### 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:**

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| [**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.** |  |