CIS 100 Week 2 Part 2 Checklist

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

Date	Topics	✓	Assignments	Due Dates
	1. <u>Use weekly</u> <u>checklist</u>		-Use assignment checklist to keep track of your completed assignments. -Follow checklist in order written.	□ Reminder: SAM Real Exam for
Week 2, Part 2 Thursday, Sept. 5.	2. Backup your work		-Use USB flash drive to backup all files. This means save all folders and files on a USB disk. Or -Backup your files by saving them in your Google	Word Module 1 due by Thursday, Sept. 5, 11:59pm.
1			Cloud or OneDrive or whatever you use for cloud.	
	3. Blog		-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".	
	4. Download module folder		 -Download Word Module 2 folder from the Folders page on my website. -Scroll down the Folders page and click on the CIS 100 link in box 3 to begin download. -The Word Module 2 folder will download into the Downloads folder on your computer. If you are new to downloading, <u>click here</u> to learn about it. 	□ SAM Word
			 -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. -<u>Unzip the downloaded folder</u> and rename it according to my <u>Labeling Folders</u> protocol (<i>CRN# firstname lastname subject</i>). 	Module 2 textbook project due by Monday, Sept. 9, 11:59PM
	Office 2019 textbook		 -Login to SAM to download the project, "Textbook Project for Word Module 2". -Download start file and support file(s) if any. -Save all downloaded files in Word Module 2 folder. 	
Week 2, Part 2 Thursday, Sept. 5.	4. Word Module 2 - Editing & Formatting Documents		-In the SAM project download window, the project instruction file opens the ebook for Word Module 2. - <u>Read</u> and follow page-by-page instructions in Module 2 to complete the project start file. Or Multitask between watching the YouTube videos and	
			using the SAM Start file to complete the project. -Part 1 <u>https://www.youtube.com/watch?v=2oVcblLAU5k</u> -Part 2 <u>https://www.youtube.com/watch?v=wiJEOsuzF5o</u>	
	Cont'd next pg		-Part 3 https://www.youtube.com/watch?v=KsnItWAVL9M	Cont'd next page

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Week 2, Part 2 Thursday, Sept. 5.		 -Save completed file(s) into the Module 2 folder as the SAM expected name. SAM has an expected file name for your project. Look in the SAM upload window for the expected name. If you do not name your file by what SAM expects, SAM will not accept your file for grading. -Upload the completed file(s) into SAM for grading. -Look at the graded report in SAM. -Fix whatever may be wrong. -Resubmit 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 project file(s). 	
	5. SAM Training (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 2 – Read & follow instructions in SAM. To save time, only do 'Apply'. 	☐ SAM Word Module 2 Training due by Monday, Sept. 9,
	6. SAM Project (Required)	-Watch the SAM video for how to do Project assignments -Download SAM project instruction file for Word Module 2. Save in Module 2 folder. -Download start file for SAM project. Save in Module 2 folder. -Use the instruction file to complete the start file.	11:59pm. SAM Module 2 Project due by Monday, Sept. 9,
		 -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. 	11:59pm.
	7. Turn in	 -Projects are required. They are worth 15% of your final grade. -Close all files inside the module folder. Close the folder too 	□ <u>Drag Word</u> <u>Module 2</u> <u>folder into my</u> <u>Google Drive</u> "Drag
	folder 8. FYI	 -Close the folder, too. -Drag your folder to my shared Google Drive. -<u>Internet Archive – Can be helpful for research projects.</u> 	Folders Here" folder by Monday, Sept. 9, 11:59pm.
	9. Blog and email	-Check <u>class blog</u> several times a week. Ask questions, read answers/comments on the blog. -Check personal email several times a week.	¥ 1