CIS 100 Week 1 Part 2 Checklist

Office 2019 text

SAM Exams, Projects, Training

Hyperlinks

Other Info Due dates

Date	Topics	✓	Assignments	Due Dates
W/a ala 4	1.Use weekly checklist		-Use weekly assignment checklist to keep track of your completed assignmentsFollow the checklist in the order written – not by the dates in SAM.	NOTE: Completion of all Part 1 tasks due
Week 1 Part 2	2. FYI		-Difference between Office 365 and Office 2021	before Part 2.
Thursday, August 29.	3. Finish Monday's tasks		-If you haven't completed reading and doing the tasks for Monday, DO IT NOW. You must complete Monday tasks before proceeding with Thursday tasks.	
	4. SAM		-If you haven't purchased Cengage Unlimited yet, you may still <u>create a SAM account</u> for a 14-day grace period to do this week's assignments.	Create SAM
	Institution Key: T2025199		-When creating SAM account, you will be asked for the Institution Key: T2025199 -Use your personal email address & password when signing up for SAMAfter you join your section in SAM, you will see the assignments.	account by Thursday, August 29, 11:59pm.
			-When using the grace period, SAM will keep reminding you how many days you have left. SAM will also have a button you may use for purchasing Cengage Unlimited during the grace periodIf grace period expires, SAM blocks your assignment grades until you pay for Cengage Unlimited.	
	5. Watch videos to prepare for using SAM		-SAM – Getting Started -Watch video for how to do SAM Training assignmentsWatch video for how to do SAM Project assignmentsWatch video for how to do SAM Exam assignments.	☐ Watch SAM videos before attempting SAM assignments.
	6. Download		-If you have not downloaded the Word Module 1 folder, download it now from the <u>Folders page</u> on my website.	8
	folder		-Scroll down the Folders page and click on the CIS 100 link in box 3 to begin download.	
			-The Word Module 1 folder will download into the Downloads folder on your computer. If you are new to downloading, <u>click here</u> to learn about it.	
Week 1 Part 2 Thursday, August 29.			-If you are working on your home or office computer, move it from the Downloads folder by copying and pasting to your USB disk or to your Documents folder on the C: drive.	
	7. Unzip & label folder Cont'd next		- <u>Unzip the downloaded folder</u> and rename it according to my <u>Labeling Folders</u> protocol (<i>CRN# firstname lastname subject</i>).	Cont'd next
	page			page

Week 1 Part 2 Thursday, August 29.	8. AppStream in Canvas 9. Save files	-If your version of Office 365 does not have all of the required software for CIS 100, go back to Week 1 Part 1 checklist to learn about "AppStream for Virtual Desktop" for Office 365 software in a Windows operating systemUsing AppStream is the same as using computers on campusWhen downloading using AppStream, don't forget to send what you download to yourself as email attachments. Then open your email on your computer and download the attachments to save on a USB disk and/or in the Documents folderAll downloads go to the Downloads folder on the computer's user drive. -Save files created from your lessons on a USB disk. Otherwise you will lose them when you disconnect from AppStreamOr while in AppStream, connect to your personal email and send your files to yourself as attachments. Then download them to your computer Documents folder or USB driveStudents using their home or office computers should save folders and assignments to the Documents folder and/or to a USB device as backup.	
	10. Getting started with ebook in SAM	-Login to SAM to familiarize yourself with the ebook in SAM. Your success in this class depends on knowing how the text is organizedWatch this video to learn how to access the ebook through SAM: How to access ebook readings -Ebooks open in a player window. Make sure your computer settings allow for popups. See week 1 for 'Prepare Your Home Computer' links.	Caveat: NEVER
Week 1 Part 2 Thursday, August 29.	11. SAM Textbook Project - Word Module 1	-In SAM, download the project, "Textbook Project for Word Module 1". -There are 2 start files and 1 support file. Download and save them to your Word Module 1 folder. -In the SAM project window, the project instruction file opens the ebook for Word Module 1. You may read the page-by-page instructions in Module 1 to complete the project. OR Multitask between watching the YouTube videos and using the SAM Start file to complete the project. -Part 1 https://www.youtube.com/watch?v=zQoTZ3HEY7g -Part 2 https://www.youtube.com/watch?v=TcClXaS3oGc -Part 3 https://www.youtube.com/watch?v=DVAgf5Xuh00 -The lesson leads you through creating 2 files: "Memo.docx" and "Tipsheet.com".	wait until last minute to do SAM assignments. SAM Textbook Project for Module 1 due by Monday, Sept. 2, 11:59pm.

Week 1 Part 2 Thursday, August 29.	11. SAM Textbook Project - Word Module 1 cont'd 12. Use my shared Google Drive	-Save the completed files in Word Module 1 folder. -Upload the completed files back into SAM for grading. -Look at the graded reports in SAM for Memo.docx and Tipsheet.docx. -Fix whatever may be wrong. -Re-submit in SAM for a better score. You have 5 tries on projects. Only highest score counts. -You must read the chapter for the project instructions. Otherwise you won't know what to do with the files. -Files created in Word Module 1 chapter should be saved into the Word Module 1 folder. -NOTE: This is the only SAM assignment this week. -How to use "shared with me" on Google Drive — This video shows you how to use a folder that has been shared with you on Google Drive. -I will send a link to your personal email to share my "Drag Folders Here" folder in my Google Drive. -Turn in your folder every week to my shared Google Drive	
	13. Turn in folder	-Turn in your folder every week to my shared Google Drive "Drag Folders Here" folder after you have your assignments saved in your folderWhether on your USB or on your computer, after unzipping the Word zip file, delete it. You won't need it any longerLabel the unzipped folder according to my labeling protocolClose all files in Word Module 1 folderClose the Word Module 1 folder.	□ <u>Drag</u> <u>Word</u> <u>Module 1</u>
	14. FYI	-Make sure your Word folder is labeled correctly. -Drag Module 1 Word folder to my shared Google Drive folder to turn it in. -Other SAM assignments for Word Module 1 will be assigned in next week's schedule. -Check out these Microsoft resources for Windows 10: Using Start and Taskbar Lusing Apps End Your Windows Session Using File Explorer Customize Windows Install and Update Drivers -Windows 11 Features and Tips	folder into my Google Drive by Monday, Sept. 2, 11:59pm.
	15. Blog & email	-Check the blog several times per week. Login with your personal email address and passwordCheck personal email several times per weekNOTE: Do not create a new blog.	