CIS 111 Week 3 Part 2 Assignment Checklist

Office 2019 text | SAM & important info | Hyperlinks | Due dates | Other info

Date	Topics	✓	Assignments	Due Dates
Week 3 Part 2 begins Thursday, Sept. 10.	1. Use weekly checklists	☐	-Check Week 3 Part 1 schedule for what is due at the beginning of Week 3.	☐ SAM account must be created ASAP. You need a SAM account to do the SAM assignments.
	2. SAM Training (required)	☐	-In SAM, click on SAM Training link for Excel Module 1.	☐ SAM training due by Monday, Sept. 14, 11:59pm.
		☐	-Follow instructions in training. You only need to do the 'Apply' part of training to get credit.	
		☐	-If you have difficulty with a training task, use Observe to learn how SAM expects you to do the training task.	
	3. SAM Project (required)	☐	-Download SAM project instruction file for Excel Module 1, New Era Medical. Save in Excel Module 1 folder.	☐ SAM project due by Monday, Sept. 14, 11:59pm.
		☐	-Download start file for SAM project Excel Module 1, New Era Medical. Save in Excel Module 1 folder.	
		☐	-Follow instruction file to complete the New Era Medical.xlsx file. When finished, upload New Era Medical.xlsx into SAM for grading.	
			Or	
		☐	-Multitask between watching a YouTube video and using the SAM Start file to complete the project. New Era Medical.	
		☐	-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.	
		☐	-Projects are required. They are worth 15% of your final grade.	
		☐	-SAM assignments are graded and saved in SAM.	☐ Drag Excel Module 1 folder into shared Google Drive by Monday, Sept. 14, 11:59pm.
		☐	-Project files are downloaded, completed in Excel, saved in the module folder.	
		☐	-Completed project files are uploaded back into SAM for grading.	
		☐	-I will be able to see all SAM assignment grades in SAM, but I want to 'collect' your SAM project files in the module folders.	
		☐	-You will turn in the folders once a week.	
	4. Turn in folder	☐	-Close all files inside the module folder.	
		☐	-Close the folder, too.	
		☐	-Drag your folder to my shared Google Drive.	
		☐	-Turning in something is better than turning in nothing.	
Week 3 Part 2 begins Thursday, Sept. 10.	5. Discovering Computers Chapter 1	☐	-Read Chapter 1 in the Discovering Computers ebook: "Today's Technologies: Computers, Devices, Web". Ebook is in SAM.	☐ DC Chapter 1 reading should be completed before doing the Chapter 1 Quiz.
	6. Discovering Computers Quiz	☐	-Complete the quiz for DC Chapter 1, "Today's Technologies: Computers, Devices, Web".	☐ DC Ch 1 reading & QUIZ due by Week 4, Monday, Sept. 14, 11:59pm.
		☐	-Make sure you have read Chapter 1 before taking the quiz. - You only get one try on quizzes.	
7. Blog & Email		☐	-Check Blog & personal email several times a week.	