



## ASSESSMENT INSTRUCTIONS

This project forms the assessment component for this course. You must successfully attempt and complete all the tasks in this project before you can be judged as competent for this course and the unit of competency that the course aligns to.

The activities in this project conform to the elements for the unit of competency:

- ICANWK408A: Configure a desktop environment

This is an assessment – **instructors are not allowed to help you with these tasks but can provide advice**. If you find that you're stuck, return to an earlier activity that requires the same skills, and if required, request assistance with that activity. Then transfer that knowledge to the project tasks.

When you have completed this project, submit the required documentation as outlined under the Submission heading towards the end of this document.

If you have not met the minimum required standard by completing all tasks to the required level, the assessor will not sign the project off and you will be asked to re-submit the project once remedial work has been completed for marking and sign-off again.

The main objective of this project assessment is to test your understanding in a practical way of the concepts and skills you have learnt throughout the course and to assess that you meet the competencies of the elements from the following unit of competency:

### ICANWK408A Configure a desktop environment

The performance criteria/learning outcomes are:

- Element 1 – Prepare to install a desktop operating system
- Element 2 – Install desktop operating system
- Element 3 – Configure desktop operating system
- Element 4 – Operate command line interface
- Element 5 – Configure desktop security
- Element 6 – Monitor and test the desktop

A student must demonstrate an understanding of all elements of a particular competency to be deemed competent. Assessment methods have been designed to measure achievement of each competency in a flexible manner over a range of assessment tasks.

## Project Instructions

The W8C Project which must be completed and submitted as part of this course is the assessment method used to assess competency for this course. The project is a self-directed project which you must complete on your own, but you are allowed to ask an Instructor for advice. This project should only be completed after you have studied the learning guide.

If competency is not achieved in one or more tasks, the project will be returned to you for further work on the task(s) identified as being unsatisfactory. You must undertake further work and resubmit the task(s) for re-marking.

A Pass (PX), Fail (N) or Not Complete (NC) result for this unit of competency will be awarded for these competency assessment tasks. You may be required to undertake research and assessment practice outside of regular session times in order to complete the assessment. Students are reminded that they are expected to spend up to 50% more time outside of sessions, researching and furthering their understanding of the concepts being taught, as they do in the sessions to become competent in this course.

You are to use the information provided in this learning guide as a guide and research any further information that you require by using the Internet or other sources. The work should be your own and you should not copy information in this learning guide word for word or use another student's work or text from the Internet. Assessors always compare your project against previous project submissions and against Internet web sites checking for any plagiarism. Plagiarism is cheating and will not be tolerated. If you do reference or quote any work in your submission that you have sourced from the internet or other such sources this should be noted in your project.

As this project forms the assessment for this course, you must perform each of the steps without assistance from instructors or other students. This project should take no more than 10 hours.

Presentation of your work is important. As such it is in your best interest to ensure that your answers are presented in a professional manner.

The project is split into two parts as follows:

- Part A: Scenario based mini case study that focuses on Windows 8.1 upgrade option.
- Part B: Scenario based mini case studies that focus on configuring and monitoring Windows 8.1 Enterprise desktop environment and desktop security.

When you have completed the project, submit the required documentation via the **W8C Project Upload** link on the LMS system. The required list of files required for submission is listed at the end of the project tasks. If there are parts of the project that you have not completed, the assessor will not sign the project off – you will be asked to resubmit the document when it is complete



## PROJECT

### Project Preparation

In real world, at this stage, you would need to prepare for this work according to legislation, OHS codes and regulations, arrange access to the site, and communicate with the clients. So, it is a good time for you to re-visit your PE1, PE2 and CPY courses, and then think about how to prepare for this job by using soft skills in a professional manner together with operating system and networking computing knowledge and skills.

### Project

#### Part A: Upgrade to Windows 8.1 Enterprise 64Bits

Create a word document called **W8C\_P1\_xxx.docx** (where xxx is your student ID). You need to put the answers for each of the following tasks in Part A into this document.

#### Scenario 1

Mario's Finance Solutions is a small business providing accounting and finance consultancy services in Melbourne. The business currently has 8 PCs and a network printer running on a Peer-to-Peer network. Windows 7 Professional is currently installed on every PC. Mario who is the Managing Director wishes to upgrade the current desktop operating system to Windows 8.1 Enterprise 64bits. He has hired you to manage this project. Your tasks for this project are as follows:

#### System Upgrade

1. Write a recommendation on the benefits of upgrading Windows 7 to Windows 8.1. Your recommendation should consist of at least two paragraphs or you could include a bullet list of points.
2. You need to compare the minimum installation requirements between Windows 7 Professional 32bit to Windows 8.1 Enterprise 64bit by using the template supplied in the **System Upgrade Preparation Form Template.docx** file available from the LMS. You need to investigate whether the computers you are running on Windows 7 Professional 64bit PC's can be upgraded to Windows 8.1 Enterprise 64bit.
3. Upgrade Windows 7 Professional to Windows 8.1 Enterprise.

