# Assessment Task

| Units: | CUADIG201 - Maintain interactive content |
|---|---|
| Candidate Name: | Engel Chad Mateo |
| Instructions for Candidate: | Complete the following tasks, knowledge questions and workplace testimonial relating to your workplace or a simulated workplace. |

## Task 1 – Uploading Material

As a necessary part of this Unit you will have prepared material for inclusion on a web site. Once you have prepared material, including text, graphics, digital images and movies, you will upload that material to a web site. Once uploaded the web site will be checked to see that all material is there and loads efficiently. Where appropriate links attached to any of this material must operate without fault.

## Task 2 – Checking Link Operation

Material prepared for a web site may have links attached to it. All interactive components of the web site where material is uploaded to must operate without fault. Links to other pages within the website and external links must all operate.

Interactive material, such as movies must also operate without fault.

## Task 03 – Acquire Content & Prepare then Test & Confirm site operation n

The student must acquire material content for inclusion on a web site.
Once gathered – prepared by the student themselves, or given to the students, the material must be prepared for a web site inclusion.

Material to be included must conform to the text and layout style of web site; digital images must be correctly sized, be of the correct file format; and, the file size must be small enough to keep file size down whilst maintain quality.

Once all material is uploaded the site must be operative with all links operative and interactive material operating correctly.

The following checklist will be used to assess the content, links and general site operation:

## Elements and Performance Criteria – Check List

| ELEMENT | PERFORMANCE CRITERIA | |
|---|---|---|
| *Elements describe the essential outcomes.* | *Performance criteria describe the performance needed to demonstrate achievement of the element.* | |
| 1. Check content | 1.1 Confirm frequency of content updates and production deadlines with relevant personnel<br>1.2 Obtain, access and review content to ensure correct versions<br>1.3 Confirm existing content to be retained or deleted with relevant personnel | ✓ |
| 2. Check links and media assets | 2.1 Check existing links are valid and source replacement links if required<br>2.2 Check assets are functional and in correct file format and size for inclusion<br>2.3 Document technical and content issues in accordance with enterprise procedures<br>2.4 Confirm with relevant personnel that copyright clearance has been obtained on all new content | ✓ |
| 3. Update content | 3.1 Access content management system to upgrade content<br>3.2 Adopt safe ergonomic practices when using equipment for long periods of time<br>3.3 Delete closed links and re-establish new site links if available<br>3.4 Check internal page links and rectify or delete as required<br>3.5 Import and/or change content material as required and specify appropriate metadata or tags<br>3.6 Make heading, typographical, caption and image revisions, applying appropriate style sheets and alt tags if required<br>3.7 Add pages or screens as required, applying appropriate templates or themes<br>3.8 Submit edited files to server, and check upload was successful<br>3.9 Advise relevant personnel if new interface designs are required to incorporate additional materials | ✓ |
| 4. Test and confirm changes | 4.1 Check all content is displayed and functions on server as required<br>4.2 Confirm with relevant personnel that all changes have been made<br>4.3 Store original content securely and file using standard industry conventions | ✓ |

**Performance Evidence**

Evidence of the ability to:

