CIS 111 Week 1 PART 2 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 2 begins Thursday, August 29.	**How to Use Weekly checklist** **(Continued from Week 1, Part 1)** **16. HTML video lessons 1-3**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	-If using Adobe Acrobat for this file, "Enable Editing" to select what you have completed, right click and click on Highlight Text to indicate you are finished with that item. -If using Word for this file, click on checkbox to indicate completed items. -If neither of the above works, print out the checklists to check off completed items. -Use the checklists EVERY WEEK to keep track of your completed assignments. -In the (unzipped) HTML folder, open the handout, "**HTML Demos**". Read and follow what it says to do. You will need speakers or a headset to hear audio for the online video lessons. The lessons are 'learn by doing', so you will multitask between watching the videos and doing the lessons in Notepad. -Mac users should use TextEdit because you don't have Notepad. -Watch Video Episodes 1 - 3. As you watch the video lessons, read and follow what the narrator tells you to do. Pause when it tells you to pause. Save when it tells you to save. Follow instructions to watch, listen, and 'try'. Save the files you create into your HTML folder. Your assignment this week is to complete Episodes 1-3. -See "**What should be in HTML**" file in HTML folder for what should be in your folder when <u>finished</u> viewing the HTML online episodes 1 – 6. However, this week only episodes 1-3 are required. -NOTE: There are 8 episodes listed in the "HTML Demos" file (inside HTML folder), but this week you will only do 3. More episodes are scheduled in Week 2.	**All Week 1, Part 1 tasks must be completed by Thursday, August 29, 11:59pm.** ☐ **HTML video lessons 1-3 are due by Tuesday, Sept. 3, 11:59pm.**
	17. Turn in folder **Cont'd next page…**	☐ ☐ ☐ ☐	-Save all HTML video lesson files in the HTML 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 the HTML folder into shared Google Drive by Tuesday, Sept. 3, 11:59pm.**

Week 1, part 2 Thursday, August 29.	18. USB device	☐	-Backup your HTML folder by copying and pasting it on a USB disk.	All Week 1 Part 1 and Part 2 tasks must be completed by Week 2, Tuesday, Sept. 3, 11:59pm.
	19. Office hours	☐ ☐ ☐	-Office hours will be in zoom. -Zoom link for office hours will be posted in Blog and sent to your personal email address. -Office hours are listed on Watson's Website and in the class syllabus.	
	20. Zoom	☐ ☐	- Zoom recording links may be posted on the class blog to assist with the assignments. -Zoom recordings will not be required to watch, but they may help you proceed through the lessons. NOTE: Weekly schedules will 'grow' shorter as the weeks go by.	
NEXT: WEEK 2 PART 1				