### Excel 1 - Week 2 Assignment Checklist

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 2 begins**  **Sept. 2.**  28,200+ Labor Day Stock Photos, Pictures & Royalty-Free ...  **Campus is closed Monday, Sept. 2.**  **Week 2 Sept. 2 cont’d.**  28,200+ Labor Day Stock Photos, Pictures & Royalty-Free ...  **Campus is closed Monday, Sept. 2.**  **Week 2 Sept. 2 cont’d.**  28,200+ Labor Day Stock Photos, Pictures & Royalty-Free ...  **Campus is closed Monday, Sept. 2.** | **1.** [**Use checklist**](https://youtu.be/thDtf0ajU2s)  **2. Reminders**  **3. SAM**  **4. Watch SAM videos**  **SAM Institution Key:**  **T2025199**  **5. Download folder**  **6. Accessing ebooks in SAM**  **7. Module 1 in Excel textbook: Creating Worksheet & Chart**  **8. SAM Training**  **(required)**  **9. SAM** [**Projects**](https://www.youtube.com/watch?v=gbTm7q_T7TM&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE&index=12) **(required)**  **Cont’d next page…**  **10. Your grade spreadsheet**  **11. Turn in folder**  **12. Practice exam (not required)**  **13. SAM REAL Exam**  **14. FYI** |  | **-Use checklist to keep track of your completed work.**  **-Check Week 1 schedule to make sure you completed all tasks for Week 1.**  **-If you purchase Cengage Unlimited at the OCC Bookstore, you will receive an email from the bookstore with the 18-digit product code and instructions.**  **-**[**SAM – Getting Started**](https://play.vidyard.com/XPJjojb5ciBDjsvpxtoSgv)  **Watch videos to learn how to do SAM assignments:**  **-**[**Watch video for how to do SAM Training assignments**](https://www.youtube.com/watch?v=ZcWZwV9AmWg)  **-**[**Watch video for how to do SAM Project assignments**](https://www.youtube.com/watch?v=gbTm7q_T7TM&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE&index=12)  **-**[**Watch video for how to do SAM Exam assignments**](https://www.youtube.com/watch?v=GnCXp_RBH1U&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE&index=11)  **-If you haven’t purchased Cengage Unlimited yet, you may still** [**create a SAM account**](http://csjava.occ.cccd.edu/~watsonm/Assignments_Handouts_Lectures/Handouts_for_all_classes/create%20SAM%20instructions.pdf) **for a 14-day grace period to do this week’s assignments.**  **-After you join the Excel 1 section in SAM, you will see the SAM assignments.**  **-Only assignments that are scheduled will be available.**  **-When using the grace period, SAM will keep reminding you how many days you have left.**  **-SAM will also have a button you may use for purchasing Cengage Unlimited during the grace period.**  **-If you created your SAM account early, the grace period may soon expire.** [**Purchase Cengage Unlimited**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/Textbook%20Information%20Cengage%20Unlimited.pdf) **asap.**  **-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** [**SAM Tech Support**](http://support.cengage.com/magellanweb/TechSupport/login.aspx)**.**  **-If you did not download Excel Module 1 last week, use the “**[**Folders**](https://watsonswebsite.com/folders/folders.html)**” link on Watson’s Website; then click on the Excel 1 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 readings in the ebook**](https://www.youtube.com/watch?v=0gqZzEDofQg)  **-**[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **to download Module 1 textbook project, “Frangold Real Estate Budget”.**  **-You must read the chapter for instructions. Otherwise you won’t know what to do with the “Frangold….” Start file.**  **-Use the SAM downloaded start file, “Frangold…”, to complete the steps you read in Module 1 chapter in the ebook.**  **OR**  **-Watch this YouTube video for Module 1 textbook project. Work along in the project as you watch the video. Otherwise use the textbook written instructions to complete the project.**  [**https://www.youtube.com/watch?app=desktop&v=1byOvZ8MgWs**](https://www.youtube.com/watch?app=desktop&v=1byOvZ8MgWs)  **-Save Frangold Real Estate Budget.xlsx in the Module 1 folder.**  **-Upload completed “Frangold…” project in SAM for grading.**  **-Look at the “Frangold…” graded report in SAM.**  **-Fix whatever may be wrong and resubmit in SAM for better score.**  **-You have 5 tries on projects. Only highest score counts.**  **-In SAM, click on SAM Training link for Excel Module 1.**  **-Follow instructions in training. You only need to do the ‘Apply’ part of training to get credit.**  **-If you have difficulty with a training task, use Observe to learn how SAM expects you to do the training task.**  **-There are 3 more SAM projects.**  **-Download each SAM project instruction file for Excel Module 1. Save each in Excel Module 1 folder**  **-Download each SAM project start file for Excel Module 1. Save each in Excel Module 1 folder.**  **-Follow instruction file to complete the start file.**  **OR multitask by watching the videos and completing the projects using your Start files:**  **-Module 1 project:** [**New Era Medical**](https://www.youtube.com/watch?v=q7zQqen8YWk)  **-Module 1 project:** [**Diaz Marketing**](https://www.youtube.com/watch?v=ZvkXC1O-Ptw)  **-Module 1 project:** [**Ferrante & Dahl Consultants**](https://www.youtube.com/watch?v=cE0AalPerMY) **(fast forward 60 seconds)**  **-When finished, upload start file back into SAM for grading.**  **-Repeat this process for 3 projects.**  **-You are allowed 5 tries on each project; so if your score is low, download graded report to see what is wrong and fix the original project file. Then re-upload for a better score.**  **-Projects are required.**  **-SAM project files are downloaded to your computer, completed in Excel, saved in the module folder, and uploaded to 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.**  **-You will receive a spreadsheet ‘template’ to record your SAM grades.**  **-Fill in your SAM grades to see your current grade in the class.**  **NOTE: SAM assignments are graded and saved in SAM. Look at your SAM Gradebook to find your grades. Then fill in the spreadsheet template.**  **-Close all files inside the module folder.**  **-Close the folder, too.**  **-Drag your folder to my shared Google Drive.**  **-There are practice exams that may be used multiple times. Practice exams are not counted as part of final grade, but they help you prepare for real exams.**  **-Complete the Excel Module 1 REAL Exam in SAM.**  **-**[**Most Widely Used Spreadsheet Software**](https://www.tubetorial.com/the-most-widely-used-spreadsheet-software-today/) | **Reminder:** **Finish all Week 1 tasks** **by Monday, Sept. 2, by 11:59pm.**  **Watch videos for how to do SAM assignments.**  **SAM account must be created by Monday, Sept. 2. You need a SAM account this week to do the SAM assignments.**  **Label Module 1 folder per my** [**labeling**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **protocol.**  **Cont’d next page…**  **SAM Module 1 textbook project due by Wed., Sept. 11. You need a SAM account this week to do the SAM assignments.**  A petinad hand holds a flame aloft in the air.  **SAM training due by Wed., Sept. 11, 11:59pm.**  **SAM projects due by Wed., Sept. 11, 11:59pm.**  **Cont’d next page…**  [**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 Wed., Sept. 11, 11:59pm.**  **SAM Module 1 REAL Exam due by Wed., Sept. 11, 11:59.**  A petinad hand holds a flame aloft in the air. |
|  | **15. Blog & email** |  | **-Post questions on** [**Blog**](http://www.blogger.com/)**.**  **-Check your personal email. Make sure my email (from** [**maryann.watson.excel@gmail.com**](mailto:maryann.watson.excel@gmail.com)**) does not go to your spam or trash folders.** |  |