1.  maintain interactive content for websites and/or social media channels including:
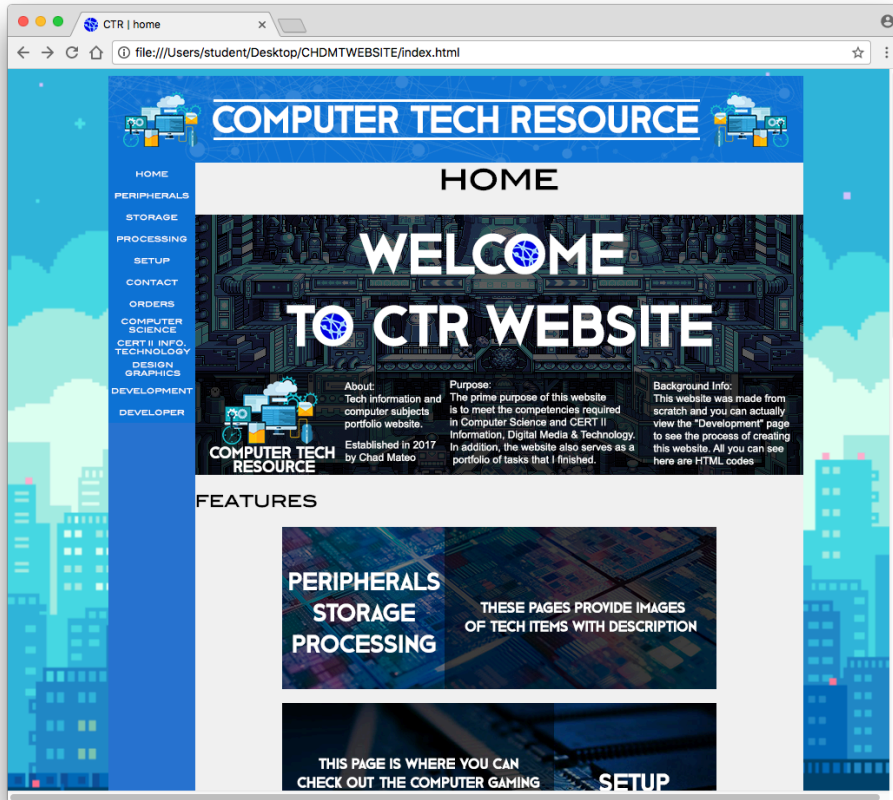
2. checking links and media assets

