



<p>Week 1 begins Monday, August 26.</p>	<p>7. The Cloud</p> <p>8. Watson's Website</p> <p>9. Syllabus</p> <p>10. Do you have Office 365?</p> <p>11. Use campus software</p> <p>12. What are the 'Folders'?</p> <p>13. Download 'Word folder</p> <p>14. Unzip Word folder</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> -Only email me about personal things that should not be on a class blog page.</li> <li><input type="checkbox"/> -<a href="#">Watch this video to learn about the cloud as a new business model</a></li> <li><input type="checkbox"/> -Get to know <a href="#">Watson's Website</a>. Click on all links that pertain to your class. Watson's Website is used instead of Canvas.</li> <li><input type="checkbox"/> -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.</li> <li><input type="checkbox"/> -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 <u>does not</u> have MS Access.)</li> <li><input type="checkbox"/> -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 <a href="#">AppStream for Virtual Desktop</a> for Office 365 software on campus.</li> <li><input type="checkbox"/> -If you use a Google Chromebook computer, you will need to use <a href="#">AppStream for Virtual Desktop</a> in Canvas for Office 365 software and Windows 10.</li> <li><input type="checkbox"/> -If you have the free version of Office 365, it <u>does not</u> have all necessary software. You will need to use <a href="#">AppStream for Virtual Desktop</a> in Canvas for Office 365 software.</li> <li><input type="checkbox"/> -<a href="#">Click here to learn about the folder procedure.</a></li> <li><input type="checkbox"/> -If you are new to downloading, <a href="#">click here</a> to learn about it.</li> <li><input type="checkbox"/> -On the <a href="#">Folders page</a> 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.</li> <li><input type="checkbox"/> -Click on the Word Module 1 folder link to download it into the Downloads folder on your computer.</li> <li><input type="checkbox"/> -If you are working on your home or office computer, move it from the Downloads folder by <a href="#">copying and pasting</a> to your USB disk or to your Documents folder on the C: drive.</li> <li><input type="checkbox"/> -<a href="#">Unzip the downloaded folder</a> and rename it according to my <a href="#">Labeling Folders</a> protocol (<i>CRN# firstname lastname subject</i>).</li> <li><input type="checkbox"/> -NOTE: Mac computers will probably unzip automatically when you download folders.</li> <li><input type="checkbox"/> -NOTE: Windows computers may not automatically unzip downloaded folders.</li> <li><input type="checkbox"/> - After unzipping the downloaded folder, rename the folder with your <i>CRN# firstname lastname subject</i> where CRN# is the section # of your class, <i>firstname lastname</i> are your real first name and real last name, and <i>subject</i> is the subject of the downloaded folder.</li> </ul>	<p>Finish Week 1 Monday tasks by Thursday, August 28, 11:59pm.</p> <p>Finish Week 1 Monday tasks by Thursday, August 28, 11:59pm.</p>
<p>Week 1 begins Monday, August 26.</p>	<p>Cont'd next page...</p>		<p>Cont'd next page...</p>

<p>Week 1 begins Monday, August 26.</p>	<p>15. Labeling your Folders</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>-Watch “<a href="#">Labeling Folders</a>” to learn how to label folders.          -Delete the downloaded, zipped folder. You won’t need it anymore.</p>	<p>Finish Week 1 Monday tasks by Thursday, August 28, 11:59pm.</p> <p><input type="checkbox"/> <a href="#">Drag Word Module 1 folder into shared Google Drive by Monday, Sept. 2, 11:59pm.</a></p>
	<p>16. My shared Google Drive</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>-Click this link to learn <a href="#">how to turn in your folder on Google Drive</a>.          -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.</p>	
	<p>17. Turn in folder</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>-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.</p>	
	<p>18. Office hours</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>-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.</p>	
	<p>19. Zoom</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>- 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.</p>	