### CIS 111 Week 3 Part 2 Assignment Checklist

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

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 3 Part 2 begins Thursday,**  **Sept. 12.** | **\*\*\***[**Use weekly checklists**](https://youtu.be/thDtf0ajU2s)  **9. SAM Training**  **(required)**  **10. SAM Project (required)**  **11. Turn in folder**  **12. Discovering Computers Chapter 1**  **13. Discovering Computers Quiz**  **14. Blog & email** |  | **-Check Week 3 Part 1 schedule for what is due at the beginning of Week 3.**  **-In SAM, click on SAM Training link for Excel Module 1.**  **-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.**  **-Download SAM project instruction file for Excel Module 1, New Era Medical. Save in Excel Module 1 folder.**  **-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.**  **-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.**  **-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.**  **-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.**  **-Read Chapter 1 in the Discovering Computers ebook: “Today’s Technologies: Computers, Devices, Web”. Ebook is in SAM.**  **-Complete the quiz for DC Chapter 1, “Today’s Technologies: Computers, Devices, Web”.**  **-Make sure you have read Chapter 1 before taking the quiz. -You only get one try on quizzes.**  **-Check** [**Blog**](http://www.blogger.com/) **several times a week.**  **-Check personal email several times a week.** | **SAM account must be created by Monday, Sept. 9. You need a SAM account this week to do the SAM assignments.**  **SAM training due by Tuesday, Sept. 17, 11:59pm.**  **SAM project due by Tuesday, Sept. 17, 11:59pm.**  [**Drag Excel Module 1 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **by Tuesday,**  **Sept. 17, 11:59pm.**  **DC Chapter 1 reading should be completed before doing the Chapter 1 Quiz.**  **DC Ch 1 reading & QUIZ due by Week 4, Tuesday,**  **Sept. 17, 11:59pm.** |