Open Link (CTR to North Lake Homepage
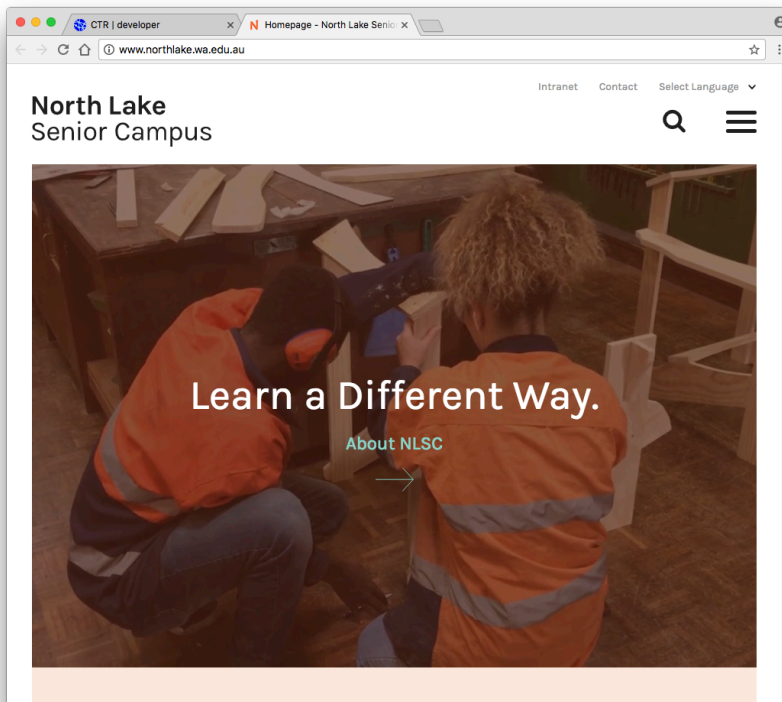
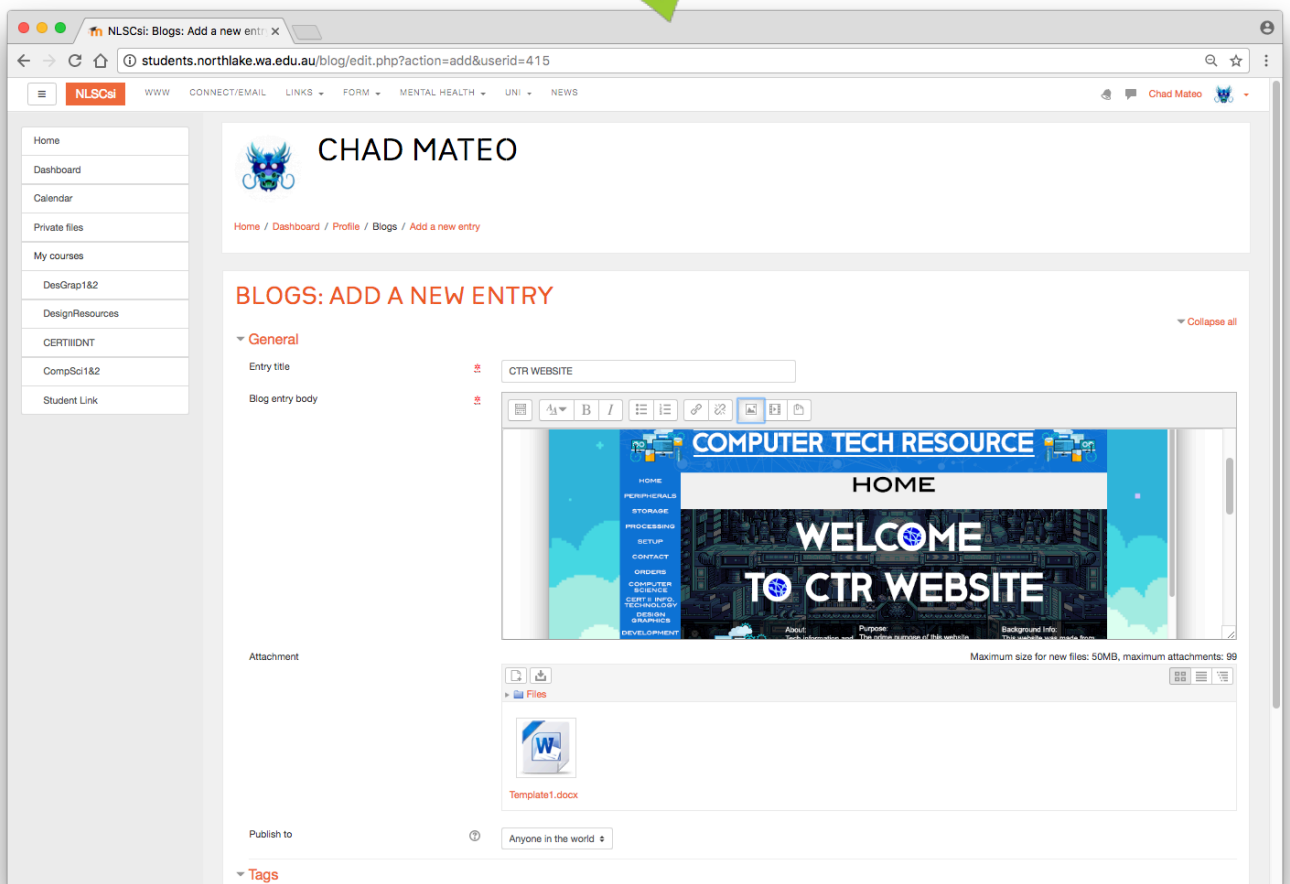3. updating text, media assets and pages



