### CIS 100 Week 2 Part 1 Checklist

**Office 2019 text SAM Exams, Projects, Training, & important info Hyperlinks Due dates Other info**

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| --- | --- | --- | --- | --- |
| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 2,**  **Part 1,**  **Monday,**  **Sept. 2.**  **Week 2,**  **Part 1,**  **Monday,**  **Sept. 2.**  **Week 2,**  **Part 1,**  **Monday,**  **Sept. 2.** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. Week 2 Review**  **3. USB device**  **4. Blog**  **5. SAM Training for Word Mod 1 (required)**  **6. SAM Project for Word Mod 1 (required)**  **7. SAM Practice Exam**  **8. SAM Real Exam (required)**  **9. Re SAM**  **10. Turn in folder**  **11. FYI** |  | **-Use weekly assignment checklist to keep track of your completed assignments.**  **-Check Week 1 schedule for what is due at the beginning of Week 2.**  **-Use USB flash drive to backup all files. This means save all folders and files on a USB disk.**  **-If you are not ‘on the blog’ yet,** y**ou must email me from your personal email with a subject line something like this: “CIS 100 student needs invitation to blog”.**  -[**Watch the SAM video for how to do Training assignments.**](https://www.youtube.com/watch?v=ZcWZwV9AmWg) **I will be able to see your training assignment in SAM. You will not send me anything.**  **-SAM Training Word Module 1– Read & follow instructions in SAM. To save time, only do ‘Apply’.**  -[**Watch the SAM video for how to do Project assignments**](https://www.youtube.com/watch?v=2jY8rDCdJZE)  **-Download SAM project instruction file for Word Module 1. Save in Word Module 1 folder.**    **-Download start file for SAM project Word Module 1. Save in Module 1 folder.**  **-Follow instruction file to complete the start file. When finished, upload start file back into SAM for grading.**  **-You are allowed 5 tries on projects so if your score is low, download graded report to see what is wrong and fix the original project file. Then re-upload for a better score.**  **-Projects are required. They are worth 15% of your final grade.**  **-Use the SAM Practice Exam for Word Module 1. Practice exams are not required but they help you score better on the Real Exams. Practice exams allow multiple tries.**  **-Complete the SAM Real Exam for Word Module 1.**  **-You will have 2 tries on this real exam, but all other real exams will only have 1 try. Always make sure you have completed all training and project assignments for the module before starting a real exam.**  **NOTE: When you finish the exam, I will be able to ‘see’ it in SAM.**  **-If you have trouble seeing any of the screens in SAM,** [**check the SAM System Requirements again**](https://www.cengage.com/help/sam/sysreq/common/system-requirements.html)**.**  **-If you continue to have trouble, contact** [**SAM Tech Support**](http://support.cengage.com/magellanweb/TechSupport/login.aspx)**.**  **-Close all files inside the module folder.**  **-Close the folder, too.**  **-Drag your folder to my shared Google Drive.**  **-Turning in something is better than turning in nothing.**  -[**The Internet of Things (IoT)**](https://www.youtube.com/watch?v=TkV1JMvtivA) **– Watch this short video illustrating IoT.** | **Caveat: NEVER wait until last minute to do SAM assignments.**  **SAM Word Module 1 training assignment is due by Thursday, Sept. 5, 11:59pm.**  **SAM Word Module 1 project assignment is due by Thursday, Sept. 5, 11:59pm.**  **SAM Word Module 1 Real Exam due by Thursday,  Sept. 5, 11:59pm.**  **Cont’d next page…**  [**Drag Word Module 1 folder into my Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **“Drag Folders Here” folder by Monday,**  **Sept. 9, 11:59pm.** |
|  | **12. Blog & email** |  | **-Check** [**class blog**](http://www.blogger.com/) **several times a week. Ask questions, read answers/comments on the blog.**  **-Check personal email several times a week.** |  |