Office 2019 text

CIS 111 Week 2 Part 1 Assignment Checklist

SAM Assignments & important info

Hyperlinks Due dates Other info

Date	Topics	✓	Assignments	Due Dates
Week 2	1. <u>Use weekly</u> <u>checklists</u>		-Use checklist to keep track of your completed assignments. -Save all work on USB as backup.	□ All tasks from <u>Week 1</u> should be
Week 2 Part 1 begins Monday, April 14.	2. Purchase Cengage Unlimited		 -Purchase Cengage 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 	finished before Monday, April 14.
	3. Prepare your home computer		Use these links to make sure your home or office computer is prepared for this class: - SAM System Requirements - Monitor Resolution - SAM System Check - Setting Up Your Browser Golden Rule for Browsing: If something doesn't work when you are online, try another browser.	
Week 2 Part 1	4. SAM SAM institution key: T2025199		 -If you haven't purchased Cengage Unlimited yet, you may still <u>create a SAM account</u> 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. 	□ SAM account must be created by Thursday, April 17, by midnight.
begins Monday, April 14.			-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 SAM
	5. Watch SAM videos		-Watch videos to learn how to do SAM assignments	videos to learn how to do SAM assignments.

Week 2		-If you have trouble seeing any of the screens in SAM, you should <u>check the SAM System Requirements again</u> .	
Part 1 begins		-Use the <u>Folders page</u> link on Watson's Website; then click on the CIS 111 link to display folders for	
Monday,	6. Download folder	downloading.	
April 14.		-Download <u>Module 1 Excel folder</u> from Watson's Website.	
		-Unzip the downloaded folder and <u>label</u> it with 'CRN firstname lastname Module 1'.	
	7 Using abooks in	-Delete the zipped folder. You won't need it any longer.	
	SAM	- <u>Accessing the ebook readings in SAM</u>	
	8. Module 1 in	- <u>Login to SAM</u> to download Module 1 textbook project Start File for Module 1 into Excel Module 1 folder.	
	Excel textbook: Creating	-Use the SAM downloaded start file to complete the steps you read in Module 1 chapter in the shock	
	Worksheet & Chart	-Instructions in book will tell you to save the file as	textbook
	(required)	"Frangold Real Estate Budget.xlsx".	1 due in SAM by
		"Frangold".	Thursday, April 17, midnight.
		-Multitask between watching the YouTube video and	
		using the SAM Start file to complete the project. https://www.voutube.com/watch?v=gYOcGCzoUWs	
		-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.	
Maak 2		NOTE: The video was recorded by another teacher. Use	
Part 1		the textbook instructions to fix errors after your project is graded by SAM.	
begins Monday.		-Fix whatever may be wrong and resubmit in SAM for	
April 14.		-You have 5 tries on projects. Only highest score	
		counts. -You must read the chapter for instructions or follow	
		<u>the YouTube instructional video</u> . 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.	

Week 2 Part 1 begins Monday,	9. Turn in folder	-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.	□ <u>Drag Excel</u> <u>Module 1 folder</u> <u>into shared</u> <u>Google Drive</u> by Thursday, April 17, midnight.
April 14.	Ch 1	-Read Chapter 1 in the Discovering Computers ebook: "Today's Technologies: Computers, Devices, Web". Ebook is in SAM.	DC Chapter 1
	11. DC Ch 1 Quiz (Required)	-Complete the quiz for DC Chapter 1, "Today's Technologies: Computers, Devices, Web". -Make sure you have read Chapter 1 before taking the quizYou only get one try on quizzes	reading & QUI2 must be completed by Thursday, April 17, midnight.
	12. Blog & Email	-Check <u>Blog</u> several times a week. -Check personal email several times a week.	