

CIS 111 Week 2 Part 1 Assignment Checklist

■ Office 2019 text
 ■ SAM Assignments & important info
 ■ Hyperlinks
 ■ Due dates
 ■ Other info

Date	Topics	✓	Assignments	Due Dates
Week 2 Part 1 begins Monday, August 31	1. Use weekly checklist	☐	-Use checklist to keep track of your completed assignments.	☐ All tasks from Week 1 should be finished by Monday, August 31. ☐ Reminder: Drag HTML folder into my Google Drive HTML video lessons 1, 2, 3 due by Monday, August 31, 11:59pm.
	2. USB drive	☐	-Save all work on USB as backup.	
	3. Complete Week 1 assignments	☐	-If you haven't completed reading and doing the tasks for Week 1 assignments, DO IT NOW. You must complete Week 1 tasks before proceeding in this class.	
	4. HTML folder	☐	-If you did not download the HTML folder from Watson's Website "Folders" page, do it now. (See instructions in Week 1 schedule.)	
		☐	-Save the HTML folder on your USB disk. Unzip the downloaded folder and rename it according to my Labeling Procedure .	
		☐	-Delete the HTML zip file. You won't need it any longer.	
	6. Use shared Google Drive	☐	- How to use "shared with me" on Google Drive – This video shows you how to use a folder that has been shared with you on Google Drive. Shared folder link was sent to your personal email in Week 1.	
		☐	-Use the link to my shared folder "Drag Folders Here" to drag your HTML and HTML Exam folders. This is how you turn in folders.	
	7. HTML video lessons 1-3	☐	-Video lessons 1-3 were assigned in Week 1. If you haven't completed HTML video lessons 1-3, finish now.	
		☐	-I will not grade your work if your folders are not labeled according to my labeling format .	
Week 2 Part 1 begins Monday, August 31	8. HTML video lessons 4-6	☐	-Use same procedure as in Week 1 for completing HTML episodes 4, 5, & 6 listed in the handout " HTML Demos " (in the HTML folder). As you watch the video lessons, read and follow the narrator's instructions. Pause when it tells you to pause. Save when it tells you to save. Follow the instructions to watch, listen, and 'try'. Save the files you create into your HTML folder. NOTE: The videos are old but they are still very good for learning about basic HTML.	Cont'd next page...
		☐	-See " What should be in HTML " file in HTML folder for what should be in your folder when finished viewing the HTML online episodes 1 – 6. NOTE: There are 8 episodes listed in the "HTML Demos" file, but we only do 6 for this class.	
	Cont'd. next page...	☐	-Save all HTML video lesson files in the HTML folder.	

Week 2 Part 1 begins Monday, August 31	9. Turn in folder	☐ ☐ ☐	-Click this link to learn how to turn in your folder on Google Drive. -A link to my shared Google Drive folder will be sent to your personal email address in the first week of class. I will also post the link on the class blog. -Use the link and drag your HTML folder into my shared Google Drive “Drag Folders Here” folder. This is how I collect your work and how I take roll.	☐ Drag HTML folder into my Google Drive. HTML video lessons 4, 5, 6 due by Thursday, Sept. 3, 11:59pm.
	10. Blog & Email	☐ ☐	-Check Blog several times a week. -Check personal email several times a week.	