### CIS 111 Week 1 PART 1 Assignment Checklist

**Excel, Access, HTML Discovering Computers, important info SAM exams, quizzes Hyperlinks Due dates**

**Instructions for the first few weeks are long so they are divided into Part 1 and Part 2.**

**As the semester progresses, instructions become shorter.**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Topics** | **✓** | **Assignments** | | **Due Dates** |
| **Week 1 Part 1 begins Friday, January 31.**  **Week 1 Part 1 begins Friday, January 31.**  **Week 1 Part 1 begins Friday, January 31.**  **Week 1 Part 1 begins Friday, January 31.**  **Week 1 Part 1 begins Friday, January 31.** | **1.** [**How to Use Weekly checklist**](https://youtu.be/thDtf0ajU2s)  **2. Purchase textbooks**  **3. Orientation**  **4. Prepare your home computer**  **5. Check in by email**  **6. Join Blog**  **Cont’d. next page…**  **7. The Cloud**  **8. Watson's Website**  **9. Syllabus**  **10. Do you have Office 365?**    **11. Use campus software**    **12. What are the ‘Folders’?**  **13. Download HTML folder, unzip, and label**  **14. Unzip & label HTML folder**  **15. Labeling your Folders** | ☐ | **-If using Adobe Acrobat for this file, “Enable Editing” to select what you have completed, right click and click on Highlight Text to indicate you are finished with that item.**  **-If using Word for this file, click on checkbox to indicate completed items.**  **-If neither of the above works, print out the checklists to check off completed items.**  **-Use the checklists EVERY WEEK to keep track of your completed assignments.**  -[**Purchase Cengage Unlimited**](https://www.cengage.com/unlimited/)**.**  **-See syllabus, page 3, for text information.**  **-Students with financial aid may purchase Cengage Unlimited product code at OCC Bookstore. See syllabus for specific information.**  **-Purchasing from Cengage online is cheaper than purchasing from the OCC Bookstore.**  **-Watch the** [**orientation**](https://watsonswebsite.com/Orientation/orientations.html) **BEFORE attempting to begin CIS 111.**  **Use these links to make sure your home or office computer is prepared for this class:**  **-** [**SAM System Requirements**](https://www.cengage.com/help/sam/sysreq/common/system-requirements.html)  **-** [**Monitor Resolution**](https://www.cengage.com/help/sam/sysreq/common/monitor-resolution.html)  - [**SAM System Check**](https://sam.cengage.com/app/static/browsercheck/index.html)  - [**Setting Up Your Browser**](https://www.cengage.com/help/sam/sysreq/common/browser-settings.html)  **Golden Rule for Browsing: If something doesn’t work when you are online, try another browser.**  **-If you haven’t emailed me to check in for class, please do so now.**  **-Email me from your personal email address to maryann.watson.cis111@gmail.com with the subject line, “Checking in for class”.**  **-Don’t forget to sign the email with your OCC registered name AND the CRN# of your class.**  **-Watch** [**Blogger Basics**](https://youtu.be/kWsmybqbYa4) **on YouTube.**  **-Check your personal email inbox for a blog invitation. Check spam/trash if you don’t see the invitation in your Inbox.**  **-Follow instructions in the blog invitation to join the blog, where you can ask questions and get answers.**  **-Use maximized windows to enable seeing all instructions.**  **-Please DO NOT email me class questions. Put your questions and commentary on the blog.**  **-I will comment back on the blog with answers to your questions and other students will be able to get answers as well.**  **-Only email me about personal things that should not be on a class blog page.**    **-**[**Watch this short video to learn about the cloud as a new business model**](http://youtu.be/ae_DKNwK_ms)  **-Get to know** [**Watson's Website**](https://watsonswebsite.com/index.html)**. Click on all links that pertain to your class. Watson’s Website is used instead of Canvas.**  **-Read Syllabus – It was sent as attachment in the Welcome email to your personal email address. It is also on Watson’s Website.**    **-Verify you have Microsoft Word, Excel, Access, and PowerPoint software in your version of Office 365 on your computer. (The free version of Office 365 does not have MS Access.)**  **-Not all versions have Microsoft Access.**    **-Verify you have Microsoft Word, Excel, Access, and PowerPoint software in your version of Office 365 on your computer. (The free version of Office 365 does not have MS Access.)**  **-This course requires Office 365 (with MS Access) for Windows computers. However, if your version of Office 365 does not have all of the software required for Excel, login to this class in Canvas to use** [**AppStream for Virtual Desktop**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/appstream%20in%20an%20aws%20application.pdf) **for Office 365 software on campus.**  **-If you** [**borrow a computer from OCC**](https://prod.orangecoastcollege.edu/services-support/support/technology-loan/participate.html)**, it may be a Google Chromebook, which does not have a Windows operating system.**  **-If you use a Google Chromebook computer, you will need to use** [**AppStream for Virtual Desktop**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/appstream%20in%20an%20aws%20application.pdf) **in Canvas for Office 365 software and Windows 10.**  **-If you have the free version of Office 365, it does not have all necessary software. You will need to use** [**AppStream for Virtual Desktop**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/appstream%20in%20an%20aws%20application.pdf) **in Canvas for Office 365 software.**  -[**Click here to learn about the folder procedure.**](https://www.youtube.com/watch?v=zyMF5YE74xg)  -[**Click here to learn about downloading.**](http://www.computerhope.com/issues/ch000505.htm)  **-On the** [**Folders page**](https://watsonswebsite.com/folders/folders.html) **on my website, scroll down to click on the CIS 111 link in box 3. This will display the page with folder links you will use throughout the course. If you are new to downloading,** [**click here**](http://www.computerhope.com/issues/ch000505.htm) **to learn about it.**  **-Click on the HTML folder to download it into the Downloads folder on your computer. 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?app=desktop&v=5Wm4PwF8DqY) **and rename it according to my** [**Labeling Folders**](https://www.youtube.com/watch?v=2cFSQO4gj38) **protocol (*CRN# firstname lastname subject*). NOTE: Mac computers will probably unzip automatically when you download folders.**  -[**Use this link to learn how to unzip**](https://www.youtube.com/watch?v=5Wm4PwF8DqY) **the HTML folder.**  **-NOTE: Mac computers will probably unzip automatically when you download folders.**  **-NOTE: Windows computers do not automatically unzip downloaded folders.**  **- After unzipping the downloaded folder, rename the folder with your CRN# *firstname lastname subject* where CRN# is the section # of your class, *firstname lastname* are your real first name and real last name, and *subject* is the subject of the downloaded folder.**  **-Watch “**[**Labeling Folders**](https://www.youtube.com/watch?v=CP8aWhL1PRk)**” to learn how to label folders.**  **-Delete the downloaded, zipped folder. You won’t need it anymore.**  **-You will turn in your HTML folder in Week 1 Part 2.**  **-Proceed to Week 1 Part 2 checklist.** | | **All Week 1 Part 1 tasks must be completed by Monday, February 3, 11:59pm.**  **All Week 1 Part 1 tasks must be completed by Monday, February 3, 11:59pm.**  **Cont’d next page…**  **All Week 1 Part 1 tasks must be completed by Monday, February 3, 11:59pm.**  **All Week 1 Part 1 tasks must be completed by Monday, February 3, 11:59pm.**  **Cont’d next page…**  **All Week 1 Part 1 tasks must be completed by Monday, February 3, 11:59pm.** |
| **Week 1**  **Part 1**  **Friday, January 31.** | **16.** [**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.** |  | |