	CIS 111 Week 2 Part 2 Assignment Checklist			

■ Office 2019 text ■ SAM Assignments & important info ■ Hyperlinks ■ Due dates ■ Other info

Date	Topics	✔	Assignments	Due Dates
Week 2 Part 2 begins Monday, Feb. 10, 11:59pm.	***** Use weekly checklists**	☐	-Do not attempt the HTML Exam until you have completed the HTML Video Lessons 1-6 and turned in your completed HTML lessons in your HTML folder. Warning: **DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT THE EXAM. Murphy's Law: What can go wrong, will go wrong.** **When you wait until the last minute, too many things can go wrong. Always plan on finishing assignments AT LEAST ONE DAY AHEAD OF DUE DATE.**	☐ **Drag HTML folder into my Google Drive.** HTML video lessons 4, 5, 6 due by Monday, February 10, 11:59pm.
Week 2 Part 2 begins Monday, Feb. 10, 11:59pm.	10. HTML Exam	☐ ☐ ☐ ☐ ☐ ☐ ☐	-Download HTML Exam folder. - Unzip the folder and label it according to my labeling protocol. -Use the "HTML Exam Instructions.pdf" file in the folder to follow the steps for the exam. -Save all exam files in HTML Exam folder. -Use the "For Fun - Helpful 'How To' Tags.pdf" file to enhance your exam. -I will send server login information to your personal email. Please be patient. IT has to send me this info and they may not respond quickly. -Use the "uploading_webpages.pdf" instructions to upload your exam files to a server.	☐ **HTML Exam folder is due by Thursday, February 13, 11:59pm.**
	11. Turn in HTML Exam folder	☐ ☐ ☐	-Click this link to learn how to turn in your folder on Google Drive. -A link to my shared Google Drive folder will be sent to your personal email address in the first week of class. I will also post the link on the class blog. -Use the link and drag your HTML folder into my shared Google Drive "Drag Folders Here" folder. This is how I collect your work and how I take roll.	☐ **Drag HTML Exam folder into my Google Drive by Thursday, February 13, 11:59pm.**
Week 2 Part 2 begins Monday, Feb. 10, 11:59pm.	12. Blog & Email	☐ ☐	-Check Blog several times a week. -Check personal email several times a week.	