### CIS 111 Week 3 Part 1 Assignment Checklist

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.** |  |