Click on the **Windows 7 Upgrade to Windows 8.1 Link** under the Project section on the LMS to load and complete the **Windows 8.1 Upgrade** activity. The LMS will record your result of completion this task automatically and pass it to an instructor.

After you complete this task, you must close the **Windows 7 Upgrade to Windows 8.1** program.

#### Data Migration

Preparing for Data Migration between Windows 7 Professional to Windows 8.1 Enterprise.

As part of the data migration process that you must complete you must set up an area where you can back up your data to be migrated. Normally this would be an external drive but at for this exercise we will back up the data to your student drive to replicate this functionality on Computer Power systems. To do this you need to map to your student drive from the server “melts001” to **win7eh.hostonly1.a07a** and **win8eh.hostonly1.a09a** images. The network drive should be allocated the letter H.

Your student drive H is mapped under the **Users** directory of the server named “melts001”. In the Figure shown below, the student drive H “**90000003 (\\melts001\users)**” is mapped to the location of **\\melts001\users\90000003**. “**melts001**” is the server name, “**users**” is a directory on the melts001, and “**90000003**” is the student folder for a student with the id of 90000003.



**IMPORTANT:** In VMWare Workstation for both images, you must change the Network Adapter Setting to **NAT** to be able to map network drives prior to starting the images. And by ping **melts001**, you should find out the **melts001** Server IP Address as the figure shown below.

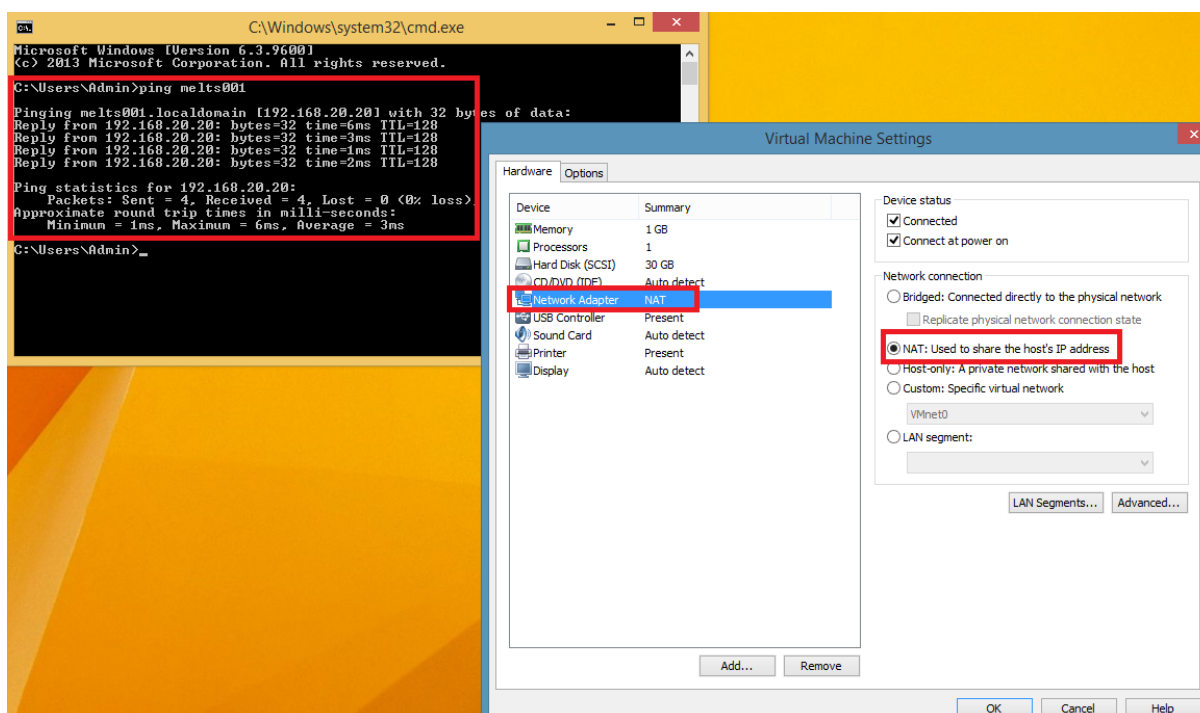


Figure 1

Run the **win7eh.hostonly1.a07a** and **win8eh.hostonly1.a09a** images. Your Windows 7 images should allow you to logon automatically. The admin password for the Windows 8.1 image is **Password2**.

Once the images start, map the Network drive by opening File Explorer. In Windows 7, select **Tools** and then **Map Network Drive**. In Windows 8.1, you need to select **This PC** on the left hand side and you should see **Map Network Drive** in the top menu.

