

CIS 100 Week 2 Part 1 Checklist

■ Office 2019 text
 ■ SAM Exams, Projects, Training, & important info
 ■ Hyperlinks
 ■ Due dates Other info

Date	Topics	✓	Assignments	Due Dates
Week 2, Part 1, begins Friday, Feb. 7.	1. Use weekly checklist 2. Week 2 Review 3. USB device 4. Blog 5. SAM Training for Word Mod 1 (required) 6. SAM Project for Word Mod 1 (required) 7. SAM Practice Exam 8. SAM Real Exam (required) 9. Re SAM	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> -Use weekly assignment checklist to keep track of your completed assignments. -Check Week 1 Part 2 checklist for what is due at the beginning of Week 2. -Use USB flash drive to backup all files. This means save all folders and files on a USB disk. -If you are not ‘on the blog’ yet, you must email me from your personal email with a subject line something like this: “CIS 100 student needs invitation to blog”. -Watch the SAM video for how to do Training assignments. I will be able to see your training assignment in SAM. You will not send me anything. -SAM Training Word Module 1– Read & follow instructions in SAM. To save time, only do ‘Apply’. -Watch the SAM video for how to do Project assignments -Download SAM project instruction file for Word Module 1. Save in Word Module 1 folder. -Download start file for SAM project Word Module 1. Save in Module 1 folder. -Follow instruction file to complete the start file. When finished, upload start file back into SAM for grading. -You are allowed 5 tries on projects so if your score is low, download graded report to see what is wrong and fix the original project file. Then re-upload for a better score. -Projects are required. They are worth 15% of your final grade. -Use the SAM Practice Exam for Word Module 1. Practice exams are not required but they help you score better on the Real Exams. Practice exams allow multiple tries. -Complete the SAM Real Exam for Word Module 1. -You will have 2 tries on this real exam, but <u>all other real exams will only have 1 try.</u> Always make sure you have completed all training and project assignments for the module before starting a real exam. NOTE: When you finish the exam, I will be able to ‘see’ it in SAM. -If you have trouble seeing any of the screens in SAM, check the SAM System Requirements again. -If you continue to have trouble, contact SAM Tech Support. 	<p>Caveat: NEVER wait until last minute to do SAM assignments.</p> <p><input type="checkbox"/> SAM Word Module 1 training assignment is due by Monday, Feb. 10, 11:59pm.</p> <p><input type="checkbox"/> SAM Word Module 1 project assignment is due by Monday, Feb. 10, 11:59pm.</p> <p><input type="checkbox"/> SAM Word Module 1 Real Exam due by Monday, Feb. 10, 11:59pm.</p> <p>Cont’d next page...</p>
Week 2, Part 1, begins Friday, Feb. 7.				

<p>Week 2, Part 1, begins Friday, Feb. 7.</p>	<p>10. Turn in folder</p>	<input type="checkbox"/> -Close all files inside the module folder. <input type="checkbox"/> -Close the folder, too. <input type="checkbox"/> -Drag your folder to my shared Google Drive. <input type="checkbox"/> -Turning in something is better than turning in nothing.	<p><input type="checkbox"/> Drag Word Module 1 folder into my Google Drive “Drag Folders Here” folder by Monday, Feb. 10, 11:59pm.</p>
	<p>11. FYI</p>	<input type="checkbox"/> - The Internet of Things (IoT) – Watch this short video illustrating IoT.	
<p>Week 2, Part 1, begins Friday, Feb. 7.</p>	<p>12. Blog & email</p>	<input type="checkbox"/> -Check class blog several times a week. Ask questions, read answers/comments on the blog. <input type="checkbox"/> -Check personal email several times a week.	