4. assigning correct metadata or tags
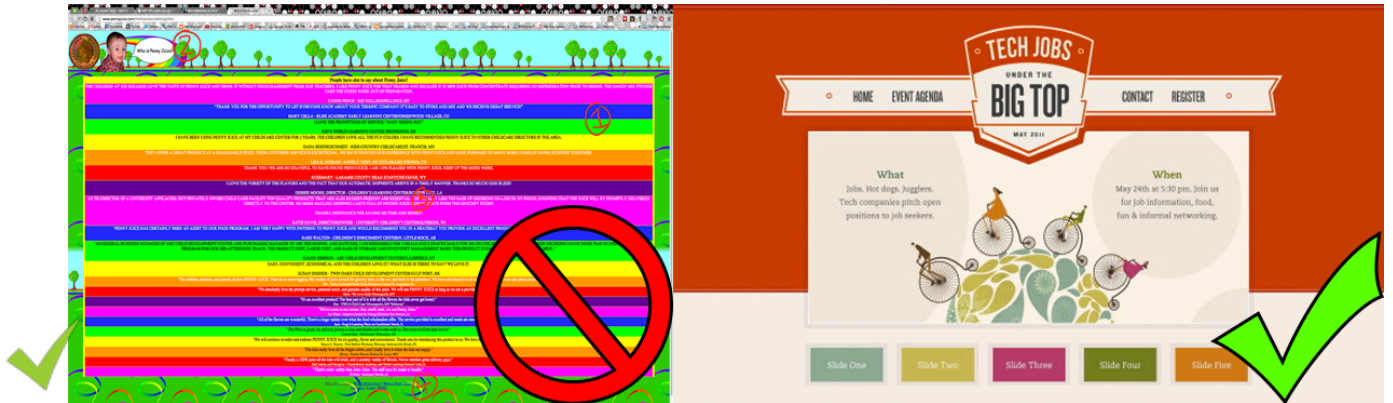
5. checking that changes have uploaded successfully



6. use a content management system proficiently
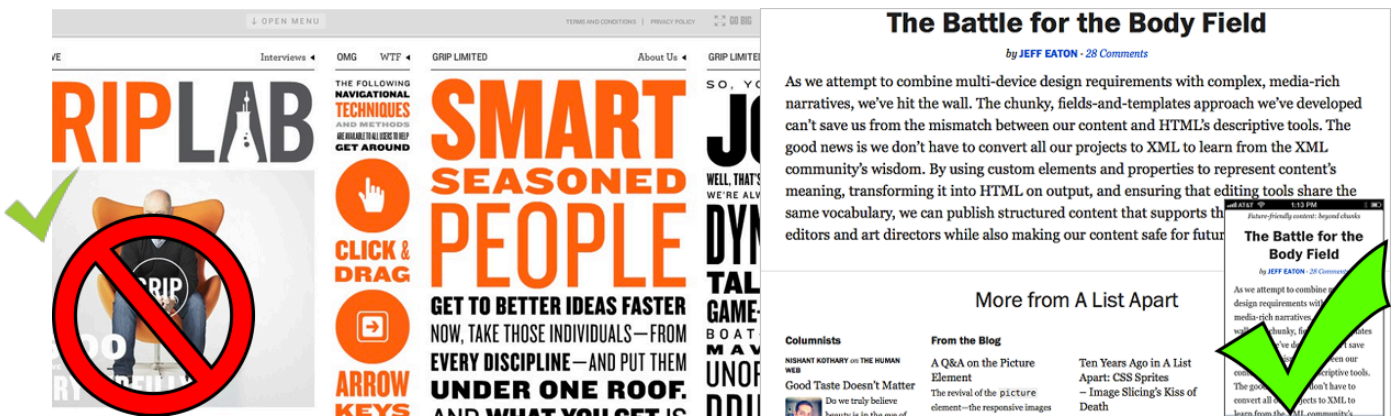
adding an entry to my blog at Moodle website

