

**CIS 111 Week 3 Part 2 Assignment Checklist**

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

Date	Topics	✓	Assignments	Due Dates
Week 3 Part 2 begins Thursday, Sept. 12.	<b>***Use  <a href="#">weekly                      checklists</a></b>	<input type="checkbox"/>	-Check Week 3 Part 1 schedule for what is due at the beginning of Week 3.	<input type="checkbox"/> SAM account must be created by <u>Monday, Sept. 9</u> . You need a SAM account this week to do the SAM assignments.  <input type="checkbox"/> SAM training due by Tuesday, Sept. 17, 11:59pm.  <input type="checkbox"/> SAM project due by Tuesday, Sept. 17, 11:59pm.  <input type="checkbox"/> <a href="#">Drag Excel Module 1 folder into shared Google Drive</a> by Tuesday, Sept. 17, 11:59pm.  <input type="checkbox"/> DC Chapter 1 reading should be completed before doing the Chapter 1 Quiz.  <input type="checkbox"/> DC Ch 1 reading & QUIZ due by Week 4, Tuesday, Sept. 17, 11:59pm.
	<b>9. SAM Training (required)</b>	<input type="checkbox"/>	-In SAM, click on SAM Training link for Excel Module 1.	
	<input type="checkbox"/>	-Follow instructions in training. You only need to do the 'Apply' part of training to get credit.		
	<input type="checkbox"/>	-If you have difficulty with a training task, use Observe to learn how SAM expects you to do the training task.		
	<input type="checkbox"/>	-Download SAM project instruction file for Excel Module 1, New Era Medical. <u>Save in Excel Module 1 folder.</u>		
	<input type="checkbox"/>	-Download start file for SAM project Excel Module 1, New Era Medical. <u>Save in Excel Module 1 folder.</u>		
	<input type="checkbox"/>	-Follow instruction file to complete the New Era Medical.xlsx file. When finished, upload New Era Medical.xlsx into SAM for grading.		
	<input type="checkbox"/>	-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.		
	<input type="checkbox"/>	-Projects are required. They are worth 15% of your final grade.		
	<input type="checkbox"/>	-SAM assignments are graded and saved in SAM.		
	<input type="checkbox"/>	-Project files are downloaded, completed in Excel, saved in the module folder.		
	<input type="checkbox"/>	-Completed project files are uploaded back into SAM for grading.		
	<input type="checkbox"/>	-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.		
	<input type="checkbox"/>	-You will turn in the folders once a week.		
	<b>11. Turn in folder</b>	<input type="checkbox"/>	-Close all files inside the module folder.	
	<input type="checkbox"/>	-Close the folder, too.		
	<input type="checkbox"/>	-Drag your folder to my shared Google Drive.		
	<input type="checkbox"/>	-Turning in something is better than turning in nothing.		
	<b>12. Discovering Computers Chapter 1</b>	<input type="checkbox"/>	-Read Chapter 1 in the Discovering Computers ebook: "Today's Technologies: Computers, Devices, Web". Ebook is in SAM.	
	<b>13. Discovering Computers Quiz</b>	<input type="checkbox"/>	-Complete the quiz for DC Chapter 1, "Today's Technologies: Computers, Devices, Web".	
<input type="checkbox"/>	-Make sure you have read Chapter 1 before taking the quiz. - You only get one try on quizzes.			
<b>14. Blog &amp; email</b>	<input type="checkbox"/>	-Check <a href="#">Blog</a> several times a week.		
<input type="checkbox"/>	-Check personal email several times a week.			