### CIS 100 Week 1 Part 1 Assignment Checklist

**Office 2019 text SAM Exams, Projects, Training, & Important Info Hyperlinks Due Dates**

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| **Dates** | **Topics** | **✓** | **Assignments** | Due Dates |
| **Week 1 begins Monday,**  **August 26.**  **Week 1 begins Monday,**  **August 26.**  **Week 1 begins Monday,**  **August 26.**  **Week 1 begins Monday,**  **August 26.**  **Week 1 begins Monday,**  **August 26.** | **Lots to do in the first week…**  **1.** [**How to Use Weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. Purchase textbooks**  **3. Orientation**  **4. Prepare your home computer**  **5. Check in by email**  **6. Join Blog**  **Cont’d next page…**  **7. The Cloud**  **8.** [**Watson's Website**](http://csjava.occ.cccd.edu/~watsonm/index.html)  **9. Syllabus**  **10. Do you have**  **Office 365?**  **11. Use campus software**  **12. What are the ‘Folders’?**  **13. Download ‘Word folder**  **14. Unzip Word folder**  **Cont’d next page…**  **15. Labeling your Folders**  **16. My shared Google Drive**  **17. Turn in folder**  **18. Office hours**  **19. Zoom** |  | **-Follow the checklist in the order written.**  **-If using Adobe Acrobat for this file, “Enable Editing” to select what you have completed, right click and click on Highlight Text to indicate you are finished with that item.**  **-If using Word for this file, click on checkbox to check off completed task.**  **-If neither of the above works, print out the checklist to manually check off completed items.**  **-Use the checklists EVERY WEEK to keep track of your completed assignments.**  -[**Purchase Cengage Unlimited**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/Textbook%20Information%20Cengage%20Unlimited.pdf)**. (Use your personal email and password for creating your Cengage account.)**  **-See syllabus, page 3, for text information, too.**  **-Students with financial aid may purchase Cengage Unlimited product code at OCC Bookstore. See syllabus for specific information.**  **- Watch the** [**orientation**](https://watsonswebsite.com/Orientation/orientations.html) **BEFORE proceeding.**  **Use these links to make sure your home or office computer is prepared for this class:**  **-** [**SAM System Requirements**](https://www.cengage.com/help/sam/sysreq/common/system-requirements.html)  **-** [**Monitor Resolution**](https://www.cengage.com/help/sam/sysreq/common/monitor-resolution.html)  - [**SAM System Check**](https://sam.cengage.com/app/static/browsercheck/index.html)  - [**Setting Up Your Browser**](https://www.cengage.com/help/sam/sysreq/common/browser-settings.html)  **Golden Rule for Browsing: If something doesn’t work when you are online, try another browser.**  **-If you haven’t emailed me to check in for class, please do so now.**  **-Email me from your personal email address to** [**maryann.watson.cis100@gmail.com**](mailto:maryann.watson.cis100l@gmail.com) **with the subject line, “Checking in for class”.**  **-Don’t forget to sign the email with your OCC registered name AND the CRN# of your class.**    **-Watch** [**Blogger Basics**](https://youtu.be/kWsmybqbYa4) **on YouTube.**  **-Check your personal email inbox for a blog invitation.**  **-Check spam/trash if you don’t see the invitation in your Inbox.**  **-Follow instructions in the blog invitation to join the blog, where you can ask questions and get answers.**  **-Use maximized windows to enable seeing all instructions.**  **-Please DO NOT email me class questions. Put your questions and commentary on the blog.**  **-I will comment back on the blog with answers to your questions and other students will be able to get answers as well.**  **-Only email me about personal things that should not be on a class blog page.**    -[**Watch this video to learn about the cloud as a new business model**](http://youtu.be/ae_DKNwK_ms)  **-Get to know** [**Watson's Website**](https://watsonswebsite.com/index.html)**. Click on all links that pertain to your class. Watson’s Website is used instead of Canvas.**    **-Read Syllabus – Check your personal email address for the Welcome email. The syllabus was sent as attachment to the Welcome email. The syllabus is also on Watson’s Website.**  **-Verify you have Microsoft Word, Excel, Access, and PowerPoint software in your version of Office 365 on your computer. (The free version of Office 365 does not have MS Access.)