**CIS 100 Week 1 Part 1 Assignment Checklist**

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

| Dates | Topics | ✔ | Assignments | Due Dates |
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| **Week 1, Part 1 begins Friday, January 31.** | **Lots to do in the first week…** **1. How to Use Weekly checklist** | ☐ ☐ ☐ ☐ ☐ | -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. | **Finish Week 1 Friday tasks by Monday, Feb. 3, 11:59pm.** |
| | **2. Purchase textbooks** | ☐ ☐ ☐ | -Purchase **Cengage 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. | |
| | **3. Orientation** | ☐ | - Watch the **orientation** BEFORE proceeding. | |
| | **4. 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. | **Finish Week 1 Friday tasks by Monday, Feb. 3, 11:59pm.** |
| | **5. Check in by email** | ☐ ☐ ☐ | -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. | |
| **Week 1, Part 1 begins Friday, January 31.** | **6. Join Blog** **Cont'd next page…** | ☐ ☐ ☐ ☐ ☐ ☐ ☐ | -Watch **Blogger Basics** 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. | **Cont'd next page…** |

**Instructor reserves the right to make changes as deemed necessary and appropriate. Instructor is not responsible for lost data.**

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| | | ☐ | -Only email me about personal things that should not be on a class blog page. | |
| | 7. The Cloud | ☐ | -[Watch this video to learn about the cloud as a new business model](#) | |
| | 8. Watson's Website | ☐ | -Get to know [Watson's Website](#). Click on all links that pertain to your class. Watson's Website is used instead of Canvas. | Finish Week 1 Friday tasks by Monday, Feb. 3, 11:59pm. |
| Week 1, Part 1 begins Friday, January 31. | 9. Syllabus | ☐ | -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. | |
| | 10. Do you have Office 365? | ☐ | -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 <u>does not</u> have MS Access.) | |
| | 11. Use campus software | ☐ | -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](#) for Office 365 software on campus. | |
| | | ☐ | -If you use a Google Chromebook computer, you will need to use [AppStream for Virtual Desktop](#) in Canvas for Office 365 software and Windows 10. | |
| | | ☐ | -If you have the free version of Office 365, it <u>does not</u> have all necessary software. You will need to use [AppStream for Virtual Desktop](#) in Canvas for Office 365 software. | |
| | 12. What are the 'Folders'? | ☐ ☐ | -[Click here to learn about the folder procedure.](#)<br>-If you are new to downloading, [click here](#) to learn about it. | |
| | 13. Download 'Word folder | ☐ | -On the [Folders page](#) 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. | Finish Week 1 Friday tasks by Monday, Feb. 3, 11:59pm. |
| | | ☐ | -Click on the Word Module 1 folder link to download it into the Downloads folder on your computer. | |
| | 14. Unzip Word folder | ☐ | -If you are working on your home or office computer, move it from the Downloads folder by [copying and pasting](#) to your USB disk or to your Documents folder on the C: drive. | |
| | | ☐ | -[Unzip the downloaded folder](#) and rename it according to my [Labeling Folders](#) protocol (*CRN# firstname lastname subject*). | |
| | | ☐ | -NOTE: Mac computers will probably unzip automatically when you download folders. | |
| Week 1, Part 1 begins Friday, January 31. | | ☐ | -NOTE: Windows computers may not automatically unzip downloaded folders. | |
| | Cont'd next page… | ☐ | - 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. | Cont'd next page… |

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| Week 1, Part 1 begins Friday, January 31. | 15. Labeling your Folders | ☐ -Watch "Labeling Folders" to learn how to label folders.<br>☐ -Delete the downloaded, zipped folder. You won't need it anymore. | | Finish Week 1 Friday tasks by Monday, Feb. 3, 11:59pm. |
| | 16. My shared Google Drive | ☐ -Click this link to learn how to turn in your folder on Google Drive.<br>☐ -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.<br>☐ -Use the link and drag your folder into my shared Google Drive "Drag Folders Here" folder.<br>☐ -This is how I collect your folder and how I take roll.<br>☐ -Word Module 1 assignments will be assigned in the Week 1 Part 2 checklist. | | |
| | 17. Turn in folder | ☐ -Close all files inside the module folder.<br>☐ -Close the folder, too.<br>☐ -Drag your folder to my shared Google Drive to get credit for attendance.<br>☐ -This is how I take roll. | | ☐ Drag Word Module 1 folder into shared Google Drive by Monday, Feb. 1, 11:59pm. |
| | 18. Office hours | ☐ -Office hours will be in zoom.<br>☐ -Zoom link for office hours will be posted on the Blog and sent to your personal email address.<br>☐ -Office hours are listed on Watson's Website and in the class syllabus. | | |
| | 19. Zoom | ☐ - Zoom recording links may be posted on the class blog to assist with the assignments.<br>☐ -Zoom recordings will not be required to watch, but they may help you proceed through the lessons.<br>☐ -NOTE: Weekly schedules will 'grow' shorter as the weeks go by. | | |
| | 20. Week 1 Part 2 | ☐ Proceed to Week 1 Part 2 checklist to begin working on assignments. | | |