

INSTRUCTIONS TO STUDENTS

For this Assessment Event, you are required to work in groups of three. Your task is to research on the Internet a minimum of six Web 2.0 applications which are useful for academic purposes, and create a professional report which you upload on Dropbox. Discuss applications which have not been covered in class.

Each group member will receive the same mark for the Working Document and Final Report. However, your teacher will also evaluate your personal contribution and determine an individual mark accordingly.

| Instructions | Marks |
|---|-------|
| Working Document | |
| <p>1. Using the Internet, research six Web 2.0 tools/Web sites which are useful for academic purposes.</p> <p>Write and save your research notes on Google Docs into a document called Web2.0AcademicAppsNotes. Share the link with your teacher so he/she can follow your progress and guide you as necessary.</p> <p>Each group member should write in a different colour so your teacher can check individual contributions. At the top of your Google Docs page, write your name in the colour which represents you.</p> <p>Ensure that you note the details of the sources used in your research. You will need these to create a Reference List in your report.</p> | 3 |
| Final Report | |
| <p>2. Create a report that will consolidate the information you have found into the following headings. The body of the report should be no longer than 4 pages.</p> <ul style="list-style-type: none"> Introduction <i>Brief introduction about what is in this report (2 marks)</i> About Web 2.0 applications <i>Brief explanation of what Web 2.0 applications are (3 marks)</i> Next six paragraphs: name each paragraph after the tools/Web sites your group has chosen <i>Discuss each of the six tools/Web sites according to the points below (6 marks each):</i> <ul style="list-style-type: none"> ✓ What is the name and URL of the Web 2.0 tool/Web site? (0.5 mark) ✓ Provide a description of the tool/Web site (2 marks) | 44 |

| Instructions | Marks |
|--|-------|
| <ul style="list-style-type: none"> ✓ Explain where/how it could be used to help you in your studies (2 marks) ✓ Provide a minimum of two other Web 2.0 tools/Web sites which can help you do the same thing, e.g. create mind maps (1 mark) ✓ Rate the tool/Web site's usefulness from 1 to 5. 1 is least useful, 5 is most useful (0.5 mark) <p>• Conclusion</p> <p><i>Brief conclusion outlining what was covered in this report and stating your group's favourite tool/Web site for academic purposes (3 marks)</i></p> | |
| <p>3. The main body of your document must have the following formatting:</p> <ul style="list-style-type: none"> • Paragraphs - a following space of 6pt • Font - Times New Roman 11pt • Text - double line spaced | 3 |
| <p>4. Format side Headings using Word Heading Styles:</p> <ul style="list-style-type: none"> • Main Headings - Arial 16pt font, bold, aligned center • Sub Headings - Arial 14 pt font, bold, aligned left | 2 |
| <p>5. Create a title page for your report with the following information:</p> <ul style="list-style-type: none"> • Module number, Assessment Event number, and Assessment Title - aligned left at the top of the page and Arial 14pt bold • Title of the document - in the centre of the page and Arial 28pt bold • Your name - bottom left hand corner, Times New Roman, 11pt • Your student ID - bottom left hand corner, Times New Roman, 11pt • Your Teacher's name - bottom left hand corner, Times New Roman, 11pt • Due Date - bottom left hand corner, Times New Roman, 11pt • Word count - bottom left hand corner, Times New Roman, 11pt | 7 |
| <p>6. Using the Automatic Table of Contents feature in Word, create a Table of Contents for your report as the second page.</p> | 3 |
| <p>7. At the end of your document, create a Reference List listing the sources used in your research. Format your Reference List according to the guidelines in the <i>Referencing Guide</i>.</p> | 5 |

| Instructions | Marks |
|--|-------------|
| <p>8. Add a Header to the body of your report only as follows (ensure you are using Section breaks):</p> <ul style="list-style-type: none"> • Module and Assessment Event - align left • Your Name - centre • Your Student ID number - align right • Font - Arial, 8pt • Border - line below | 5 |
| <p>9. Add a Footer to the body of your report only as follows (ensure you are using Section breaks):</p> <ul style="list-style-type: none"> • Date - centre • Page number - align right • Font - Arial, 8pt • Border - line above | 4 |
| <p>10. Your report should include at least one graphic and one SmartArt object. They should be formatted appropriately.</p> | 4 |
| <p>11. Your use of language should show your group's ability to clearly communicate ideas by using:</p> <ul style="list-style-type: none"> • correct grammar and spelling, with minimal, if any, errors • precise academic language and varied vocabulary • a variety of sentence structures to vary pace and support meaning | 6 |
| <p>12. Save your final report as a Word document named <i>Web2.0AcademicAppsReport.docx</i> in the <i>Event 2</i> subfolder. Print a copy for your teacher.</p> | 2 |
| <p>13. Log into your Dropbox account and upload your <i>Web2.0AcademicAppsReport</i>. Share this document with your teacher and class mates.</p> | 2 |
| Individual Contribution | |
| <p>14. Your individual contribution to the group's work, based on evidence of research conducted (in the Working Document), and on-going monitoring in the Google Docs.</p> | 10 |
| Raw Mark | /100 |
| FINAL MARK (Raw Mark /100 ÷ 4) | /25 |