And then map your student drive H as `\\xxx.xxx.xxx.xxx\users\xxx` (where `xxx.xxx.xxx.xxx` is the Server **melts001** IP Address, and where `xxx` is your user Student ID) as the network Drive H for both **win7eh.hostonly1.a07a** and **win8eh.hostonly1.a09a** images.

As part of the mapping process you may be asked to input your user credentials. In this case, you must type in your student id and password. Once you successfully map the H Drive, it will show on the windows Explorer as the figure shown below.

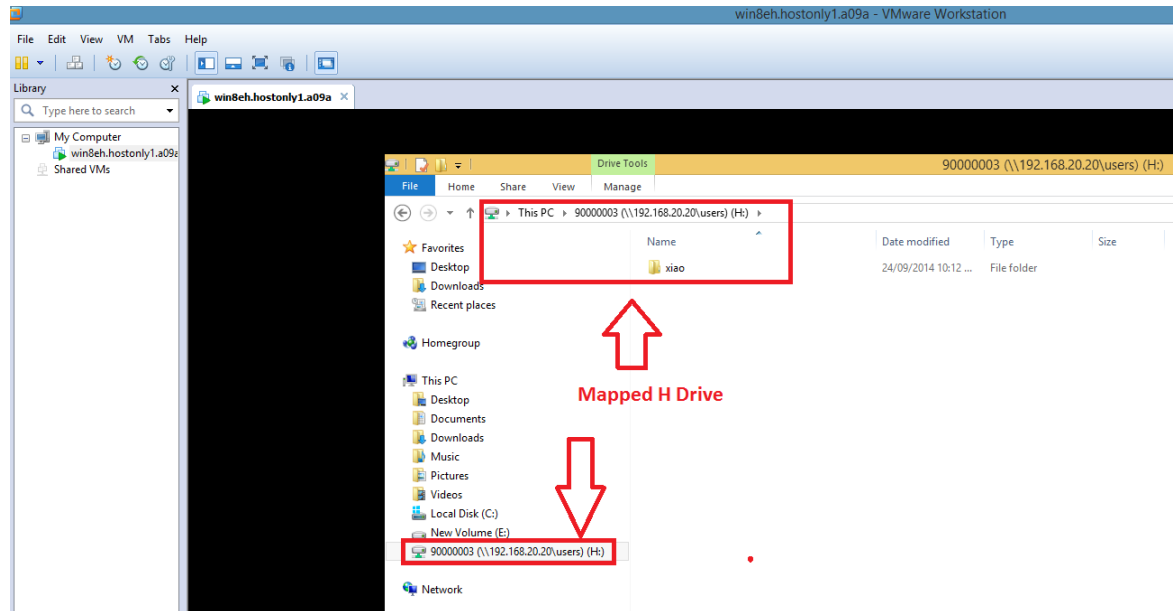


Figure 2



**NOTE:** You must successfully map the network H drive for both Windows 7 and 8 images before moving on to Data Migration task below.

If you can't locate your backup the Windows Easy Transfer file on the H drive when you select the source migration file on the Windows Easy Transfer on the windows 8.1 VM, you must re-map the H drive on the "Open an Easy Transfer File" interface on Windows Easy Transfer again.

- You have heard about a very useful built-in data migration tool called **Windows Easy Transfer** tool (ref to Appendix A) that can help you to restore local data after upgrading to a later version of Windows. You wish to test this tool to find out if it is suitable for your project.

Run **Windows Easy Transfer** Tool on both Windows 7 and 8.1 to complete the data migration. Migrating the default data that is selected by the Windows Easy Transfer Tool. During the Data Migration process, you must set the **win7eh.hostonly1.a07a** as the old computer, and **win8eh.hostonly1.a09a** as the new computer. In this case, the **H drive** will act as the **Removable Hard Disk**.

Save the screenshots that show the successfully completed file transfer in the **Windows Easy Transfer** tool on the **win8eh.hostonly1.a09a** image in the **W8C\_P1\_xxx.docx** document as (where `xxx` is your student ID).

5. If you were to run into problems mapping the network drive (in task 4), list two Command Prompt commands that you could use for troubleshooting the network connection between two nodes, and then explain the why you choose these commands for troubleshooting.

Save the answers for this task in the **W8C\_P1\_xxx.docx** document (where xxx is your student ID).

## Part B: Configure and Monitor Windows 8.1

### Scenario 2

Mario has asked you to create a prototype system to test how it will work. The desktop environment needs to meet the following requirements.

