### CIS 111 Week 2 Part 1 Assignment Checklist

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

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| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 2 Part 1 begins**  **Monday, April 14.**  **Week 2 Part 1 begins**  **Monday, April 14.**  **Week 2 Part 1 begins**  **Monday, April 14.**  **Week 2 Part 1 begins**  **Monday, April 14.**  **Week 2 Part 1 begins**  **Monday, April 14.** | **1.** [**Use weekly checklists**](https://youtu.be/thDtf0ajU2s)  **2. Purchase Cengage Unlimited**  **3. Prepare your home computer**  **4. SAM**  **SAM institution key:**  **T2025199**  **5. Watch SAM videos**  **6. Download folder**  **7. Using ebooks in SAM**  **8. Module 1 in Excel textbook: Creating Worksheet & Chart**  **(required)**  **9. Turn in folder**  **10. Read DC**  **Ch 1**  **11. DC Ch 1 Quiz (Required)** |  | **-Use checklist to keep track of your completed assignments.**  **-Save all work on USB as backup.**  -[**Purchase Cengage Unlimited**](https://www.cengage.com/unlimited/)**. (See syllabus, page 3, for text information.)**  **-Students with financial aid may purchase Cengage Unlimited product code at OCC Bookstore.**  **-If you purchase direct from Cengage, you will receive an email from Cengage with the 18-digit product code and instructions.**  **-Purchasing from Cengage online is cheaper than purchasing from the OCC Bookstore.**  **-After purchasing if you have trouble finding the 18-digit product code, call Cengage Support for help. 800-354-9706**  **Use these links to make sure your home or office computer is prepared for this class:**  **-** [**SAM System Requirements**](https://www.cengage.com/help/sam/sysreq/common/system-requirements.html)  **-** [**Monitor Resolution**](https://www.cengage.com/help/sam/sysreq/common/monitor-resolution.html)  - [**SAM System Check**](https://sam.cengage.com/app/static/browsercheck/index.html)  - [**Setting Up Your Browser**](https://www.cengage.com/help/sam/sysreq/common/browser-settings.html)  **Golden Rule for Browsing: If something doesn’t work when you are online, try another browser.**  **-If you haven’t purchased Cengage Unlimited yet, you may still** [**create a SAM account**](https://startstrong.cengage.com/sam-not-integrated-ia-no-2/) **for a 14-day grace period to do this week’s assignments.**  **-When creating your SAM account, you will be asked for the Institution Key: T2025199, which identifies OCC as your campus.**  **-Use your personal email address and password for SAM.**  **-After you join your section in SAM, you will see the project assignment for this week. (See next page.)**  **-When using the grace period, SAM will keep reminding you how many days you have left. SAM will also have a link for purchasing Cengage Unlimited during the grace period.**  **-If grace period expires, SAM blocks your assignment grades until you pay for Cengage Unlimited.**  **-**[**Watch videos to learn how to do SAM assignments**](https://watsonswebsite.com/SAM/SAM%20Video%20Training%20Assistance.pdf)  **-If you have trouble seeing any of the screens in SAM, you should** [**check the SAM System Requirements again**](https://www.cengage.com/help/sam/sysreq/common/system-requirements.html)**. If you continue to have trouble, contact 800-354-9706.**  **-Use the** [**Folders page**](https://watsonswebsite.com/folders/folders.html) **link on Watson’s Website; then click on the CIS 111 link to display folders for downloading.**  **-Download Module 1 Excel folder from Watson’s Website.**  **-Unzip the downloaded folder and** [**label**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **it with ‘*CRN firstname lastname Module 1’.***  **-Delete the zipped folder. You won’t need it any longer.**  -[**Accessing the ebook readings in SAM**](https://www.youtube.com/watch?app=desktop&v=0gqZzEDofQg)  **-**[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **to download Module 1 textbook project Start File for Module 1 into Excel Module 1 folder.**  **-Use the SAM downloaded start file to complete the steps you read in Module 1 chapter in the ebook.**  **-Instructions in book will tell you to save the file as “Frangold Real Estate Budget.xlsx”.**  **-You must read the chapter to complete the steps for “Frangold…”.**  **OR**  **-Multitask between watching the YouTube video and using the SAM Start file to complete the project.**  [**https://www.youtube.com/watch?v=gYOcGCzoUWs**](https://www.youtube.com/watch?v=1byOvZ8MgWs)  **-Save Frangold Real Estate Budget.xlsx in Excel Module 1 folder.**  **-Upload completed “Frangold…” project in SAM for grading.**  **-Look at the “Frangold…” graded report in SAM.**  **NOTE: The video was recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM.**  **-Fix whatever may be wrong and resubmit in SAM for better score.**  **-You have 5 tries on projects. Only highest score counts.**  **-You must read the chapter for instructions or follow the YouTube instructional video. Otherwise you won’t know what to do with the “Frangold….” Start file.**  **-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.**  **-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** | **All tasks from Week 1 should be finished before Monday, April 14.**  **SAM account must be created by Thursday, April 17, by midnight.**  **Watch SAM videos to learn how to do SAM assignments.**  **SAM textbook project Module 1 due in SAM by Thursday, April 17, midnight.**  [**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 Thursday, April 17, midnight.**  **DC Chapter 1 reading & QUIZ must be completed by Thursday, April 17, midnight.** |
|  | **12. Blog & Email** |  | **-Check** [**Blog**](http://www.blogger.com/) **several times a week.**  **-Check personal email several times a week.** |  |