🟩 Office 2019 text	🟥 SAM & important info	🟦 Hyperlinks	🟪 Due dates	⬛ Other info

Date	Topics	✔	Assignments	Due Dates
Week 3 Part 1 begins Monday, Sept. 9.	**1. Use weekly checklists**	☐	-Check Week 2 schedules for what is due at the beginning of Week 3.	
	2. Reminders	☐	-Use checklists to keep track of your completed assignments.	**☐ Reminder: Drag HTML Exam folder into shared Google Drive by Tuesday, Sept. 10, 11:59pm.**
		☐	-HTML folder with lessons 1-6 – If you haven't turned the HTML folder in, do so ASAP.	
		☐	-HTML Exam due this week on Tuesday, Sept. 10.	
		☐	-If you don't know what was assigned for HTML, see Week 1 & 2 for HTML assignment instructions.	
	3. Purchase Cengage Unlimited	☐	-If you purchase Cengage Unlimited at the OCC Bookstore, you will receive an email from the bookstore with the 18-digit product code and instructions.	
		☐	-If you purchase direct from Cengage, you will receive an email from Cengage with the 18-digit product code and instructions.	
		☐	-If you have trouble finding the 18-digit product code, call Cengage Support for help. 800-354-9706	
	4. SAM	☐	-If you haven't purchased Cengage Unlimited yet, you may still create a SAM account for a 14-day grace period to do this week's assignments.	**☐ SAM account must be created by Monday, Sept. 9. You need a SAM account this week to access the ebooks and do the SAM assignments.**
	SAM institution key: T2025199	☐	-When creating SAM account, you will be asked for the Institution Key: T2025199	
		☐	-Use your personal email address for SAM.	
		☐	-After you join your section in SAM, you will see the assignments.	
		☐	-When using the grace period, SAM will keep reminding you how many days you have left. SAM will also have a button you may use for purchasing Cengage Unlimited during the grace period.	
		☐	-If grace period expires, SAM blocks your assignment grades until you pay for Cengage Unlimited.	
	5. Watch SAM videos		Watch videos to learn how to do SAM assignments:	**☐ Watch SAM videos to learn how to do SAM assignments.**
		☐	-Watch video for how to do SAM Training assignments	
		☐	-Watch video for how to do SAM Project assignments	
		☐	-Watch video for how to do SAM Exam assignments	
		☐	-If you created your SAM account early, the grace period may soon expire. Purchase Cengage Unlimited asap.	
		☐	-If you have trouble seeing any of the screens in SAM, you should check the SAM System Requirements again. If you continue to have trouble, contact SAM Tech Support.	**Cont'd next page…**

Week 3 Part 1 begins Monday, Sept. 9.	6. Download folder	☐	-Use the Folders page link on Watson's Website; then click on the CIS 111 link to display folders for downloading.	
		☐ ☐	-Download Module 1 Excel folder from Watson's Website. -Unzip the downloaded folder and label it with *'CRN# firstname lastname Module 1'*.	
		☐	-Delete the zipped folder. You won't need it any longer.	
	7. Using ebooks in SAM	☐	-Accessing the ebook readings in SAM	
	8. Module 1 in Excel textbook: Creating Worksheet & Chart (required)	☐	-Login to SAM to download Module 1 textbook project Start File for Module 1 into Excel Module 1 folder.	☐ **Excel Module 1 textbook assignment due Thursday, Sept. 12, 11:59pm.**
		☐	-Use the SAM downloaded start file to complete the steps you read in Module 1 chapter in the ebook.	
		☐	-Instructions in book will tell you to save the file as "Frangold Real Estate Budget.xlsx".	
		☐	-You must read the chapter to complete the steps for "Frangold…". OR	
		☐	-Multitask between watching the YouTube video and using the SAM Start file to complete the project. https://www.youtube.com/watch?v=gYOcGCzoUWs	
		☐	-Save Frangold Real Estate Budget.xlsx in Excel Module 1 folder.	
		☐	-Upload completed "Frangold…" project in SAM for grading.	
		☐	-Look at the "Frangold…" graded report in SAM. NOTE: The video was recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM.	
		☐	-Fix whatever may be wrong and resubmit in SAM for better score.	
		☐	-You have 5 tries on projects. Only highest score counts.	
		☐	-You must read the chapter for instructions or follow the YouTube instructional video. Otherwise you won't know what to do with the "Frangold…." Start file.	
	11. Turn in folder	☐	-SAM assignments are graded and saved in SAM.	☐ **Drag Excel Module 1 folder into shared Google Drive by Thursday, Sept. 12, 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.	
		☐	-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.	
	Blog & email	☐	-Check Blog several times a week.	
		☐	-Check personal email several times a week.	