

## CIS 100 Week 1 Part 2 Checklist



Date	Topics	✓	Assignments	Due Dates	
Week 1 Part 2 Monday, Feb. 3.	1. <a href="#">Use weekly checklist</a>	<input type="checkbox"/>	-Use weekly assignment checklist to keep track of your completed assignments.	<b>NOTE:</b> Complete all Part 1 tasks before starting Part 2.	
	2. FYI	<input type="checkbox"/>	-Follow the checklist in the order written – not by the dates in SAM.		
	3. Finish Part 1 tasks	<input type="checkbox"/>	- <a href="#">Difference between Office 365 and Office 2021</a>		
	4. SAM	<input type="checkbox"/>	-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.		
	Institution Key: T2025199	<input type="checkbox"/>	-If you haven't purchased Cengage Unlimited yet, you may still <a href="#">create a SAM account</a> for a 14-day grace period to do this week's assignments.		<input type="checkbox"/> <a href="#">Create SAM account</a> by Thursday, Feb. 6, 11:59pm.
		<input type="checkbox"/>	-When creating SAM account, you will be asked for the Institution Key: T2025199		
		<input type="checkbox"/>	-Use your personal email address & password when signing up for SAM.		
		<input type="checkbox"/>	-After you <a href="#">join your section in SAM</a> , you will see the assignments.		
		<input type="checkbox"/>	-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.		
		<input type="checkbox"/>	-If grace period expires, SAM blocks your assignment grades until you pay for Cengage Unlimited.		
5. Watch videos to prepare for using SAM	<input type="checkbox"/>	- <a href="#">SAM – Getting Started</a>	<input type="checkbox"/> Watch SAM videos before attempting SAM assignments.		
	<input type="checkbox"/>	- <a href="#">Watch video for how to do SAM Training assignments.</a>			
	<input type="checkbox"/>	- <a href="#">Watch video for how to do SAM Project assignments.</a>			
	<input type="checkbox"/>	- <a href="#">Watch video for how to do SAM Exam assignments.</a>			
6. Download folder	<input type="checkbox"/>	-If you have not downloaded the Word Module 1 folder, download it now from the <a href="#">Folders page</a> on my website.			
	<input type="checkbox"/>	-Scroll down the Folders page and click on the CIS 100 link in box 3 to begin download.			
	<input type="checkbox"/>	-The Word Module 1 folder will download into the Downloads folder on your computer. If you are new to downloading, <a href="#">click here</a> to learn about it.			
	<input type="checkbox"/>	-If you are working on your home or office computer, move it from the Downloads folder by <a href="#">copying and pasting</a> to your USB disk or to your Documents folder on the C: drive.			
7. Unzip & label folder	<input type="checkbox"/>	- <a href="#">Unzip the downloaded folder</a> and rename it according to my <a href="#">Labeling Folders</a> protocol ( <i>CRN# firstname lastname subject</i> ).			
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<p>Week 1 Part 2 Monday, Feb. 3.</p>	<p>8. AppStream in Canvas</p> <p>9. Save files</p> <p>10. Getting started with ebook in SAM</p> <p>11. SAM Textbook Project - Word Module 1</p>	<div> <input type="checkbox"/> -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 “<a href="#">AppStream for Virtual Desktop</a>” for Office 365 software in a Windows operating system.         </div> <div> <input type="checkbox"/> -Using AppStream is the same as using computers on campus.         </div> <div> <input type="checkbox"/> -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.         </div> <div> <input type="checkbox"/> -All downloads go to the Downloads folder on the computer’s user drive.         </div> <div> <input type="checkbox"/> -Save files created from your lessons on a USB disk. Otherwise you will lose them when you disconnect from AppStream.         </div> <div> <input type="checkbox"/> -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.         </div> <div> <input type="checkbox"/> -Students using their home or office computers should save folders and assignments to the Documents folder and/or to a USB device as backup.         </div> <div> <input type="checkbox"/> -<a href="#">Login to SAM</a> to familiarize yourself with the ebook in SAM. Your success in this class depends on knowing how the text is organized.         </div> <div> <input type="checkbox"/> -Watch this video to learn how to access the ebook through SAM: <a href="#">How to access ebook readings</a> </div> <div> <input type="checkbox"/> -Ebooks open in a player window. Make sure your computer settings allow for popups. See week 1 (#4) for ‘Prepare Your Home Computer’ links.         </div> <div> <input type="checkbox"/> -In SAM, download the project, “Textbook Project for Word Module 1”.         </div> <div> <input type="checkbox"/> -There are 2 start files and 1 support file. Download and save them in your Word Module 1 folder.         </div> <div> <input type="checkbox"/> -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.         </div> <div> <input type="checkbox"/> -Part 1 <a href="https://www.youtube.com/watch?v=zQoTZ3HEY7g">https://www.youtube.com/watch?v=zQoTZ3HEY7g</a> </div> <div> <input type="checkbox"/> -Part 2 <a href="https://www.youtube.com/watch?v=TcClXaS3oGc">https://www.youtube.com/watch?v=TcClXaS3oGc</a> </div> <div> <input type="checkbox"/> -Part 3 <a href="https://www.youtube.com/watch?v=DVAgf5Xuh00">https://www.youtube.com/watch?v=DVAgf5Xuh00</a> </div> <div> <input type="checkbox"/> -The lesson leads you through creating 2 files: “Memo.docx” and “Tipsheet.com”.         </div>	<p>Caveat: NEVER wait until last minute to do SAM assignments.</p> <p><input type="checkbox"/> SAM Textbook Project for Module 1 due by Thursday, Feb. 6, 11:59pm.</p>
<p>Week 1 Part 2 Monday, Feb. 3.</p>			

