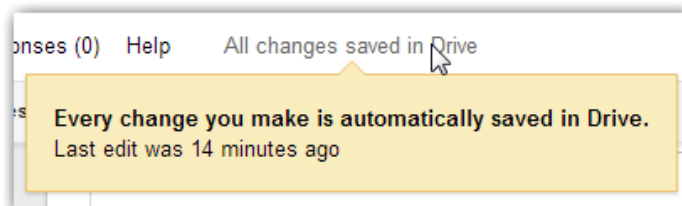
Google Forms has 11 different question types. To select a question type, click the arrow next to Add item. You can also change the question type in the question editor as shown below.



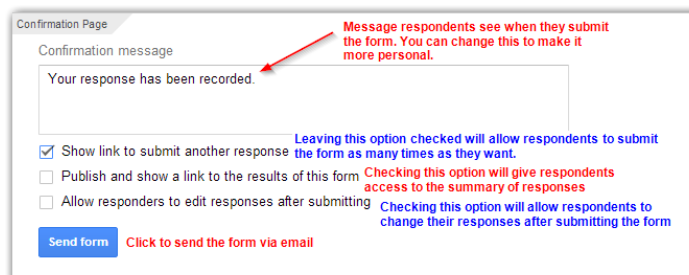
Question types on Google Forms:

- Text - small text box; allows for up to 120 characters
- Paragraph text - larger text box; allows for answers of more than 120 characters
- Multiple choice - allows users to select one answer
- Checkboxes - allows user to select multiple answers
- Choose from a list - allows user to select one option from a dropdown menu
- Scale - user ranks something along a scale of numbers (ex from 1-5)
- Grid - list questions in a table format; user can select one answer for each question (ex true/false)
- Date - user selects a date
- Time - user selects a time
- Image - insert a map or diagram or image and ask questions about it
- Video - insert a video and ask questions about it

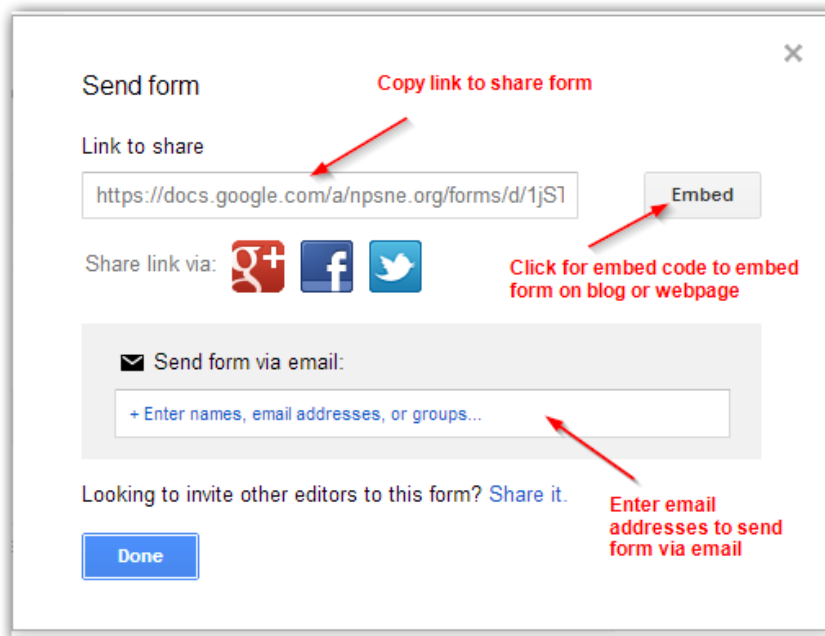
Continue adding questions to your form. The form automatically saves.



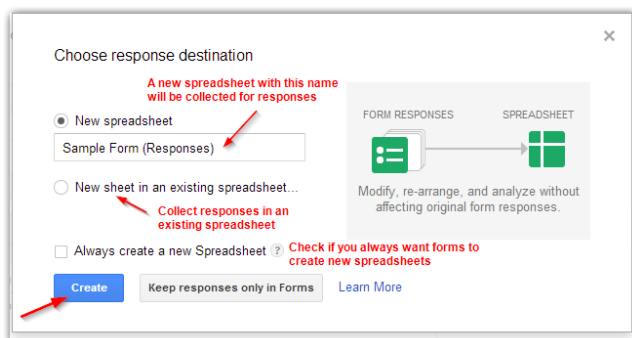
At the bottom of the form are the Confirmation settings for the form. You can edit the confirmation message as well as control what users can do after submitting the form.



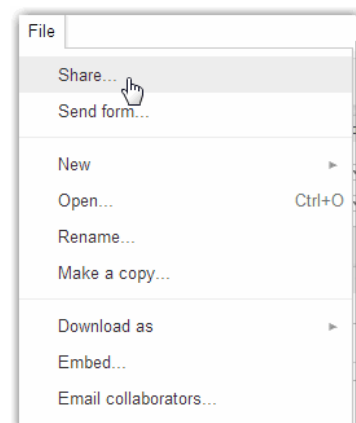
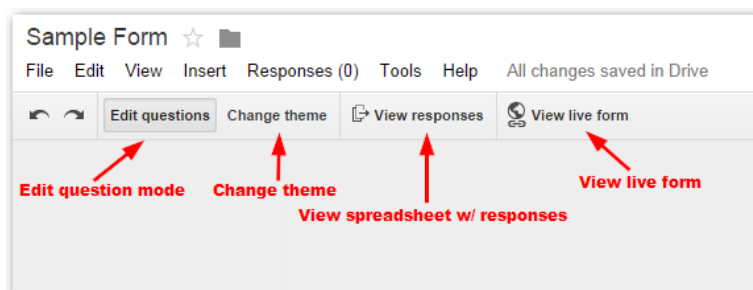
You have several options to send a form to others when you click the Send form button. You can share the form via the link. You can embed the form on a blog or webpage or you can send the form via email.



