Excel 1 - Week 2 Assignment Checklist							
Date	Topics	& im	portant info Hyperlinks Due dates Assignments	Other info Due Dates			
	1. Use checklist		-Use checklist to keep track of your completed work.	Reminder:			
Week 2 begins Sept. 2.	2. Reminders		-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.	Finish all Week 1 tasks by Monday, Sept. 2, by 11:59pm.			
Campus	3. SAM		- <u>SAM – Getting Started</u> Watch videos to learn how to do SAM assignments:				
is closed Monday, Sept. 2.	4. Watch SAM videos		-Watch videos to learn now to do SAM assignments. -Watch video for how to do SAM Project assignments -Watch video for how to do SAM Project assignments -Watch video for how to do SAM Exam assignments	□ Watch videos for how to do SAM assignments.			
	SAM Institution Key:		-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.				
	T2025199		 -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 asap. -If you have trouble seeing any of the screens in SAM, you should check the SAM System Requirements again. -If you continue to have trouble, contact SAM Tech Support. 	□ SAM account must be created by <u>Monday</u> , <u>Sept. 2</u> . You need a SAM account this week to do the SAM assignments.			
	5. Download folder		 -If you did not download Excel Module 1 last week, use the "Folders" 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 it with 'CRN# firstname lastname Module 1'. -Delete the zipped folder. You won't need it any longer. 	□ Label Module 1 folder per my <u>labeling</u> protocol.			
	6. Accessing ebooks in SAM		- <u>Accessing the readings in the ebook</u>	Cont'd next page			

Week 2 Sept. 2 cont'd.	7. Module 1 in Excel textbook: Creating Worksheet & Chart	 -Login to SAM 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=1byO vZ8MgWs 	□ SAM Module 1 textbook project due by <u>Wed., Sept. 11</u> . You need a SAM account this week to do the SAM assignments.
Campus is closed Monday, Sept. 2.	8. SAM Training (required)	 -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. 	□ SAM training due by Wed., Sept. 11, 11:59pm. □ SAM projects due by Wed.,
	9. SAM <u>Projects</u> (required) Cont'd next page	 -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 -Module 1 project: <u>Perrante & Dahl Consultants</u> (fast forward 60 seconds) -When finished, upload start file back into SAM for grading. -Repeat this process for 3 projects. 	Sept. 11, 11:59pm. Cont'd next page

Week 2 Sept. 2 cont'd.		 -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. 	
Campus		-You will receive a spreadsheet 'template' to record your	
is closed	10. Your grade	SAM grades.	
Monday, Sept. 2.	spreadsheet	-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.	
			Drag Excel
	11. Turn in	-Close all files inside the module folder.	Module 1 folder
	folder	-Close the folder, too.	into shared
		-Drag your folder to my shared Google Drive.	Google Drive by
			Wed., Sept. 11,
	12. Practice	-There are practice exams that may be used multiple	11:59pm.
	exam (not	times. Practice exams are not counted as part of final	
	required)	grade, but they help you prepare for real exams.	
			SAM Module
	13. SAM REAL		1 REAL Exam due
	Exam	Complete the Event Medule 1 DEAL Even in SAM	by Wed., Sept.
		-Complete the Excel Module 1 REAL Exam in SAM.	11, 11:59.
	14. FYI		
		-Most Widely Used Spreadsheet Software	
			The second secon
	15. Blog &	-Post questions on <u>Blog</u> .	
	email	-Check your personal email. Make sure my email (from	
		maryann.watson.excel@gmail.com) does not go to your	
		spam or trash folders.	