

<p>Week 1 Part 2 Thursday, August 29.</p>	<p>8. AppStream in Canvas</p> <p>9. Save files</p> <p>10. Getting started with ebook in SAM</p> <p>11. SAM Textbook Project - Word Module 1</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -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 system. <input type="checkbox"/> -Using AppStream is the same as using computers on campus. <input type="checkbox"/> -When 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 folder. <input type="checkbox"/> -All downloads go to the Downloads folder on the computer’s user drive. <input type="checkbox"/> -Save files created from your lessons on a USB disk. Otherwise you will lose them when you disconnect from AppStream. <input type="checkbox"/> -Or 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 drive. <input type="checkbox"/> -Students using their home or office computers should save folders and assignments to the Documents folder and/or to a USB device as backup. <input type="checkbox"/> -Login to SAM to familiarize yourself with the ebook in SAM. Your success in this class depends on knowing how the text is organized. <input type="checkbox"/> -Watch this video to learn how to access the ebook through SAM: How to access ebook readings <input type="checkbox"/> -Ebooks open in a player window. Make sure your computer settings allow for popups. See week 1 for ‘Prepare Your Home Computer’ links. <input type="checkbox"/> -In SAM, download the project, “Textbook Project for Word Module 1”. <input type="checkbox"/> -There are 2 start files and 1 support file. Download and save them to your Word Module 1 folder. <input type="checkbox"/> -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. <input type="checkbox"/> -Part 1 https://www.youtube.com/watch?v=zQoTZ3HEY7g <input type="checkbox"/> -Part 2 https://www.youtube.com/watch?v=TcClXaS3oGc <input type="checkbox"/> -Part 3 https://www.youtube.com/watch?v=DVAgf5Xuh00 <input type="checkbox"/> -The lesson leads you through creating 2 files: “Memo.docx” and “Tipsheet.com”. 	<p>Caveat: NEVER wait until last minute to do SAM assignments.</p> <p><input type="checkbox"/> SAM Textbook Project for Module 1 due by Monday, Sept. 2, 11:59pm.</p>
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<p>Week 1 Part 2 Thursday, August 29.</p>	<p>11. SAM Textbook Project - Word Module 1 cont'd....</p> <p>12. Use my shared Google Drive</p> <p>13. Turn in folder</p> <p>14. FYI</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Save the completed files in Word Module 1 folder. <input type="checkbox"/> -Upload the completed files back into SAM for grading. <input type="checkbox"/> -Look at the graded reports in SAM for Memo.docx and Tipsheet.docx. <input type="checkbox"/> -Fix whatever may be wrong. <input type="checkbox"/> -Re-submit in SAM for a better score. You have 5 tries on projects. Only highest score counts. <input type="checkbox"/> -<u>You must read the chapter for the project instructions.</u> Otherwise you won't know what to do with the files. <input type="checkbox"/> -Files created in Word Module 1 chapter should be saved into the Word Module 1 folder. <input type="checkbox"/> -<u>NOTE: This is the only SAM assignment this week.</u> <input type="checkbox"/> -<u>How to use "shared with me" on Google Drive</u> – This video shows you how to use a folder that has been shared with you on Google Drive. <input type="checkbox"/> -I will send a link to your personal email to share my “Drag Folders Here” folder in my Google Drive. <input type="checkbox"/> -Turn in your folder every week to my shared Google Drive “Drag Folders Here” folder after you have your assignments saved in your folder. <input type="checkbox"/> -Whether on your USB or on your computer, after unzipping the Word zip file, delete it. You won't need it any longer. <input type="checkbox"/> -Label the unzipped folder according to my labeling protocol. <input type="checkbox"/> -Close all files in Word Module 1 folder. <input type="checkbox"/> -Close the Word Module 1 folder. <input type="checkbox"/> -Make sure your Word folder is labeled correctly. <input type="checkbox"/> -<u>Drag Module 1 Word folder to my shared Google Drive folder to turn it in.</u> <input type="checkbox"/> -Other SAM assignments for Word Module 1 will be assigned in next week's schedule. <input type="checkbox"/> -Check out these Microsoft resources for Windows 10: <table border="1" data-bbox="548 1291 1356 1407"> <tr> <td>Using Start and Taskbar</td> <td>Using Apps</td> </tr> <tr> <td>End Your Windows Session</td> <td>Using File Explorer</td> </tr> <tr> <td>Customize Windows</td> <td>Install and Update Drivers</td> </tr> </table> <input type="checkbox"/> -<u>Windows 11 Features and Tips</u> 	Using Start and Taskbar	Using Apps	End Your Windows Session	Using File Explorer	Customize Windows	Install and Update Drivers	<p><input type="checkbox"/> Drag Word Module 1 folder into my Google Drive by Monday, Sept. 2, 11:59pm.</p>
Using Start and Taskbar	Using Apps								
End Your Windows Session	Using File Explorer								
Customize Windows	Install and Update Drivers								
	<p>15. Blog & email</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Check the blog several times per week. Login with your personal email address and password. <input type="checkbox"/> -Check personal email several times per week. <input type="checkbox"/> -NOTE: Do not create a new blog. 							