

# CIS 111 Week 3 Part 2 Assignment Checklist

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

Date	Topics	✓	Assignments	Due Dates
Week 3 Part 2 begins Monday, Feb. 17.	<b>***<a href="#">Use weekly checklists</a></b>	<input type="checkbox"/>	-Check Week 3 Part 1 schedule for what is due at the beginning of Week 3.	<input type="checkbox"/> <b>SAM account must be created by Monday, Feb. 17, 11:59pm. You need a SAM account to do the SAM assignments.</b>  <input type="checkbox"/> <b>SAM training due by Thursday, Feb. 20, 11:59pm.</b>  <input type="checkbox"/> <b>SAM project due by Thursday, Feb. 20, 11:59pm.</b>  <input type="checkbox"/> <b><a href="#">Drag Excel Module 1 folder into shared Google Drive by Thursday, Feb. 20, 11:59pm.</a></b>  <input type="checkbox"/> <b>DC Chapter 1 reading should be completed before doing the Chapter 1 Quiz.</b>  <input type="checkbox"/> <b>DC Ch 1 reading &amp; QUIZ due by Week 4, Thursday, Feb. 20, 11:59pm.</b>
	9. SAM Training (required)	<input type="checkbox"/>	-In SAM, click on SAM Training link for Excel Module 1.	
		<input type="checkbox"/>	-Follow instructions in training. You only need to do the 'Apply' part of training to get credit.	
		<input type="checkbox"/>	-If you have difficulty with a training task, use Observe to learn how SAM expects you to do the training task.	
	10. SAM Project (required)	<input type="checkbox"/>	-Download SAM project instruction file for Excel Module 1, New Era Medical. <u>Save in Excel Module 1 folder.</u>	
		<input type="checkbox"/>	-Download start file for SAM project Excel Module 1, New Era Medical. <u>Save in Excel Module 1 folder.</u>	
		<input type="checkbox"/>	-Follow instruction file to complete the New Era Medical.xlsx file. When finished, upload New Era Medical.xlsx into SAM for grading.	
			Or	
		<input type="checkbox"/>	-Multitask between watching a YouTube video and using the SAM Start file to complete the project. <a href="#">New Era Medical.</a>	
		<input type="checkbox"/>	-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.	
		<input type="checkbox"/>	-Projects are required. They are worth 15% of your final grade.	
		<input type="checkbox"/>	-SAM assignments are graded and saved in SAM.	
		<input type="checkbox"/>	-Project files are downloaded, completed in Excel, saved in the module folder.	
		<input type="checkbox"/>	-Completed project files are uploaded back into SAM for grading.	
Week 3 Part 2 begins Monday, Feb. 17.	11. Turn in folder	<input type="checkbox"/>	-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.	
		<input type="checkbox"/>	-You will turn in the folders once a week.	
	12. Discovering Computers Chapter 1	<input type="checkbox"/>	-Close all files inside the module folder.	
		<input type="checkbox"/>	-Close the folder, too.	
		<input type="checkbox"/>	-Drag your folder to my shared Google Drive.	
		<input type="checkbox"/>	-Turning in something is better than turning in nothing.	
	13. Discovering Computers Quiz	<input type="checkbox"/>	-Read Chapter 1 in the Discovering Computers ebook: "Today's Technologies: Computers, Devices, Web". Ebook is in SAM.	
		<input type="checkbox"/>	-Complete the quiz for DC Chapter 1, "Today's Technologies: Computers, Devices, Web".	
		<input type="checkbox"/>	-Make sure you have read Chapter 1 before taking the quiz. - You only get one try on quizzes.	
	14. Blog & Email	<input type="checkbox"/>	-Check <a href="#">Blog</a> several times a week.	
		<input type="checkbox"/>	-Check personal email several times a week.	