### CIS 100 Week 1 Part 1 Assignment Checklist

**Office 2019 text SAM Exams, Projects, Training, & Important Info Hyperlinks Due Dates**

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| --- | --- | --- | --- | --- |
| **Dates** | **Topics** | **✓** | **Assignments** | Due Dates |
| **Week 1, Part 1 begins Friday,****January 31.****Week 1, Part 1 begins Friday,****January 31.****Week 1, Part 1 begins Friday,****January 31.****Week 1, Part 1 begins Friday,****January 31.****Week 1, Part 1 begins Friday,****January 31.** | **Lots to do in the first week…****1.** [**How to Use Weekly checklist**](https://youtu.be/thDtf0ajU2s)**2. Purchase textbooks****3. Orientation****4. Prepare your home computer****5. Check in by email****6. Join Blog****Cont’d next page…****7. The Cloud** **8.** [**Watson's Website**](http://csjava.occ.cccd.edu/~watsonm/index.html)**9. Syllabus****10. Do you have** **Office 365?****11. Use campus software****12. What are the ‘Folders’?****13. Download ‘Word folder****14. Unzip Word folder****Cont’d next page…****15. Labeling your Folders****16. My shared Google Drive****17. Turn in folder****18. Office hours****19. Zoom** **20. Week 1** **Part 2** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Follow the checklist in the order written.****-If using Adobe Acrobat for this file, “Enable Editing” to select what you have completed, right click and click on Highlight Text to indicate you are finished with that item.****-If using Word for this file, click on checkbox to check off completed task.****-If neither of the above works, print out the checklist to manually check off completed items.****-Use the checklists EVERY WEEK to keep track of your completed assignments.** -**Purchase** [**Cengage Unlimited**](https://www.cengage.com/unlimited/)**. (Use your personal email and password for creating your Cengage account.)****-See syllabus, page 3, for text information, too.****-Students with financial aid may purchase Cengage Unlimited product code at OCC Bookstore. See syllabus for specific information. But Bookstore price is more expensive than purchasing from Cengage.****- Watch the** [**orientation**](https://youtu.be/GgoY9nsPAzE) **BEFORE proceeding.****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 emailed me to check in for class, please do so now.** **-Email me from your personal email address to** **maryann.watson.cis100@gmail.com** **with the subject line, “Checking in for class”.** **-Don’t forget to sign the email with your OCC registered name AND the CRN# of your class.** **-Watch** [**Blogger Basics**](https://youtu.be/kWsmybqbYa4) **on YouTube.****-Check your personal email inbox for a blog invitation.** **-Check spam/trash if you don’t see the invitation in your Inbox.** **-Follow instructions in the blog invitation to join the blog, where you can ask questions and get answers.****-Use maximized windows to enable seeing all instructions.****-Please DO NOT email me class questions. Put your questions and commentary on the blog.****-I will comment back on the blog with answers to your questions.****-Only email me about personal things that should not be on a class blog page.**-[**Watch this video to learn about the cloud as a new business model**](http://youtu.be/ae_DKNwK_ms)**-Get to know** [**Watson's Website**](https://watsonswebsite.com/index.html)**. Click on all links that pertain to your class. Watson’s Website is used instead of Canvas.****-Read Syllabus – Check your personal email address for the Welcome email. The syllabus was sent as attachment to the Welcome email. The syllabus is also on Watson’s Website.****-Verify you have Microsoft Word, Excel, Access, and PowerPoint software in your version of Office 365 on your computer. (The free version of Office 365 does not have MS Access.)** **-This course requires Office 365** **for** **Windows computers. However, if your version of Office 365 does not have all of the software required for CIS 100, login to this class in Canvas to use** [**AppStream for Virtual Desktop**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/appstream%20in%20an%20aws%20application.pdf) **for Office 365 software on campus.** **-If you use a Google Chromebook computer, you will need to use** [**AppStream for Virtual Desktop**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/appstream%20in%20an%20aws%20application.pdf) **in Canvas for Office 365 software and Windows 10.****-If you have the free version of Office 365, it does not have all necessary software. You will need to use** [**AppStream for Virtual Desktop**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/appstream%20in%20an%20aws%20application.pdf) **in Canvas for Office 365 software.** -[**Click here to learn about the folder procedure.**](https://www.youtube.com/watch?v=zyMF5YE74xg)**-If you are new to downloading,** [**click here**](http://www.computerhope.com/issues/ch000505.htm) **to learn about it.****-On the** [**Folders page**](https://watsonswebsite.com/folders/folders.html) **on my website, scroll down to click on the CIS 100 link in box 3. This will display the page with folder links you will use throughout the course.** **-Click on the Word Module 1 folder link to download it into the Downloads folder on your computer.** **-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 your USB disk or to your Documents folder on the C: drive.****-**[**Unzip the downloaded folder**](https://www.youtube.com/watch?app=desktop&v=5Wm4PwF8DqY) **and rename it according to my** [**Labeling Folders**](https://www.youtube.com/watch?v=2cFSQO4gj38) **protocol (*CRN# firstname lastname subject*).** **-NOTE: Mac computers will probably unzip automatically when you download folders.****-NOTE: Windows computers may not automatically unzip downloaded folders.****- After unzipping the downloaded folder, rename the folder with your CRN# *firstname lastname subject* where CRN# is the section # of your class, *firstname lastname* are your real first name and real last name, and *subject* is the subject of the downloaded folder.** **-Watch “**[**Labeling Folders**](https://www.youtube.com/watch?v=CP8aWhL1PRk)**” to learn how to label folders.****-Delete the downloaded, zipped folder. You won’t need it anymore.****-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 folder into my shared Google Drive “Drag Folders Here” folder.** **-This is how I collect your folder and how I take roll.****-Word Module 1 assignments will be assigned in the Week 1 Part 2 checklist.****-Close all files inside the module folder.** **-Close the folder, too.** **-Drag your folder to my shared Google Drive to get credit for attendance.****-This is 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.****- Zoom recording links may be posted on the class blog to assist with the assignments.** **-Zoom recordings will not be required to watch, but they may help you proceed through the lessons.****-NOTE: Weekly schedules will ‘grow’ shorter as the weeks go by.****Proceed to Week 1 Part 2 checklist to begin working on assignments.** | **Finish Week 1 Friday tasks by Monday, Feb. 3, 11:59pm.****Finish Week 1 Friday tasks by Monday, Feb. 3, 11:59pm.****Cont’d next page…****Finish Week 1 Friday tasks by Monday, Feb. 3, 11:59pm.****Finish Week 1 Friday tasks by Monday, Feb. 3, 11:59pm.****Cont’d next page…****Finish Week 1 Friday tasks by Monday, Feb. 3, 11:59pm.**[ ]  [**Drag Word 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 Monday, Feb. 1, 11:59pm.** |