### CIS 100 Week 1 Part 2 Checklist

**Office 2019 text SAM Exams, Projects, Training Hyperlinks Other Info Due dates**

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| --- | --- | --- | --- | --- |
| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 1**  **Part 2**  **Monday, Feb. 3.**  **Week 1**  **Part 2**  **Monday, Feb. 3.**  **Week 1**  **Part 2**  **Monday, Feb. 3.**  **Week 1**  **Part 2**  **Monday, Feb. 3.**  **Week 1**  **Part 2**  **Monday, Feb. 3.**  **Week 1**  **Part 2**  **Monday, Feb. 3.** | **1.**[**Use weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. FYI**  **3. Finish Part 1 tasks**  **4. SAM**  **Institution Key: T2025199**  **5. Watch videos to prepare for using SAM**  **6. Download folder**  **7. Unzip & label folder**  **Cont’d next page…**  **8. AppStream in Canvas**  **9. Save files**  **10. Getting started with ebook in SAM**  **11. SAM Textbook Project - Word Module 1**  **11. SAM Textbook Project - Word Module 1 cont’d….**  **12. Use my shared Google Drive**  **13. Turn in folder**  **14. FYI** |  | **-Use weekly assignment checklist to keep track of your completed assignments.**  **-Follow the checklist in the order written – not by the dates in SAM.**  -[**Difference between Office 365 and Office 2021**](https://support.office.com/en-us/article/what-s-the-difference-between-office-365-and-office-2019-ed447ebf-6060-46f9-9e90-a239bd27eb96?wt.mc_id=otc_office_basics)  **-If you haven’t completed reading and doing the tasks for Week 1 Part 1, DO IT NOW. You must complete Part 1 tasks before proceeding with Part 2 tasks.**  **-If you haven’t purchased Cengage Unlimited yet, you may still** [**create a SAM account**](https://watsonswebsite.com/SAM/SAM%20-%20How%20to%20create%20a%20SAM%20account.pdf) **for a 14-day grace period to do this week’s assignments.**  **-When creating SAM account, you will be asked for the Institution Key: T2025199**  **-Use your personal email address & password when signing up for SAM.**  **-After you join your section in SAM, you will see the assignments.**  **-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 grace period expires, SAM blocks your assignment grades until you pay for Cengage Unlimited.**  -[**SAM – Getting Started**](https://play.vidyard.com/XPJjojb5ciBDjsvpxtoSgv)  -[**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 have not downloaded the Word Module 1 folder, download it now from the** [**Folders page**](https://watsonswebsite.com/folders/folders.html) **on my website.**  **-Scroll down the Folders page and click on the CIS 100 link in box 3 to begin download.**  **-The Word Module 1 folder will download into the Downloads folder on your computer. If you are new to downloading,** [**click here**](http://www.computerhope.com/issues/ch000505.htm) **to learn about it.**  **-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?v=lJvvZY5MQwc) **and rename it according to my** [**Labeling Folders**](https://www.youtube.com/watch?v=2cFSQO4gj38) **protocol (*CRN# firstname lastname subject*).**    **-If your version of Office 365 does not have all of the required software for CIS 100, go back to Week 1 Part 1 checklist to learn about “**[**AppStream for Virtual Desktop**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/appstream%20in%20an%20aws%20application.pdf)**” for Office 365 software in a Windows operating system.**  **-Using AppStream is the same as using computers on campus.**  **-When downloading using AppStream, don’t forget to send what you download to yourself as email attachments. Then open your email on your computer and download the attachments to save on a USB disk and/or in the Documents folder.**  **-All downloads go to the Downloads folder on the computer’s user drive.**  **-Save files created from your lessons on a USB disk. Otherwise you will lose them when you disconnect from AppStream.**  **-Or while in AppStream, connect to your personal email and send your files to yourself as attachments. Then download them to your computer Documents folder or USB drive.**  **-Students using their home or office computers should save folders and assignments to the Documents folder and/or to a USB device as backup.**  **-**[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **to familiarize yourself with the ebook in SAM. Your success in this class depends on knowing how the text is organized.**  **-Watch this video to learn how to access the ebook through SAM:** [**How to access ebook readings**](https://www.youtube.com/watch?v=0gqZzEDofQg)  **-Ebooks open in a player window. Make sure your computer settings allow for popups. See week 1 (#4) for ‘Prepare Your Home Computer’ links.**    **-In SAM, download the project, “Textbook Project for Word Module 1”.