1. The prototype system needs to be set up on **win8eh.hostonly1.a09a** VM, and then configure it as follows:

Configuration Details	win8eh.hostonly1.a09a
Computer Name	PC01
Workgroup Name	Mario
IP Setting	IP Address: 192.168.10.1 Subnet Mask: 255.255.255.0
IP V6	Enable
Set the Network Location as	Private
Firewall Setting	Turn off the Firewall
Set the Administrator Account Password	Password2
User Account and Password	User Name: User01 Password: Password01
Picture Password	Create picture password for User01
Printer	Install a HP Color LaserJet 3000 as the local default printer, and then share it within the Mario workgroup.
Shared Network Resources	<ol style="list-style-type: none"> <li>1) Rename E Drive as "Data_PC01".</li> <li>2) Create a folder called Data_01 under the E:\.</li> <li>3) Create some files and then save them into the Data Folder.</li> <li>4) Share the folder with PC01\Administrators group as Full Control permission; and PC01\Users group with Read permission.</li> </ol>

**Table 1**

After you have built and tested the prototype, you need to provide the following screenshots as evidence for completing this task successfully. You must include all your screenshots in a word document, and save this document as **W8C\_PartB\_Task1\_xxx.docx** (where xxx is your student ID).

- a) A screenshot to show the correct settings for the computer name and workgroup name configuration for PC01.
  - b) A screenshot to show the Network location setting as private for PC01.
  - c) A screenshot to show that IPv6 is enabled on PC01.
  - d) A screenshot to show the correct IPv4 setting on PC01.
  - e) A screenshot to show that the Firewall is turned off on PC01.
  - f) A screenshot to show that the required user account is created on PC01.
  - g) A screenshot to show that the required picture password is set up for User01 on PC01.
  - h) A screenshot to show that the required printer is installed and shared on PC01.
  - i) Two screenshots to show that the data\_01 folder is shared with Read Permission for the Users Group, and Full Control for the Administrators group on PC01.
2. The OpenOffice package has been selected as the office suite of choice. Install Apache Open Office on **win8eh.hostonly1.a09a**.

The source file for OpenOffice installation locate at the T in the following location:

**T:\OpenOffice\Apache\_OpenOffice\_4.0.1\_Winx86\_install\_en\_US**

Provide a screenshot as evidence that Open Office has been installed on Windows 8.1 VM, and then save the screenshot to a word document called **W8C\_PartB\_Task2\_xxx.docx** (where xxx is your student ID).

3. A password policy needs to be created for the company. After the policy has been written you need to ensure that it is enforced in the prototype.

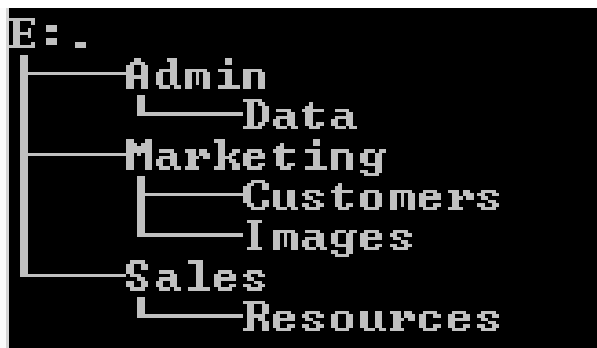
A Password Policy Template has been provided on the LMS. Use this template to create a password policy for Mario's Finance Solution. Then based on the written password policy create a **Local Security** Policy that enforces these rules in the **win8eh.hostonly1.a09a** image.

Save the completed Password Policy Template as **W8C\_PartB\_Task3\_xxx.docx** (where xxx is your student ID). Include a screenshot showing that you have configured Local Security Policy in the win8eh.hostonly1.a09a image just after the policy.

4. A legal notice needs to appear when the logon screen appears to state "On staff that are employed at Mario's Finance Solutions should log onto this machine".

Provide a screenshot as evidence that you have configuring the security option to display a legal notice under the local policies of Local Security Policy. Save the screenshot to a word document called **W8C\_PartB\_Task4\_xxx.docx** (where xxx is your student ID).

5. A batch file needs to create a file structure under E drive for reporting purposes. Design a batch file that can be used to create the following directory structure under E Drive on the **win8eh.hostonly1.a09a** image. Save the batch file commands in a Word document named **W8C\_PartB\_Task5\_xxx.docx** (where xxx is your student ID). Do not upload the batch file itself to the LMS.



## Project Submission

When you have completed the project, submit the required documentation via the **W8C Project Upload** link on the LMS system as detailed below

- A zip file called **xxx\_w8c\_project.zip** (where xxx is your student number) which contains all your documents and screenshots. It should contain the following files:
  - W8C\_P1\_xxxx.docx
  - W8C\_PartB\_Task1\_xxx.docx
  - W8C\_PartB\_Task2\_xxx.docx
  - W8C\_PartB\_Task3\_xxx.docx
  - W8C\_PartB\_Task4\_xxx.docx
  - W8C\_PartB\_Task5\_xxx.docx
- **W8C Project Submission Sheet**