### CIS 111 Week 1 PART 2 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 2 begins Thursday, April 10.**  **Week 1 Part 2 begins Thursday, April 10**  **Week 1 Part 2 begins Thursday, April 10** | **1.** [**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. Complete Week 1 assignments**  **3. USB drive**  **4. HTML folder**  **5. Use shared Google Drive**  **6. HTML video lessons 1-3**  **7. HTML video**  **lessons 4-6**  **8. HTML Exam**  **9. Turn in HTML Exam folder**  **10. Office Hours** |  | **-Print out the checklist to check off completed tasks.**  **-Or save the checklists to your computer**  **-Use the checklist EVERY WEEK to keep track of your completed tasks.**  **-In Week 1 Part 1 checklist, you were told you to go to the** [**Folders page**](https://watsonswebsite.com/folders/folders.html) **on my website, scroll down to click on the CIS 111 link in box 3, and 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 a USB disk or to your Documents folder on the C: drive.**  **-Some students make a CIS 111 folder to keep all folders and files for this class.**  **-If you did not download the HTML folder from Watson’s Website “Folders” page, do it now. (See instructions in Week 1 schedule.)**  **-Save the HTML folder on your USB disk.** [**Unzip the downloaded folder**](https://www.youtube.com/watch?v=5Wm4PwF8DqY) **and rename it according to my** [**Labeling Procedure**](https://www.youtube.com/watch?v=CP8aWhL1PRk)**.**  **-Delete the HTML zip file. You won’t need it any longer.**  **-**[**How to use "shared with me" on Google Drive**](https://www.youtube.com/watch?v=ENnCIZn9fXw) **– This video shows you how to use a folder that has been shared with you on Google Drive. Shared folder link was sent to your personal email in Week 1.**  **-Use the link to my shared folder “Drag Folders Here” to drag your HTML and HTML Exam folders. This is how you turn in folders.**  **-Video lessons 1-3 were assigned in Week 1. If you haven’t completed HTML video lessons 1-3, finish now.**  **-I will not grade your work if your folders are not labeled according to my** [**labeling format**](https://www.youtube.com/watch?v=2cFSQO4gj38)**.**  **-Use same procedure as in Week 1 for completing HTML episodes 4, 5, & 6 listed in the handout “**[**HTML Demos**](https://watsonswebsite.com/Assignments_Handouts_Lectures/CIS%20111%20Handouts/HTML%20Demos.pdf)**” (in the HTML folder). As you watch the video lessons, read and follow the narrator’s instructions. Pause when it tells you to pause. Save when it tells you to save. Follow the instructions to watch, listen, and ‘try’. Save the files you create into your HTML folder.**  **-NOTE: The videos are old but they are still very good for learning about basic HTML.**  **-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.**  **NOTE: There are 8 episodes listed in the “HTML Demos” file, but we only do 6 for this class.**  **-Save all HTML video lesson files in the HTML folder.**  **-Caveat: Do not attempt the HTML Exam until you have completed the HTML Video Lessons 1-6 and turned in your completed HTML lessons in your HTML folder.**  **-Caveat: DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT THE EXAM. Murphy’s Law: What can go wrong, will go wrong.**  **-When you wait until the last minute, too many things can go wrong. Always plan on finishing assignments AT LEAST ONE DAY AHEAD OF DUE DATE.**  **-Download** [**HTML Exam**](https://watsonswebsite.com/Assignments_Handouts_Lectures/CIS%20111%20Handouts/HTML%20Exam.zip) **folder.**  **- Unzip the folder and label it according to my** [**labeling protocol**](https://www.youtube.com/watch?v=CP8aWhL1PRk)**.**  **-Use the “HTML Exam Instructions.pdf” file in the folder to follow the steps for the exam.**  **-Save all exam files in HTML Exam folder.**  **-Use the “For Fun - Helpful 'How To' Tags.pdf” file to enhance your exam.**  **-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.**  **-Office hours will be in zoom.**  **-Zoom link for office hours will be posted on the Blog and sent to your personal email address.**  **-Office hours are listed on Watson’s Website and in the class syllabus.**  **-I can also meet by appointment in zoom.** | **All Week 1, Part 1 tasks must be completed before proceeding to this checklist.**  **HTML video lessons 1-3 are due** **by Monday, April 14, by midnight.**  [**Drag the HTML folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **by Monday, April 14 by midnight.**  **HTML Exam due is due by Monday,**  **April 14, midnight.**  **HTML Exam folder due by Mon.,**  **April 14, midnight.** |
| **Week 1 Part 2** | **11.** [**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.** |  |