

CIS 111 Week 2 Part 2 Assignment Checklist

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

Date	Topics	✓	Assignments	Due Dates
Week 2 Part 2 begins Thursday, Sept. 3	1. Use weekly checklists	☐	-Do not attempt the HTML Exam until you have completed the HTML Video Lessons 1-6 and turned in your completed HTML lessons in your HTML folder. Warning: DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT THE EXAM. Murphy's Law: What can go wrong, will go wrong. When you wait until the last minute, too many things can go wrong. Always plan on finishing assignments AT LEAST ONE DAY AHEAD OF DUE DATE.	
	2. HTML Exam	☐ ☐ ☐ ☐ ☐	-Download HTML Exam folder. - Unzip the folder and label it according to my labeling protocol . -Use the "HTML Exam Instructions.pdf" file in the folder to follow the steps for the exam. -Save all exam files in HTML Exam folder. -Use the "For Fun - Helpful 'How To' Tags.pdf" file to enhance your exam.	
Week 2 Part 2 begins Thursday, Sept. 3	3. Turn in HTML Exam folder	☐ ☐ ☐	-Click this link to learn how to turn in your folder on Google Drive . -Use the link to my shared Google Drive folder I sent to your personal email address in the first week of class. -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 Exam folder into my Google Drive by Monday, Sept. 7, 11:59pm.
	4. Purchase Cengage Unlimited	☐ ☐ ☐	- Purchase Cengage Unlimited . -See syllabus, page 3, for text materials information. -Students with financial aid may purchase Cengage Unlimited product code at OCC Bookstore. See syllabus for specific information. -Purchasing from Cengage online is cheaper than purchasing from the OCC Bookstore.	
	5. Blog & Email	☐ ☐	-Check Blog several times a week. -Check personal email several times a week.	