

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.

Date	Topics	✓	Assignments	Due Dates	
Week 1 Part 1 begins Friday, January 31.	1. How to Use Weekly checklist	<input type="checkbox"/>	-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.	All Week 1 Part 1 tasks must be completed by Monday, February 3, 11:59pm.	
		<input type="checkbox"/>	-If using Word for this file, click on checkbox to indicate completed items.		
		<input type="checkbox"/>	-If neither of the above works, print out the checklists to check off completed items.		
		<input type="checkbox"/>	-Use the checklists EVERY WEEK to keep track of your completed assignments.		
	2. Purchase textbooks	<input type="checkbox"/>	- Purchase Cengage Unlimited .		
		<input type="checkbox"/>	-See syllabus, page 3, for text information.		
		<input type="checkbox"/>	-Students with financial aid may purchase Cengage Unlimited product code at OCC Bookstore. See syllabus for specific information.		
		<input type="checkbox"/>	-Purchasing from Cengage online is cheaper than purchasing from the OCC Bookstore.		
	3. Orientation	<input type="checkbox"/>	-Watch the orientation BEFORE attempting to begin CIS 111.		
			Use these links to make sure your home or office computer is prepared for this class:		
Week 1 Part 1 begins Friday, January 31.	4. Prepare your home computer	<input type="checkbox"/>	- SAM System Requirements	All Week 1 Part 1 tasks must be completed by Monday, February 3, 11:59pm.	
		<input type="checkbox"/>	- Monitor Resolution		
		<input type="checkbox"/>	- SAM System Check		
		<input type="checkbox"/>	- Setting Up Your Browser		
			<u>Golden Rule for Browsing: If something doesn’t work when you are online, try another browser.</u>		
		<input type="checkbox"/>	-If you haven’t emailed me to check in for class, please do so now.		
	5. Check in by email	<input type="checkbox"/>	-Email me from your personal email address to maryann.watson.cis111@gmail.com with the subject line, “Checking in for class”.		
		<input type="checkbox"/>	-Don’t forget to sign the email with your OCC registered name AND the CRN# of your class.		
		<input type="checkbox"/>	-Watch Blogger Basics on YouTube.		
		<input type="checkbox"/>	-Check your personal email inbox for a blog invitation. Check spam/trash if you don’t see the invitation in your Inbox.		
	6. Join Blog	<input type="checkbox"/>	-Follow instructions in the blog invitation to join the blog, where you can ask questions and get answers.		
		<input type="checkbox"/>	- <u>Use maximized windows</u> to enable seeing all instructions.	Cont’d next page...	
	Cont’d. next page...	<input type="checkbox"/>	-Please DO NOT email me class questions. Put your questions and commentary on the blog.		

<p>Week 1 Part 1 begins Friday, January 31.</p>	<p>7. The Cloud</p> <p>8. Watson's Website</p> <p>9. Syllabus</p> <p>10. Do you have Office 365?</p> <p>11. Use campus software</p>	<div> <input type="checkbox"/> -I will comment back on the blog with answers to your questions and other students will be able to get answers as well. </div> <div> <input type="checkbox"/> -Only email me about personal things that should not be on a class blog page. </div> <div> <input type="checkbox"/> -Watch this short video to learn about the cloud as a new business model </div> <div> <input type="checkbox"/> -Get to know Watson's Website. Click on all links that pertain to your class. Watson's Website is used instead of Canvas. </div> <div> <input type="checkbox"/> -Read Syllabus – It was sent as attachment in the Welcome email to your personal email address. It is also on Watson's Website. </div> <div> <input type="checkbox"/> -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 <u>does not</u> have MS Access.) </div> <div> <input type="checkbox"/> -Not all versions have Microsoft Access. </div> <div> <input type="checkbox"/> -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 <u>does not</u> have MS Access.) </div> <div> <input type="checkbox"/> -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 for Office 365 software on campus. </div> <div> <input type="checkbox"/> -If you borrow a computer from OCC, it may be a Google Chromebook, which does not have a Windows operating system. </div> <div> <input type="checkbox"/> -If you use a Google Chromebook computer, you will need to use AppStream for Virtual Desktop in Canvas for Office 365 software and Windows 10. </div> <div> <input type="checkbox"/> -If you have the free version of Office 365, it <u>does not</u> have all necessary software. You will need to use AppStream for Virtual Desktop in Canvas for Office 365 software. </div>	<p>All Week 1 Part 1 tasks must be completed by Monday, February 3, 11:59pm.</p>
<p>Week 1 Part 1 begins Friday, January 31.</p>	<p>12. What are the 'Folders'?</p> <p>13. Download HTML folder, unzip, and label</p>	<div> <input type="checkbox"/> -Click here to learn about the folder procedure. </div> <div> <input type="checkbox"/> -Click here to learn about downloading. </div> <div> <input type="checkbox"/> -On the Folders page 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 to learn about it. </div> <div> <input type="checkbox"/> -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 </div>	<p>All Week 1 Part 1 tasks must be completed by Monday, February 3, 11:59pm.</p> <p>Cont'd next page...</p>

<p>Week 1 Part 1 begins Friday, January 31.</p>	<p>14. Unzip & label HTML folder</p> <p>15. Labeling your Folders</p>	<div> <input type="checkbox"/> copying and pasting to your USB disk or to your Documents folder on the C: drive. </div> <div> <input type="checkbox"/> -Unzip the downloaded folder and rename it according to my Labeling Folders protocol (<i>CRN# firstname lastname subject</i>). NOTE: Mac computers will probably unzip automatically when you download folders. </div> <div> <input type="checkbox"/> -Use this link to learn how to unzip the HTML folder. </div> <div> <input type="checkbox"/> -NOTE: Mac computers will probably unzip automatically when you download folders. </div> <div> <input type="checkbox"/> -NOTE: Windows computers do not automatically unzip downloaded folders. </div> <div> <input type="checkbox"/> - After unzipping the downloaded folder, rename the folder with your CRN# <i>firstname lastname subject</i> where CRN# is the section # of your class, <i>firstname lastname</i> are your real first name and real last name, and <i>subject</i> is the subject of the downloaded folder. </div> <div> <input type="checkbox"/> -Watch "Labeling Folders" to learn how to label folders. </div> <div> <input type="checkbox"/> -Delete the downloaded, zipped folder. You won't need it anymore. </div> <div> <input type="checkbox"/> -You will turn in your HTML folder in Week 1 Part 2. </div> <div> <input type="checkbox"/> -Proceed to Week 1 Part 2 checklist. </div>	<p>All Week 1 Part 1 tasks must be completed by Monday, February 3, 11:59pm.</p>
<p>Week 1 Part 1 Friday, January 31.</p>	<p>16. Blog & email</p>	<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>	