



<p>Week 2, Part 2 Thursday, Sept. 5.</p>	<p>5. SAM Training (Required)</p> <p>6. SAM Project (Required)</p> <p>7. Turn in folder</p> <p>8. FYI</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> -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.</li> <li><input type="checkbox"/> -Upload the completed file(s) into SAM for grading.</li> <li><input type="checkbox"/> -Look at the graded report in SAM.</li> <li><input type="checkbox"/> -Fix whatever may be wrong.</li> <li><input type="checkbox"/> -Resubmit in SAM for a better score. You have 5 tries on projects. Only highest score counts. <u>You must read the chapter for the project instructions.</u> Otherwise you won't know what to do with the project file(s).</li> <li><input type="checkbox"/> -<u>Watch the SAM video for how to do Training assignments.</u> I will be able to see your training assignment in SAM. You will not send me anything.</li> <li><input type="checkbox"/> -SAM Training Word Module 2 – Read &amp; follow instructions in SAM. To save time, only do 'Apply'.</li> <li><input type="checkbox"/> -<u>Watch the SAM video for how to do Project assignments</u></li> <li><input type="checkbox"/> -Download SAM project instruction file for Word Module 2. Save in Module 2 folder.</li> <li><input type="checkbox"/> -Download start file for SAM project. Save in Module 2 folder.</li> <li><input type="checkbox"/> -Use the instruction file to complete the start file.</li> <li><input type="checkbox"/> -When finished, upload start file back into SAM for grading.</li> <li><input type="checkbox"/> -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.</li> <li><input type="checkbox"/> -Projects are required. They are worth 15% of your final grade.</li> <li><input type="checkbox"/> -Close all files inside the module folder.</li> <li><input type="checkbox"/> -Close the folder, too.</li> <li><input type="checkbox"/> -Drag your folder to my shared Google Drive.</li> <li><input type="checkbox"/> -<u>Internet Archive – Can be helpful for research projects.</u></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> SAM Word Module 2 Training due by Monday, Sept. 9, 11:59pm.</li> <li><input type="checkbox"/> SAM Module 2 Project due by Monday, Sept. 9, 11:59pm.</li> <li><input type="checkbox"/> <u>Drag Word Module 2 folder into my Google Drive "Drag Folders Here" folder by Monday, Sept. 9, 11:59pm.</u></li> </ul>
	<p>9. Blog and email</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> -Check <u>class blog</u> several times a week. Ask questions, read answers/comments on the blog.</li> <li><input type="checkbox"/> -Check personal email several times a week.</li> </ul>	