### CIS 111 Week 2 Part 2 Assignment Checklist

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

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 2 Part 2 begins**  **Thursday, Sept. 5.** | **\*\*\*** [**Use weekly checklists**](https://youtu.be/thDtf0ajU2s)  **10. HTML Exam**  **11. Turn in HTML Exam folder** |  | **-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.**  **-Download** [**HTML Exam**](https://watsonswebsite.com/Assignments_Handouts_Lectures/CIS%20111%20Handouts/HTML%20Exam.zip) **folder.**  **- Unzip the folder and label it according to my** [**labeling protocol**](https://www.youtube.com/watch?v=CP8aWhL1PRk)**.**  **-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.**  **-I will send server login information to your personal email. Please be patient. IT has to send me this info and they may not respond quickly.**  **-Use the “uploading\_webpages.pdf” instructions to upload your exam files to a server.**  **-Click this link to learn** [**how to turn in your folder on Google Drive.**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf)  **-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**.](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **HTML video lessons 4, 5, 6 due by Thursday, Sept. 5.**  **HTML Exam folder is due by Tuesday,**  **Sept. 10, 11:59pm.**  [**Drag HTML Exam folder into my Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **by Tuesday, Sept. 10, 11:59pm.** |
|  | **12. Blog & Email** |  | **-Check** [**Blog**](http://www.blogger.com/) **several times a week.**  **-Check personal email several times a week.** |  |