Office 2019 text

CIS 100 Week 3 Part 1 Checklist

SAM Exams, Projects, Training, & important info

Hyperlinks

Due dates Other info

Date	Topics	✓	Assignments	Due Dates
	1. <u>Use weekly</u> <u>checklist</u>		-Use weekly assignment checklist to check off completed work. -Week 3 procedure is the same as for Weeks 1 & 2.	
Week 3 Part 1 begins Friday, Feb. 14	2. SAM Practice Exam (not		-Use the SAM Practice Exam for Word Module 2.	SAM Module 2
	required) 3. SAM Real Exam (required)		- Complete the SAM Real Exam for Word Module 2.	REAL Exam due by Monday,
	4. Download module folder		-Download Word Module 3 folder from the <u>Folders</u> <u>page</u> on my website. -Folder procedure is same as for previous weeks.	Feb. 17, 11:59pm.
	Office 2019 textbook		-Login to SAM to download the project, "Textbook Project for Word Module 3". Download start file and	
	5. Word Module 3 - Formatting Text and Paragraphs		 support file(s) if any. Save start file in Word Module 3 folder. In the project download window, the project instruction file opens the ebook for Word Module 3. Read the page-by-page instructions in Module 3 to complete the project file. You must read the chapter for the project instructions. Otherwise you won't know what to do with the project file(s). OR 	
			Multitask between watching these videos and working in the project start file. They teach you how to do the textbook project. -Part 1 <u>https://www.youtube.com/watch?v=qyfB2rnk2IE</u>	☐ SAM Word Module 3 textbook project due by Monday,
			-Part 2 https://www.youtube.com/watch?v=SG4XuexC1j4 -Part 3 https://www.youtube.com/watch?v=68bZqwOtQ10	Feb. 17, 11:59pm.
Week 3 Part 1 begins Friday, Feb. 14			-Save completed file(s) into the Module 3 folder with the SAM expected name. Look in the SAM upload window for the expected name. If you do not name your file by what SAM expects, SAM will not accept your file for grading.	
			-Upload the completed file(s) back into SAM for grading. Look at the graded report in SAM. Fix whatever may be wrong and resubmit in SAM for a better score. You have 5 tries on projects. Only highest score counts.	
	Cont'd next pg.			

Week 3 Part 1 begins Friday,		 -All files created in Module 3 should be saved into the Word Module 3 folder. -Close all files in Module 3 folder. Close the Word folder. -Make sure your Word folder is labeled correctly. 	
Feb. 14	6. SAM WORD Training (Required)	-SAM Training - WORD Module 3– Read & follow instructions in SAM.	☐ SAM <u>Training &</u> <u>Project</u> due by Monday,
	7. SAM WORD Project (Required)	-SAM Project – WORD Module 3 – Save in Module 3 folder.	Feb. 17, 11:59pm.
	8. HONORS STUDENTS ONLY: SAM WORD Capstone Project (Required)	NOTE: Capstone Projects are for Honors Students Only. -SAM WORD Capstone Project. This project covers what you learned in Module 1-3. Save in Module 3 folder. -This is a challenging project so you have a full week to complete it. -Save all project files in Word Module 3 folder. -Turn in folders EVERY WEEK in my shared Google	 SAM Word Capstone Project is due by Monday, Feb. 17, 11:59pm. Drag Word
	9. Turn in folder	Drive "Drag Folders Here". Something is better than nothing.	<u>folder into</u> <u>Google Drive</u> "Drag Folders
	10. FYI	- <u>Keyboard Shortcuts for Windows 10</u> - Try using some of the shortcuts as you work.	Here" folder by Monday, Feb. 17, 11:59pm.
Week 3 Part 1 begins Friday, Feb. 14	11. Blog and email	 -Check <u>class blog</u> several times a week. Ask questions, read answers/comments on the blog. -Check personal email several times a week. 	