<div>Week 1 Part 2 Monday, Feb. 3.</div>	<div>11. SAM Textbook Project - Word Module 1 cont'd....</div> <div>12. Use my shared Google Drive</div> <div>13. Turn in folder</div>	<div><div><input type="checkbox"/> -Save the completed files in Word Module 1 folder.</div><div><input type="checkbox"/> -Upload the completed files back into SAM for grading.</div><div><input type="checkbox"/> -Look at the graded reports in SAM for Memo.docx and Tipsheet.docx.</div><div><input type="checkbox"/> -Fix whatever may be wrong.</div><div><input type="checkbox"/> -Re-submit in SAM for a better score. You have 5 tries on projects. Only highest score counts.</div><div><input type="checkbox"/> -You must read the chapter for the project instructions. Otherwise you won't know what to do with the files.</div><div><input type="checkbox"/> -Files created in Word Module 1 chapter should be saved into the Word Module 1 folder.</div><div><input type="checkbox"/> -NOTE: This is the only SAM assignment this week.</div></div> <div><div><input type="checkbox"/> -How to use "shared with me" on Google Drive – This video shows you how to use a folder that has been shared with you on Google Drive.</div><div><input type="checkbox"/> -I will send a link to your personal email to share my “Drag Folders Here” folder in my Google Drive.</div><div><input type="checkbox"/> -Turn in your folder every week to my shared Google Drive “Drag Folders Here” folder after you have your assignments saved in your folder.</div><div><input type="checkbox"/> -Whether on your USB or on your computer, after unzipping the Word zip file, delete it. You won't need it any longer.</div><div><input type="checkbox"/> -Label the unzipped folder according to my <a href="#">labeling protocol</a>.</div></div> <div><div><input type="checkbox"/> -Close all files in Word Module 1 folder.</div><div><input type="checkbox"/> -Close the Word Module 1 folder.</div><div><input type="checkbox"/> -Make sure your Word folder is labeled correctly.</div><div><input type="checkbox"/> -<a href="#">Drag Module 1 Word folder to my shared Google Drive folder to turn it in.</a></div><div><input type="checkbox"/> -Other SAM assignments for Word Module 1 will be assigned in next week's schedule.</div></div> <div><div><input type="checkbox"/> -Check out these Microsoft resources for Windows 10:</div><table><tr><td><a href="#">Using Start and Taskbar</a></td><td><a href="#">Using Apps</a></td></tr><tr><td><a href="#">End Your Windows Session</a></td><td><a href="#">Using File Explorer</a></td></tr><tr><td><a href="#">Customize Windows</a></td><td><a href="#">Install and Update Drivers</a></td></tr></table><div><input type="checkbox"/> -<a href="#">Windows 11 Features and Tips</a></div></div>	<a href="#">Using Start and Taskbar</a>	<a href="#">Using Apps</a>	<a href="#">End Your Windows Session</a>	<a href="#">Using File Explorer</a>	<a href="#">Customize Windows</a>	<a href="#">Install and Update Drivers</a>	<div><input type="checkbox"/> <a href="#">Drag Word Module 1 folder into my Google Drive by Thursday, Feb. 6, 11:59pm.</a></div>
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<div>Week 1 Part 2 Monday, Feb. 3.</div>	<div>14. FYI</div> <div>15. <a href="#">Blog</a> &amp; email</div>	<div><div><input type="checkbox"/> -Check the blog several times per week. Login with your personal email address and password.</div><div><input type="checkbox"/> -Check personal email several times per week.</div><div><input type="checkbox"/> -NOTE: Do not create a new blog. Join the class blog to post your questions and comments.</div></div>							