**  **-There are 2 start files and 1 support file. Download and save them in your Word Module 1 folder.**  **-In the SAM project window, the project instruction file opens the ebook for Word Module 1. You may read the page-by-page instructions in Module 1 to complete the project.**  **OR**  **Multitask between watching the YouTube videos and using the SAM Start file to complete the project.**  **-Part 1**  [**https://www.youtube.com/watch?v=zQoTZ3HEY7g**](https://www.youtube.com/watch?v=zQoTZ3HEY7g)  **-Part 2**  [**https://www.youtube.com/watch?v=TcClXaS3oGc**](https://www.youtube.com/watch?v=TcClXaS3oGc)  **-Part 3**  [**https://www.youtube.com/watch?v=DVAgf5Xuh00**](https://www.youtube.com/watch?v=DVAgf5Xuh00)  **-The lesson leads you through creating 2 files: “Memo.docx” and “Tipsheet.com”.**  **-Save the completed files in Word Module 1 folder.**  **-Upload the completed files back into SAM for grading.**  **-Look at the graded reports in SAM for Memo.docx and Tipsheet.docx.**  **-Fix whatever may be wrong.**  **-Re-submit in SAM for a better score. You have 5 tries on projects. Only highest score counts.**  **-You must read the chapter for the project instructions. Otherwise you won’t know what to do with the files.**  **-Files created in Word Module 1 chapter should be saved into the Word Module 1 folder.**  **-NOTE: This is the only SAM assignment this week.**    **-**[**How to use "shared with me" on Google Drive**](https://www.youtube.com/watch?v=ENnCIZn9fXw) **– This video shows you how to use a folder that has been shared with you on Google Drive.**  **-I will send a link to your personal email to share my “Drag Folders Here” folder in my Google Drive.**  **-Turn in your folder every week to my shared Google Drive “Drag Folders Here” folder after you have your assignments saved in your folder.**  **-Whether on your USB or on your computer, after unzipping the Word zip file, delete it. You won’t need it any longer.**  **-Label the unzipped folder according to my** [**labeling protocol**](https://www.youtube.com/watch?v=2cFSQO4gj38)**.**    **-Close all files in Word Module 1 folder.**  **-Close the Word Module 1 folder.**  **-Make sure your Word folder is labeled correctly.**  **-**[**Drag Module 1 Word folder to my shared Google Drive folder to turn it in.**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf)  **-Other SAM assignments for Word Module 1 will be assigned in next week’s schedule.**    **-Check out these Microsoft resources for Windows 10:**   |  |  | | --- | --- | | [**Using Start and Taskbar**](https://answers.microsoft.com/en-us/insider/wiki/insider_wintp-insider_desktop/basics-using-start-and-taskbar-in-windows-10/415c0fce-7b5d-4a81-968b-3900720bdf8e) | [**Using Apps**](https://answers.microsoft.com/en-us/insider/wiki/insider_apps-insider_other/basics-using-apps-in-window-10/04957790-31a0-4922-ae89-3a3e56450a5b) | | [**End Your Windows Session**](https://answers.microsoft.com/en-us/insider/wiki/insider_wintp-insider_desktop/basics-end-your-windows-session-shutting-down-your/72ed5e58-f503-4b72-9eab-e3cc110927b2) | [**Using File Explorer**](https://answers.microsoft.com/en-us/insider/wiki/insider_wintp-insider_files/basics-managing-files-and-folders-using-file/21bd901e-0080-487f-8f22-aef652ad063c) | | [**Customize Windows**](https://answers.microsoft.com/en-us/insider/wiki/insider_wintp-insider_personal/basics-using-settings-to-customize-windows/fc3c3521-4ceb-4d4d-bff5-5d3fb260e5ea) | [**Install and Update Drivers**](https://answers.microsoft.com/en-us/insider/wiki/insider_wintp-insider_devices/how-to-install-and-update-drivers-in-windows-10/a97bbbd1-9973-4d66-9a5b-291300006293) |   **-**[**Windows 11 Features and Tips**](https://www.microsoft.com/en-us/windows/tips/) | **NOTE: Complete all Part 1 tasks before starting Part 2.**  [**Create SAM account**](http://csjava.occ.cccd.edu/~watsonm/Assignments_Handouts_Lectures/Handouts_for_all_classes/create%20SAM%20instructions.pdf) **by Thursday, Feb. 6, 11:59pm.**  **Watch SAM videos before attempting SAM assignments.**  **Cont’d next page…**  **Caveat: NEVER wait until last minute to do SAM assignments.**  **SAM Textbook Project for Module 1 due by Thursday, Feb. 6, 11:59pm.**  [**Drag Word Module 1 folder into my Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **by Thursday, Feb. 6, 11:59pm.** |
| **Week 1**  **Part 2**  **Monday, Feb. 3.** | **15.** [**Blog**](http://www.blogger.com/) **& email** |  | **-Check the blog several times per week. Login with your personal email address and password.**  **-Check personal email several times per week.**  **-NOTE: Do not create a new blog. Join the class blog to post your questions and comments.** |  |