### CIS 111 Week 1 PART 1 Assignment Checklist

**Excel, Access, HTML Discovering Computers, important info SAM exams, quizzes Hyperlinks Due dates**

**Instructions may seem long. That’s why they are divided into Part 1 and Part 2.**

**As the course progresses, instructions become shorter.**

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 1 Part 1 begins Monday, April 7.**  **Week 1 Part 1 begins Monday, April 7.**  **Week 1 Part 1 begins Monday, April 7.** | **1.** [**How to Use Weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. Orientation**  **3. Syllabus Quiz (required)**  **4. Check in by email**  **5. Join Blog**  **6. What are ‘Folders’ for?**  **7. Download HTML folder, unzip, and label**  **8. Unzip & label HTML folder**  **9. How to label your folders**  **10. HTML video**  **lessons 1-3**  **11. Turn in folder** | ☐ | **-Checklists are on my website.**  **-Print out the checklist to check off completed items.**  **-Use the checklists EVERY WEEK to keep track of your completed assignments.**  **-Watch the** [**orientation**](https://watsonswebsite.com/Orientation/orientations.html) **BEFORE attempting to begin CIS 111.**  **-Read Syllabus – It was sent as attachment in the Welcome email to your personal email address. It is also on Watson’s Website.**  **-Complete the Syllabus Quiz. (It’s a Google form.) The link was sent to your personal email address. (Check spam/trash if you don’t see it.)**  **-If you haven’t emailed me to check in for class, please do so now.**  **-Email me from your personal email address to maryann.watson.cis111@gmail.com with the subject line, “Checking in for class”.**  **-Don’t forget to sign the email with your OCC registered name AND the CRN of your class.**  **-Watch** [**Blogger Basics**](https://youtu.be/kWsmybqbYa4) **on YouTube.**  **-Check your personal email inbox for a blog invitation. Check spam/trash if you don’t see the invitation in your Inbox.**  **-Follow instructions in the blog invitation to join the blog, where you can ask questions and get answers.**  **-Use maximized windows to enable seeing all instructions.**  **-Please DO NOT email me class questions. Put your questions and commentary on the blog.**  **-I will comment back on the blog with answers to your questions and other students will be able to get answers as well.**  **-Only email me about personal things that should not be on a class blog page.**  -[**Click here to learn about the folder procedure.**](https://www.youtube.com/watch?v=zyMF5YE74xg)    **-On the** [**Folders page**](https://watsonswebsite.com/folders/folders.html) **on my website, scroll down to click on the CIS 111 link in box 3. This will display the page with folder links you will use throughout the course.**  **-Click on the HTML folder to download it. If you are working on your home or office computer, move it from the Downloads folder by** [**copying and pasting**](https://www.youtube.com/watch?v=YsvGbBizeJA) **to your USB disk or to your Documents folder on the C: drive.**  **-**[**Unzip the downloaded folder**](https://www.youtube.com/watch?app=desktop&v=5Wm4PwF8DqY) **and rename it according to my** [**Labeling Folders**](https://www.youtube.com/watch?v=2cFSQO4gj38) **protocol (*CRN firstname lastname subject*).**  **-NOTE: Mac computers will probably unzip automatically when you download folders.**  -[**Use this link to learn how to unzip**](https://www.youtube.com/watch?v=5Wm4PwF8DqY) **the HTML folder.**  **-NOTE: Mac computers will probably unzip automatically when you download folders.**  **-NOTE: Windows computers do not automatically unzip downloaded folders.**  **- After unzipping the downloaded folder, rename the folder with your CRN *firstname lastname subject* where CRN is the section number of your class, *firstname lastname* are your real first name and real last name, and *subject* is the subject of the downloaded folder.**  **-Watch “**[**Labeling Folders**](https://www.youtube.com/watch?v=CP8aWhL1PRk)**” to learn how to label folders.**  **-Delete the downloaded, zipped folder. You won’t need it anymore.**  **-You will turn in your HTML folder in Week 1 Part 2.**  **-Proceed to Week 1 Part 2 checklist.**  **-In the (unzipped) HTML folder, open the handout, “**[**HTML Demos**](https://watsonswebsite.com/Assignments_Handouts_Lectures/CIS%20111%20Handouts/HTML%20Demos.pdf)**”. Read and follow what it says to do. You will need speakers or a headset to hear audio for the online video lessons. The lessons are ‘learn by doing’, so you will multitask between watching the videos and doing the lessons in Notepad.**  **-Mac users should use TextEdit because Mac’s do not have Notepad.**  **-Watch Video Episodes 1 - 3. As you watch the video lessons, read and follow what the narrator tells you to do. Pause when it tells you to pause. Save when it tells you to save. Follow instructions to watch, listen, and ‘try’. Save the files you create into your HTML folder. Your assignment this week is to complete Episodes 1-3.**  **-See “**[**What should be in HTML**](https://watsonswebsite.com/Assignments_Handouts_Lectures/CIS%20111%20Handouts/What%20should%20be%20in%20HTML%20folder.pdf)**” file in HTML folder for what should be in your folder when finished viewing the HTML online episodes 1 – 6. However, this week only episodes 1-3 are required.**  **-NOTE: There are 8 episodes listed in the “HTML Demos” file (inside HTML folder), but this week you will only do 3. More episodes are scheduled in the next checklist.**  **-Save all HTML video lesson files in the HTML folder.**  **-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.** | **All Week 1 Part 1 tasks must be completed by Thursday, April 10, 11:59pm.**  **All Week 1 Part 1 tasks must be completed by Thursday, April 10, 11:59pm.**  **Cont’d next page…**  **All Week 1 Part 1 tasks must be completed by Thursday, April 10, 11:59pm.**  **All Week 1 Part 1 HTML lessons must be completed and turned in by Thursday, April 10, 11:59pm.** |
| **Week 1 Part 1 begins Monday, April 7.** | **12.** [**Blog**](http://www.blogger.com/) **& email** |  | **-Check the blog several times per week. Login with your personal email address and password.**  **-Check personal email several times per week.**  **-NOTE: Do not create a new blog. Join the class blog to post your questions and comments.** |  |