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. 5.	***** 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.**	☐ **Drag HTML folder into my Google Drive.** HTML video lessons 4, 5, 6 due by Thursday, Sept. 5.
	10. 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.** **-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.**	☐ **HTML Exam folder is due by Tuesday, Sept. 10, 11:59pm.**
	11. Turn in HTML Exam 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 Exam folder into my Google Drive** by Tuesday, Sept. 10, 11:59pm.
	12. Blog & Email	☐ ☐	**-Check Blog several times a week.** **-Check personal email several times a week.**	