

CIS 111 Week 1 PART 1 Assignment Checklist

 Excel, Access, HTML
  Discovering Computers, important info
  SAM exams, quizzes
  Hyperlinks
  Due dates

Instructions for the first few weeks are long so they are divided into Part 1 and Part 2.
 As the semester progresses, instructions become shorter.

Date	Topics	✓	Assignments	Due Dates
Week 1 Part 1 begins Monday, August 24	1. Orientation	☐	-Watch the orientation BEFORE attempting to begin CIS 111.	All Week 1 Part 1 tasks must be completed by Thursday, August 27, 11:59pm.
	2. Syllabus	☐	-Read Syllabus – Syllabus is sent as attachment in the Welcome email to your personal email address. It is also on Watson's Website.	
	3. Syllabus quiz	☐	-Complete the Syllabus Quiz. Link for the quiz will be sent to your personal email address.	
	4. Watson's Website	☐	-Get to know Watson's Website . Click on all links that pertain to your class. Watson's Website is used instead of Canvas.	
	5. Prepare your home computer	☐ ☐ ☐ ☐	Use these links to make sure your home or office computer is prepared for this class: - SAM System Requirements - Monitor Resolution - SAM System Check - Setting Up Your Browser <u>Golden Rule for Browsing: If something doesn't work when you are online, try another browser.</u>	
Week 1 Part 1 begins Monday, August 24	6. Check in by email	☐ ☐ ☐	-If you haven't emailed me to check in for class, please do so now. -Email me from your personal email address to maryann.watson.cis111@gmail.com with the subject line, "Checking in for class". -Don't forget to sign the email with your OCC registered name AND the CRN# of your class.	All Week 1 Part 1 tasks must be completed by Thursday, August 27, 11:59pm.
	7. Join Blog	☐ ☐ ☐ ☐ ☐ ☐	-Watch Blogger Basics on YouTube. -Check your personal email inbox for a blog invitation. Check spam/trash if you don't see the invitation in your Inbox. -Follow instructions in the blog invitation to join the blog, where you can ask questions and get answers. - <u>Use maximized windows</u> to enable seeing all instructions. -Please DO NOT email me class questions. Put your questions and commentary on the blog. -I will comment back on the blog with answers to your questions and other students will be able to get answers as well. -Only email me about personal things that should not be on a class blog page.	
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Week 1 Part 1 begins Monday, August 24	14. Unzip & label HTML folder	☐ -Unzip the downloaded folder and rename it according to my Labeling Folders protocol (<i>CRN# firstname lastname subject</i>). NOTE: Mac computers unzip automatically when you download folders. ☐ -NOTE: Windows computers do not automatically unzip downloaded folders. ☐ -Use this link to learn how to unzip the HTML folder. ☐ - After unzipping the downloaded folder, rename the folder with your CRN# <i>firstname lastname subject</i> where CRN# is the section # of your class, <i>firstname lastname</i> are your real first name and real last name, and <i>subject</i> is the subject of the downloaded folder. ☐ -Watch “Labeling Folders” to learn how to label folders. ☐ -Delete the downloaded, zipped folder. You won’t need it anymore. ☐ -You will turn in your HTML folder in Week 1 Part 2. ☐ -Proceed to Week 1 Part 2 checklist.	All Week 1 Part 1 tasks must be completed by Thursday, August 27, 11:59pm.
Week 1 Part 1 begins Monday, August 24	16. Blog & email	☐ -Check the blog several times per week. Login with your personal email address and password. ☐ -Check personal email several times per week. ☐ -NOTE: Do not create a new blog. Join the class blog to post your questions and comments.	