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.

Date	Topics	√	Assignments	Due Dates
	1. <u>How to Use</u> <u>Weekly</u> <u>checklist</u>		-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.	
Week 1 Part 1	2. Orientation		-Watch the orientation BEFORE attempting to begin CIS 111.	All Week 1 Part 1 tasks
begins Monday, April 7.	3. Syllabus Quiz (required)		 -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.) 	must be completed by Thursday, April 10, 11:59pm.
	4. Check in by email		 -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. 	
Week 1 Part 1 begins Monday, April 7.	5. Join Blog 6. What are 'Folders' for? 7. Download HTML folder, unzip, and label		 -Watch <u>Blogger Basics</u> 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. -<u>Use maximized windows</u> 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. 	All Week 1 Part 1 tasks must be completed by Thursday, April 10, 11:59pm.
			 -On the Folders page 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 to your USB disk or to your Documents folder on the C: drive. -<u>Unzip the downloaded folder</u> and rename it according to my 	Cont'd next page

	8. Unzip & label	Labeling Folders protocol (CRN firstname lastname subject).	
	HTML folder	-NOTE: Mac computers will probably unzip automatically	
		when you download folders. - <u>Use this link to learn how to unzip</u> the HTML folder.	
Week 1		-NOTE: Mac computers will probably unzip automatically	All Week 1 Part 1 tasks
Part 1		when you download folders.	must be
begins		-NOTE: Windows computers do not automatically unzip	completed
Monday,		downloaded folders.	by
April 7.		- After unzipping the downloaded folder, rename the folder	, Thursday,
	9. How to label	with your CRN firstname lastname subject where CRN is the	April 10,
	your folders	section number of your class, <i>firstname lastname</i> are your real first name and real last name, and <i>subject</i> is the subject of the	11:59pm.
		downloaded folder.	
		-Watch "Labeling Folders" 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, " <u>HTML</u>	
		<u>Demos</u> ". Read and follow what it says to do. You will need speakers or a headset to hear audio for the online video	All Week 1
	10. HTML video	lessons. The lessons are 'learn by doing', so you will multitask	Part 1
	lessons 1-3	between watching the videos and doing the lessons in	HTML
		Notepad.	lessons
		-Mac users should use TextEdit because Mac's do not have	must be
		Notepad.	completed
		-Watch Video Episodes 1 - 3. As you watch the video lessons, read and follow what the narrator tells you to do. Pause when	and turned
		it tells you to pause. Save when it tells you to save. Follow	in by Thursday,
		instructions to watch, listen, and 'try'. Save the files you	April 10,
		create into your HTML folder. Your assignment this week is to	11:59pm.
		complete Episodes 1-3.	
		-See " <u>What should be in HTML</u> " file in HTML folder for what should be in your folder when <u>finished</u> 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 <u>how to turn in your folder on Google</u>	
	11. Turn in	Drive. -A link to my shared Google Drive folder will be sent to your	
	folder	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.	