CIS 100 Week 2 Part 1 Checklist

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

Date	Topics	✓	Assignments	Due Dates
Week 2, Part 1, Monday, Sept. 2.	1. **Use weekly checklist** 2. Week 2 Review 3. USB device 4. Blog	☐ ☐ ☐ ☐	-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, you must email me from your personal email with a subject line something like this: "CIS 100 student needs invitation to blog".	**Caveat: NEVER wait until last minute to do SAM assignments.**
	5. SAM Training for Word Mod 1 (required)	☐ ☐	-**Watch the SAM video for how to do Training assignments.** 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'.	☐ **SAM Word Module 1 training assignment is due by Thursday, Sept. 5, 11:59pm.**
	6. SAM Project for Word Mod 1 (required)	☐ ☐ ☐ ☐ ☐ ☐	-**Watch the SAM video for how to do Project assignments** -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.	☐ **SAM Word Module 1 project assignment is due by Thursday, Sept. 5, 11:59pm.**
	7. SAM Practice Exam	☐	-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.	
Week 2, Part 1, Monday, Sept. 2.	**8. SAM Real Exam (required)**	☐ ☐	-Complete the SAM Real Exam for Word Module 1. -You will have 2 tries on this real exam, but <u>all other real exams will only have 1 try</u>. 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.	☐ **SAM Word Module 1 Real Exam due by Thursday, Sept. 5, 11:59pm.**
	9. Re SAM	☐ ☐	-If you have trouble seeing any of the screens in SAM, **check the SAM System Requirements again**. -If you continue to have trouble, contact **SAM Tech Support**.	**Cont'd next page…**

Week 2, Part 1, Monday, Sept. 2.	10. Turn in folder	☐ -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.	☐ **Drag Word Module 1 folder into my Google Drive "Drag Folders Here" folder by Monday, Sept. 9, 11:59pm.**
	11. FYI	☐ -**The Internet of Things (IoT)** – Watch this short video illustrating IoT.	
	12. Blog & email	☐ -Check class blog several times a week. Ask questions, read answers/comments on the blog. ☐ -Check personal email several times a week.	