You have the option of keeping your responses simply in the form or sending them to a spreadsheet or a new sheet in an existing spreadsheet. You will only get a summary of the responses received if you opt to maintain responses in the form. Individual responses will not be shown. Select New spreadsheet for the response destination if you need to see individual responses (such as quiz answers).



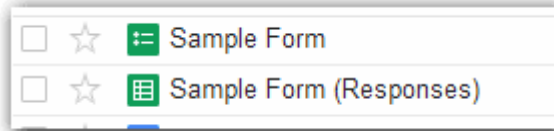
Use the button bar to change the form theme, view the spreadsheet with responses or to view the live form.



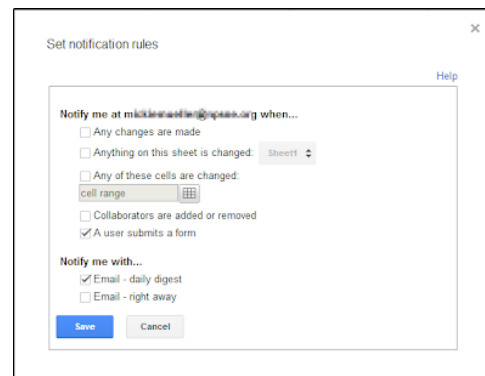
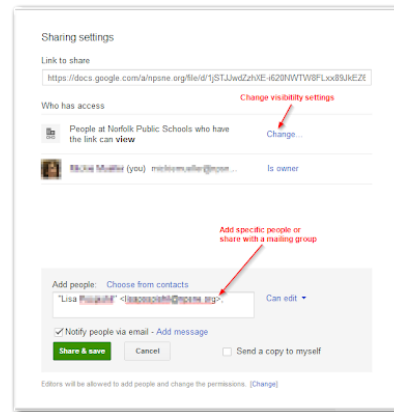
When you want to collaborate on the form with another person, you can share the form with them. Go to **File-->Share**.

You can change the visibility settings or enter an email address to share directly with someone.

In your Drive list you will see both the form you created and the spreadsheet that holds the responses. Clicking on the form will open the form editor. Clicking on the spreadsheet will open the responses.



You can be notified when someone submits a form. Open the spreadsheet linked to the form. Go to the Tools menu and select **Notification rules**. Select Notify me when... **A user submits a form**. And then select how often you want to be emailed. Click **Save** and **Done**.



What's More

Using google form, create a survey to gather feedback from the campaign that you had in our previous lesson. Use the gathered information to improve your website. Continue to promote your website using online and print ads through Facebook campaigns, blog posts, and sharing.



What I Have Learned

I have learned that _____.

I have realized that _____.

I will apply _____.



What I Can Do

Option 1: Create a report through a Powerpoint presentation about your campaign's success in class. Talk about the different websites and online apps you have used and how each of them became an essential part of your campaign. Add screenshots and breakdown every detail that has made this campaign possible.

Option 2: Enumerate the user feedback that you believe can be useful in improving your campaign. Use this information to improve your website.

1. Were all the comments useful? Why or why not?
2. What were the best features of your site as commented by your visitors?



Assessment

- I. Match Column A with Column B. Read each item carefully and write your answers on your notebook.

A	B
1. Allows users to select one answer	a) Choose from a list
2. User ranks something along a scale of numbers	b) Text
3. It allows the user to type for up to 120 characters	c) Multiple Choice
4. To insert a map or diagram or image and ask questions about it	d) Scale
5. Allows user to select multiple answers F	e) Grid
6. Allows user to select one option from a dropdown menu	f) Checkboxes
7. Allows for answers of more than 120 characters	g) Google Form
8. Insert a video and ask questions about it	h) Image
9. List questions in a table format	i) Video
10. An app that allows users to create and edit surveys online while collaborating with other users in real-time.	j) Paragraph text

- II. Write True if the statement is true and False otherwise.
1. Add direction on how to fill-up the form in Form Description.
 2. You cannot collaborate with other persons in Google Form.

3. You need to save your file in order for the changes to be saved.
4. The Form Description is optional.
5. You can only send the form through email.



Additional Activities

Check the number of signatures on your Change.org petition to see how successful it is. Check to see if this increase corresponds to your efforts to promote and improve your website. Write a narrative about the success of your petition.



Answer Key

What I Know	
I.	1. c 2. d 3. b 4. h 5. f 6. a 7. j 8. i 9. e 10. g
II.	6. True 7. False 8. False 9. True 10. False

Assessment	
I.	1. c 2. d 3. b 4. h 5. f 6. a 7. j 8. i 9. e 10. g
II.	1. True 2. False 3. False 4. True 5. False

References

Rex Book Store.(2016).Empowerment Technologies. Pp.219-234

n.d. *Google Sites*. Accessed June 6, 2021. <https://sites.google.com/site/gafecircus/createform>.

IsrailAsnon. n.d. *SlideShare*. Accessed June 6, 2021. <https://www.slideshare.net/IsrailAsnon/ict-project-maintenance>.

2021. *Wikipedia*. March 12. Accessed June 06, 2021. https://en.wikipedia.org/wiki/Google_Forms.

For inquiries or feedback, please write or call:

Department of Education – Schools Division of Negros Oriental
Kagawasan, Avenue, Daro, Dumaguete City, Negros Oriental

Tel #: (035) 225 2376 / 541 1117

Email Address: negros.oriental@deped.gov.ph

Website: lrmds.depednodis.net