**  **-This course requires Office 365** **for** **Windows computers. However, if your version of Office 365 does not have all of the software required for CIS 100, login to this class in Canvas to use** [**AppStream for Virtual Desktop**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/appstream%20in%20an%20aws%20application.pdf) **for Office 365 software on campus.**  **-If you use a Google Chromebook computer, you will need to use** [**AppStream for Virtual Desktop**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/appstream%20in%20an%20aws%20application.pdf) **in Canvas for Office 365 software and Windows 10.**  **-If you have the free version of Office 365, it does not have all necessary software. You will need to use** [**AppStream for Virtual Desktop**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/appstream%20in%20an%20aws%20application.pdf) **in Canvas for Office 365 software.**    -[**Click here to learn about the folder procedure.**](https://www.youtube.com/watch?v=zyMF5YE74xg)  **-If you are new to downloading,** [**click here**](http://www.computerhope.com/issues/ch000505.htm) **to learn about it.**  **-On the** [**Folders page**](https://watsonswebsite.com/folders/folders.html) **on my website, scroll down to click on the CIS 100 link in box 3. This will display the page with folder links you will use throughout the course.**  **-Click on the Word Module 1 folder link to download it into the Downloads folder on your computer.**  **-If you are working on your home or office computer, move it from the Downloads folder by** [**copying and pasting**](https://www.youtube.com/watch?v=YsvGbBizeJA) **to your USB disk or to your Documents folder on the C: drive.**  **-**[**Unzip the downloaded folder**](https://www.youtube.com/watch?app=desktop&v=5Wm4PwF8DqY) **and rename it according to my** [**Labeling Folders**](https://www.youtube.com/watch?v=2cFSQO4gj38) **protocol (*CRN# firstname lastname subject*).**    **-NOTE: Mac computers will probably unzip automatically when you download folders.**  **-NOTE: Windows computers may not automatically unzip downloaded folders.**  **- After unzipping the downloaded folder, rename the folder with your CRN# *firstname lastname subject* where CRN# is the section # of your class, *firstname lastname* are your real first name and real last name, and *subject* is the subject of the downloaded folder.**  **-Watch “**[**Labeling Folders**](https://www.youtube.com/watch?v=CP8aWhL1PRk)**” to learn how to label folders.**  **-Delete the downloaded, zipped folder. You won’t need it anymore.**  **-Click this link to learn** [**how to turn in your folder on Google Drive.**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf)  **-A link to my shared Google Drive folder will be sent to your personal email address in the first week of class. I will also post the link on the class blog.**  **-Use the link and drag your folder into my shared Google Drive “Drag Folders Here” folder.**  **-This is how I collect your folder and how I take roll.**  **-Word Module 1 assignments will be assigned in the Thursday Week 1 checklist.**  **-Close all files inside the module folder.**  **-Close the folder, too.**  **-Drag your folder to my shared Google Drive to get credit for attendance.**  **-This is how I take roll.**  **-Office hours will be in zoom.**  **-Zoom link for office hours will be posted in Blog and sent to your personal email address.**  **-Office hours are listed on Watson’s Website and in the class syllabus.**  **- Zoom recording links may be posted on the class blog to assist with the assignments.**  **-Zoom recordings will not be required to watch, but they may help you proceed through the lessons.**  **-NOTE: Weekly schedules will ‘grow’ shorter as the weeks go by.** | **Finish Week 1 Monday tasks by Thursday, August 28, 11:59pm.**  **Finish Week 1 Monday tasks by Thursday, August 28, 11:59pm.**  **Cont’d next page…**  **Finish Week 1 Monday tasks by Thursday, August 28, 11:59pm.**  **Finish Week 1 Monday tasks by Thursday, August 28, 11:59pm.**  **Cont’d next page…**  **Finish Week 1 Monday tasks by Thursday, August 28, 11:59pm.**  [**Drag Word Module 1 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **by Monday, Sept. 2, 11:59pm.** |