### CIS 111 Week 3 Part 1 Assignment Checklist

**Office 2019 text SAM & important info Hyperlinks Due dates Other info**

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| --- | --- | --- | --- | --- |
| **Date** | **Topics** | **✓** | **Assignments** | **Due Dates** |
| **Week 3 Part 1 begins Friday,****Feb. 14.** Vector hand drawn elegant modern lettering of happy valentines day with red hearts on white background**Week 3 Part 1 begins Friday,****Feb. 14.** Vector hand drawn elegant modern lettering of happy valentines day with red hearts on white background**Week 3 Part 1 begins Friday,****Feb. 14.** Vector hand drawn elegant modern lettering of happy valentines day with red hearts on white background**Week 3 Part 1 begins Friday,****Feb. 14.** Vector hand drawn elegant modern lettering of happy valentines day with red hearts on white background | **1.** [**Use weekly checklists**](https://youtu.be/thDtf0ajU2s)**2. Reminders****3. Purchase Cengage Unlimited****4. SAM****SAM institution key:****T2025199****5. Watch SAM videos****6. Download folder** **7. Using ebooks in SAM****8. Module 1 in Excel textbook: Creating Worksheet & Chart****(required)****11. Turn in folder** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **-Check Week 2 schedules for what is due at the beginning of Week 3.****-Use checklists to keep track of your completed assignments.** **-HTML folder with lessons 1-6 – If you haven’t turned the HTML folder in, do so ASAP.** **-HTML Exam due this week on Tuesday, Sept. 10.****-If you don’t know what was assigned for HTML, see Week 1 & 2 for HTML assignment instructions.****-If you purchase Cengage Unlimited at the OCC Bookstore, you will receive an email from the bookstore with the 18-digit product code and instructions.****-If you purchase direct from Cengage, you will receive an email from Cengage with the 18-digit product code and instructions.****-If you have trouble finding the 18-digit product code, call Cengage Support for help. 800-354-9706****-If you haven’t purchased Cengage Unlimited yet, you may still** [**create a SAM account**](https://watsonswebsite.com/SAM/create%20SAM%20instructions.pdf) **for a 14-day grace period to do this week’s assignments.** **-When creating SAM account, you will be asked for the Institution Key: T2025199****-Use your personal email address for SAM.****-After you join your section in SAM, you will see the assignments.****-When using the grace period, SAM will keep reminding you how many days you have left. SAM will also have a button you may use for purchasing Cengage Unlimited during the grace period.****-If grace period expires, SAM blocks your assignment grades until you pay for Cengage Unlimited.****Watch videos to learn how to do SAM assignments:****-**[**Watch video for how to do SAM Training assignments**](https://www.youtube.com/watch?v=ZcWZwV9AmWg)**-**[**Watch video for how to do SAM Project assignments**](https://www.youtube.com/watch?v=gbTm7q_T7TM&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE&index=12)**-**[**Watch video for how to do SAM Exam assignments**](https://www.youtube.com/watch?v=GnCXp_RBH1U&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE&index=11)**-If you created your SAM account early, the grace period may soon expire.** [**Purchase Cengage Unlimited**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/Textbook%20Information%20Cengage%20Unlimited.pdf) **asap.****-If you have trouble seeing any of the screens in SAM, you should** [**check the SAM System Requirements again**](https://www.cengage.com/help/sam/sysreq/common/system-requirements.html)**. If you continue to have trouble, contact** [**SAM Tech Support**](http://support.cengage.com/magellanweb/TechSupport/login.aspx)**.** **-Use the** [**Folders page**](https://watsonswebsite.com/folders/folders.html) **link on Watson’s Website; then click on the CIS 111 link to display folders for downloading.****-Download Module 1 Excel folder from Watson’s Website.** **-Unzip the downloaded folder and** [**label**](https://www.youtube.com/watch?v=CP8aWhL1PRk) **it with ‘*CRN# firstname lastname Module 1’.*****-Delete the zipped folder. You won’t need it any longer.**-[**Accessing the ebook readings in SAM**](https://www.youtube.com/watch?app=desktop&v=0gqZzEDofQg)**-**[**Login to SAM**](https://sam.cengage.com/App/login?ReturnUrl=%2fLogin.aspx) **to download Module 1 textbook project Start File for Module 1 into Excel Module 1 folder.** **-Use the SAM downloaded start file to complete the steps you read in Module 1 chapter in the ebook.** **-Instructions in book will tell you to save the file as “Frangold Real Estate Budget.xlsx”.** **-You must read the chapter to complete the steps for “Frangold…”.** **OR****-Multitask between watching the YouTube video and using the SAM Start file to complete the project.****[https://www.youtube.com/watch?v=gYOcGCzoUWs](https://www.youtube.com/watch?v=1byOvZ8MgWs" \t "_blank)****-Save Frangold Real Estate Budget.xlsx in Excel Module 1 folder.** **-Upload completed “Frangold…” project in SAM for grading.** **-Look at the “Frangold…” graded report in SAM.** **NOTE: The video was recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM.** **-Fix whatever may be wrong and resubmit in SAM for better score.** **-You have 5 tries on projects. Only highest score counts.****-You must read the chapter for instructions or follow the YouTube instructional video. Otherwise you won’t know what to do with the “Frangold….” Start file.****-SAM assignments are graded and saved in SAM.** **-Project files are downloaded, completed in Excel, saved in the module folder.** **-Completed project files are uploaded back into SAM for grading.****-I will be able to see all SAM assignment grades in SAM, but I want to ‘collect’ your SAM project files in the module folders.** **-Close all files inside the module folder.** **-Close the folder, too.** **-Drag your folder to my shared Google Drive.** **-Turning in something is better than turning in nothing.****-Check** [**Blog**](http://www.blogger.com/) **several times a week.** **-Check personal email several times a week.** | [ ]  **Reminder:** [**Drag HTML Exam folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **by Monday, Feb. 17, 11:59pm.**[ ]  **SAM account must be created by Monday, Feb. 17, 11:59pm. You need a SAM account this week to access the ebooks and do the SAM assignments.**[ ]  **Watch SAM videos to learn how to do SAM assignments.****Cont’d next page…**[ ]  **Excel Module 1 textbook assignment due Monday, Feb. 17, 11:59pm.**[ ]  [**Drag Excel Module 1 folder into shared Google Drive**](https://watsonswebsite.com/Assignments_Handouts_Lectures/Handouts_for_all_classes/turn%20in%20folders%20on%20shared%20Google%20Drive.pdf) **by Monday, Feb. 17, 11:59pm.**  |
|  | **12. Blog & Email** | [ ] [ ]  | **-Check** [**Blog**](http://www.blogger.com/) **several times a week.** **-Check personal email several times a week.** |  |