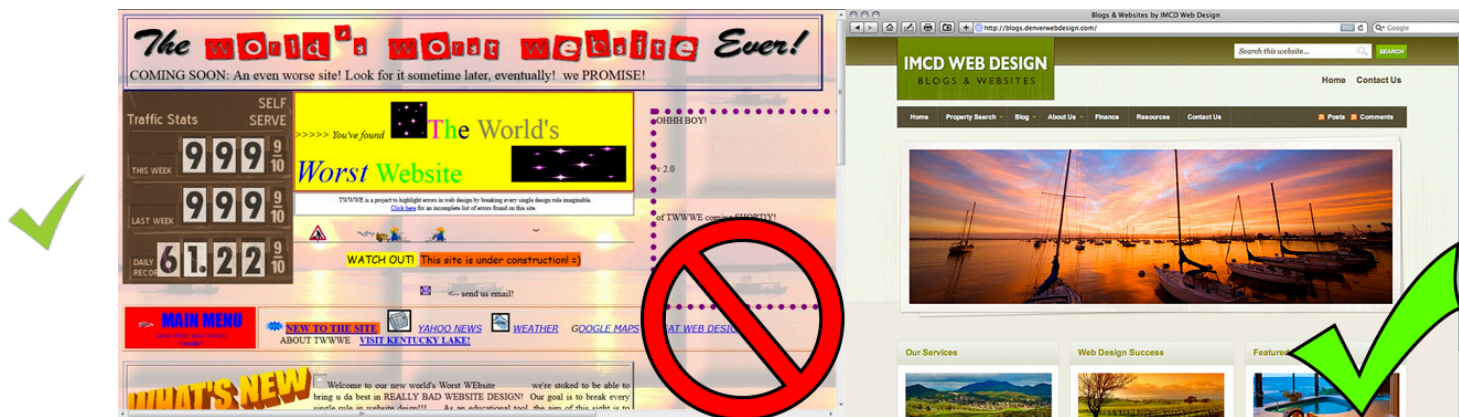7. document technical and content issues according to enterprise procedures

-no incompatible colours



- the fonts are in average size and clear font style



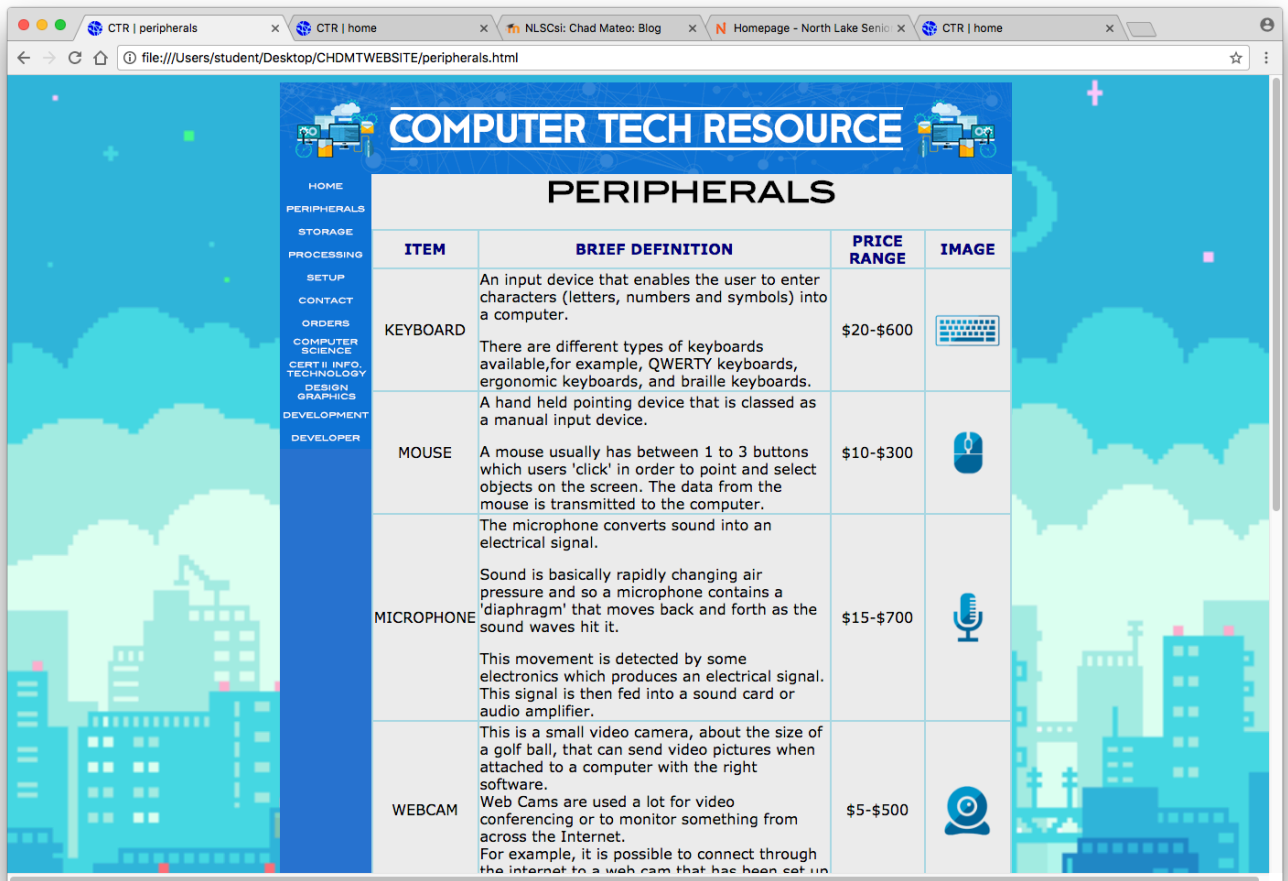-images are decent and the sizes are enough to understand

