### CIS 111 Week 3 Part 2 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 2 begins Monday,****Feb. 17.****Week 3 Part 2 begins Monday,****Feb. 17.** | **\*\*\***[**Use weekly checklists**](https://youtu.be/thDtf0ajU2s)**9. SAM Training****(required)****10. SAM Project (required)****11. Turn in folder****12. Discovering Computers Chapter 1****13. Discovering Computers Quiz**  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |  **-Check Week 3 Part 1 schedule for what is due at the beginning of Week 3.****-In SAM, click on SAM Training link for Excel Module 1.** **-Follow instructions in training. You only need to do the ‘Apply’ part of training to get credit.** **-If you have difficulty with a training task, use Observe to learn how SAM expects you to do the training task.****-Download SAM project instruction file for Excel Module 1, New Era Medical. Save in Excel Module 1 folder.** **-Download start file for SAM project Excel Module 1, New Era Medical. Save in Excel Module 1 folder.** **-Follow instruction file to complete the New Era Medical.xlsx file. When finished, upload New Era Medical.xlsx into SAM for grading.** **Or****-Multitask between watching a YouTube video and using the SAM Start file to complete the project.**[**New Era Medical**](https://www.youtube.com/watch?v=q7zQqen8YWk). **-You are allowed 5 tries on projects so if your score is low, download graded report to see what is wrong and fix the original project file. Then re-upload for a better score.****-Projects are required. They are worth 15% of your final grade.****-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.** **-You will turn in the folders once a week.****-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.****-Read Chapter 1 in the Discovering Computers ebook: “Today’s Technologies: Computers, Devices, Web”. Ebook is in SAM.****-Complete the quiz for DC Chapter 1, “Today’s Technologies: Computers, Devices, Web”.** **-Make sure you have read Chapter 1 before taking the quiz. -You only get one try on quizzes.** | [ ]  **SAM account must be created by Monday, Feb. 17, 11:59pm. You need a SAM account to do the SAM assignments.**[ ]  **SAM training due by Thursday, Feb. 20, 11:59pm.**[ ]  **SAM project due by Thursday, Feb. 20, 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 Thursday, Feb. 20, 11:59pm.**[ ]  **DC Chapter 1 reading should be completed before doing the Chapter 1 Quiz.**[ ]  **DC Ch 1 reading & QUIZ due by Week 4, Thursday, Feb. 20, 11:59pm.** |
|  | **14. Blog & Email** | [ ] [ ]  | **-Check** [**Blog**](http://www.blogger.com/) **several times a week.** **-Check personal email several times a week.** |  |