| _                                     | _   | ( | CIS 111 Week 3 Part 1 Assignment Checklist  | _   |
|---------------------------------------|---|---|---|---|
| Office 2019 text SAM & i              |   |   | important info Hyperlinks Due dates   | Other info  |
| Date                                  | Topics                                    | ✓ | Assignments   | Due Dates   |
|                                       | 1. <u>Use weekly</u><br><u>checklists</u> |   | -Check Week 2 schedules for what is due at the beginning of Week 3.   |   |
|                                       | 2. Reminders                              |   | -Use checklists to keep track of your completed assignments.  | □ Reminder:                                       |
| Week 3<br>Part 1                      |   |   | -HTML folder with lessons 1-6 – If you haven't turned the HTML folder in, do so ASAP.   | <u>folder into</u>                                |
| begins                                |   |   | -HTML Exam due this week on Tuesday, Sept. 10.  | Drive by  |
| Feb. 14.                              |   |   | -If you don't know what was assigned for HTML, see Week<br>1 & 2 for HTML assignment instructions.  | Monday, Feb.<br>17, 11:59pm.                      |
| Valentines<br>Valentines<br>Days      | 3. Purchase                               |   | -If you purchase Cengage Unlimited at the OCC Bookstore,<br>you will receive an email from the bookstore with the 18-<br>digit product code and instructions.   |   |
|                                       | Cengage<br>Unlimited                      |   | -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<br>Cengage Support for help. 800-354-9706  |   |
|                                       | 4. SAM                                    |   | -If you haven't purchased Cengage Unlimited yet, you may<br>still <u>create a SAM account</u> for a 14-day grace period to do<br>this week's assignments.   |   |
|                                       | SAM<br>institution                        |   | -When creating SAM account, you will be asked for the<br>Institution Key: T2025199  | SAM account<br>must be created<br>by Monday, Feb. |
|                                       | key:<br>T2025199                          |   | -After you join your section in SAM, you will see the assignments.  | 17, 11:59pm.<br>You need a SAM                    |
|                                       |   |   | -When using the grace period, SAM will keep reminding you<br>how many days you have left. SAM will also have a button<br>you may use for purchasing Cengage Unlimited during the  | account this<br>week to access<br>the ebooks and  |
|                                       |   |   | grace period.<br>-If grace period expires, SAM blocks your assignment grades<br>until you pay for Cengage Unlimited.  | do the SAM<br>assignments.                        |
|                                       | 5. Watch<br>SAM videos                    |   | Watch videos to learn how to do SAM assignments:<br>-Watch video for how to do SAM Training assignments<br>-Watch video for how to do SAM Project assignments<br>-Watch video for how to do SAM Exam assignments  | U Watch SAM                                       |
| Week 3<br>Part 1<br>begins<br>Friday, |   |   | -If you created your SAM account early, the grace period<br>may soon expire. <u>Purchase Cengage Unlimited</u> asap.<br>-If you have trouble seeing any of the screens in SAM, you<br>should <u>check the SAM System Requirements again</u> . If you<br>continue to have trouble, contact <u>SAM Tech Support</u> . | videos to learn<br>how to do SAM<br>assignments.  |
| Feb. 14.                              | 6. Download<br>folder                     |   | -Use the <u>Folders page</u> link on Watson's Website; then click<br>on the CIS 111 link to display folders for downloading.<br>-Download Module 1 Excel folder from Watson's Website.  | Cont'd next<br>page                               |
|                                       |   |   |   |   |

|             |             |   | -Unzip the downloaded folder and <u>label</u> it with 'CRN#  |                 |
|-------------|-------------|---|--|-----------------|
|             |             |   | firstname lastname Module 1'.                                |                 |
|             |             |   | -Delete the zipped folder. You won't need it any longer.     |                 |
| Week 3      | 7. Using    |   | -Accessing the ebook readings in SAM                         |                 |
| Part 1      | ebooks in   | _ | Login to SAM to download Modulo 1 toythook project Start     |                 |
| begins      | SAIVI       |   | File for Module 1 into Excel Module 1 folder                 |                 |
| Friday,     |             | п | File for Would I linto Excer Would I folder.                 |                 |
| Feb. 14.    | 8. Module 1 | _ | -ose the SAM downloaded start life to complete the steps     |                 |
|             |             | _ | Instructions in book will tall you to say the file as        |                 |
| (Happy)     | textbook:   |   | "Frangold Poal Estate Rudget view"                           |                 |
| Valentine's | Creating    | _ | You must road the chapter to complete the stops for          |                 |
|             | worksneet & |   | "Frangold "  | L Excel Module  |
|             | Chart       |   |  | 1 textbook      |
|             | (required)  |   | OR<br>Multitask between wetching the YouTube video and using | assignment due  |
|             |             |   | the SAM Start file to complete the project                   | Monday, Feb.    |
|             |             |   | https://www.youtube.com/watch2y=gV0c6CzoLW/c                 | 17, 11:59pm.    |
|             |             |   | https://www.youtube.com/watch:v-grococcoows                  |                 |
|             |             |   | -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    |                 |
| Week 3      |             |   | YouTube instructional video. Otherwise you won't know        |                 |
| Part 1      |             |   | what to do with the "Frangold" Start file.                   |                 |
| begins      |             |   | -SAM assignments are graded and saved in SAM.                |                 |
| Friday,     |             |   | -Project files are downloaded, completed in Excel, saved in  |                 |
| Feb. 14.    |             |   | the module folder.   |                 |
|             |             | п | -Completed project files are uploaded back into SAM for      |                 |
| Happy       |             |   | grading.   |                 |
| Day.        |             |   | -I will be able to see all SAM assignment grades in SAM, but | Drag Excel      |
|             |             |   | I want to 'collect' your SAM project files in the module     | Module 1 folder |
|             |             |   | folders.   | into shared     |
|             | 11. Turn in | п | -Close all files inside the module folder.                   | Google Drive by |
|             | folder      |   | -Close the folder, too.                                      | Monday, Feb.    |
|             |             |   | -Drag your folder to my shared Google Drive.                 | 17, 11:59pm.    |
|             |             |   | -Turning in something is better than turning in nothing.     |                 |
|             |             |   | -Check Blog several times a week.                            |                 |
|             |             |   | -Check personal email several times a week.                  |                 |
|             | 12. Blog &  |   | -Check Blog several times a week.                            |                 |
|             | Email       |   | -Check personal email several times a week.                  |                 |
|             |             |   |  |                 |