-the entire website follows the general colour "blue" and no more other primary colour was used



8. store content according to industry conventions.

Technology related information

9.

10. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge Questions

1. explain how outdated links impact usability of web pages

Outdated links have a big impact to the usability of web pages. Firstly, it is because user might mislead to old information. Secondly, losing the quality of the webpage, every time a user visits the webpage and sees it still hasn't updated, the users loses interest.

2. explain the procedure for checking copyright clearance

The procedure for checking copyright clearance is simple.

*Determine if permission is needed.
*Identify the owner.
*Identify the rights needed.
*Plan Ahead for Permission.
*Contact the owner and negotiate whether payment is required.
*Get your permission agreement in writing.

3.  describe how metadata and tags are used to classify content

✓ Metadata and tags are important for searching content. When a webpage contains metadata and tags the user will find the webpage in different search engines.

4.  describe the purpose of alt tags and how they relate to accessibility standards

✓ The purpose of alt tags is to let the user know what's the content of the image when it doesn't show or load.
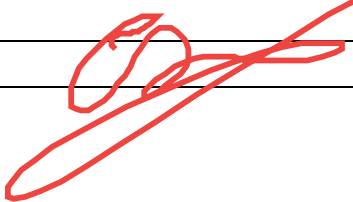
5.  explain safe work practices in relation to working on computers for periods of time.

✓ Some safe work practices of using computers are taking breaks, comfortable position, anti blue light glasses, not repetitive task and arm rest or right arm positions

11. **Workplace Testimonial**

As part of the assessment requirements you must provide a testiomonial as evidence of your performance in the workplace. This report must be completed by your direct line manager or supervisor. If a workplace is not available for any of the following skills, they may be assessed in a simulated workplace.

| Name of Candidate: | *Chad McNeo* |
|---|---|
| RTO: | Skills Strategies International |
| Unit of Competency: | **CUADIG201 - Maintain interactive content** |
| Manager/Supervisor: | **Craig Blair** |
| Workplace: | North Lake Senior Campus |
| Contact No: | 08 93140444 |

| Does the candidate competently and consistently demonstrate the following skills in the workplace: | Y/N | Comments |
|---|---|---|
| Identifies and follows familiar written instructions<br><br>Checks content to ensure styles, links and subject matter are accurate | ✔ | |
| Accurately enters electronic information in required format<br><br>Prepares technical documents in required format | ✔ | |
| Uses questioning and listening techniques to clarify requirements<br><br>Uses clear, everyday language to discuss tasks with relevant personnel | ✔ | |
| Adheres to organisational and legislative requirements | ✔ | |
| Uses appropriate communication practices to discuss and confirm requirements | ✔ | |
| Plans and completes work tasks, seeking advice as necessary<br><br>Uses relevant software to examine, amend and upload interactive content | ✔ | |
| **Manager/Supervisor Signature:** | | **Date:** 4/4/16 |