

CIS 100 Week 1 Part 1 Assignment Checklist

■ Office 2019 text

■ SAM Exams, Projects, Training, & Important Info

■ Hyperlinks

■ Due Dates

Dates	Topics	✓	Assignments	Due Dates
<p>Week 1, Part 1 begins Monday, Feb. 2</p>	<p>Lots to do in the first week... 1. How to Use Weekly checklist 2. Purchase textbooks 3. Orientation 4. Prepare your home computer 5. Check in by email 6. Join Blog Cont'd next page...</p>	<input type="checkbox"/>	-Follow the checklist in the order written.	<p style="color: magenta;">Finish Week 1 Part 1 tasks by Thursday, Feb. 5, 11:59pm.</p>
		<input type="checkbox"/>	-If using Adobe Acrobat for this file, "Enable Editing" to select what you have completed, right click and click on Highlight Text to indicate you are finished with that item.	
		<input type="checkbox"/>	-If using Word for this file, click on checkbox to check off completed task.	
		<input type="checkbox"/>	-If neither of the above works, print out the checklist to manually check off completed items.	
		<input type="checkbox"/>	-Use the checklists EVERY WEEK to keep track of your completed assignments.	
		<input type="checkbox"/>	-Purchase Cengage Unlimited . (Use your personal email and password for creating your Cengage account.)	
		<input type="checkbox"/>	-See syllabus, page 3, for text information, too.	
		<input type="checkbox"/>	-Students with financial aid may purchase Cengage Unlimited product code at OCC Bookstore. See syllabus for specific information. HOWEVER, the Bookstore price is more expensive than purchasing from Cengage.	
		<input type="checkbox"/>	- Watch the orientation BEFORE proceeding. Use these links to make sure your home or office computer is prepared for this class:	
		<input type="checkbox"/>	- SAM System Requirements	
		<input type="checkbox"/>	- Monitor Resolution	
		<input type="checkbox"/>	- SAM System Check	
		<input type="checkbox"/>	- Setting Up Your Browser <u>Golden Rule for Browsing: If something doesn't work when you are online, try another browser.</u>	
		<input type="checkbox"/>	-If you haven't emailed me to check in for class, please do so now.	
		<input type="checkbox"/>	-Email me from your personal email address to maryann.watson.cis100@gmail.com with the subject line, "Checking in for class".	
<input type="checkbox"/>	-Don't forget to sign the email with your OCC registered name AND the CRN# of your class.			
<p>Week 1, Part 1 begins Monday, Feb. 2</p>	<p>Cont'd next page...</p>	<input type="checkbox"/>	-Watch Blogger Basics on YouTube.	<p style="color: magenta;">Cont'd next page...</p>
		<input type="checkbox"/>	-Check your personal email inbox for a blog invitation.	
		<input type="checkbox"/>	-Check spam/trash if you don't see the invitation in your Inbox.	
		<input type="checkbox"/>	-Follow instructions in the blog invitation to join the blog, where you can ask questions and get answers.	
		<input type="checkbox"/>	-Use <u>maximized windows</u> to enable seeing all instructions.	
		<input type="checkbox"/>	-Please DO NOT email me class questions. Put your questions and commentary on the blog.	
<input type="checkbox"/>	-I will comment back on the blog with answers to your questions.			

<p>Week 1, Part 1 begins Monday, Feb. 2</p>	<p>7. The Cloud</p> <p>8. Watson's Website</p> <p>9. Syllabus</p> <p>10. Syllabus Quiz</p> <p>11. Do you have Office 365?</p> <p>12. Use campus software</p> <p>13. What are the 'Folders'?</p> <p>14. Download 'Word folder</p>	<p><input type="checkbox"/> -Only email me about personal things that should not be on a class blog page.</p> <p><input type="checkbox"/> -Watch this video to learn about the cloud as a new business model</p> <p><input type="checkbox"/> -Get to know Watson's Website. Click on all links that pertain to your class. Watson's Website is used instead of Canvas.</p> <p><input type="checkbox"/> -Read Syllabus – Check your personal email address for the Welcome email. The syllabus was sent as attachment to the Welcome email. The syllabus is also on Watson's Website.</p> <p><input type="checkbox"/> -Complete the Syllabus Quiz. The link is sent to your personal email. It's a Google Quiz. When you finish it, your score will automatically show up in my Google Drive.</p> <p><input type="checkbox"/> -Verify you have Microsoft Word, Excel, Access, and PowerPoint software in your version of Office 365 on your computer. (The free version of Office 365 <u>does not</u> have MS Access.)</p> <p><input type="checkbox"/> -This course requires Office 365 for Windows computers. However, if your version of Office 365 does not have all of the software required for CIS 100, login to this class in Canvas to use AppStream for Virtual Desktop for Office 365 software on campus.</p> <p><input type="checkbox"/> -If you use a Google Chromebook computer, you will need to use AppStream for Virtual Desktop in Canvas for Office 365 software and Windows 10.</p> <p><input type="checkbox"/> -If you have the free version of Office 365, it <u>does not</u> have all necessary software. You will need to use AppStream for Virtual Desktop in Canvas for Office 365 software.</p> <p><input type="checkbox"/> -Click here to learn about the folder procedure.</p> <p><input type="checkbox"/> -If you are new to downloading, click here to learn about it.</p> <p><input type="checkbox"/> -On the Folders page on my website, scroll down to click on the CIS 100 link in box 3. This will display the page with folder links you will use throughout the course.</p> <p><input type="checkbox"/> -Click on the Word Module 1 folder link to download it into the Downloads folder on your computer.</p> <p><input type="checkbox"/> -If you are working on your home or office computer, move it from the Downloads folder by copying and pasting to your USB disk or to your Documents folder on the C: drive.</p>	<p>Finish Week 1 Part 1 tasks by Thursday, Feb. 5, 11:59pm.</p> <p>Finish Week 1 Part 1 tasks by Thursday, Feb. 5, 11:59pm.</p>
<p>Week 1, Part 1 begins Monday, Feb. 2</p>	<p>15. Unzip Word folder</p> <p>Cont'd next page...</p>	<p><input type="checkbox"/> -Unzip the downloaded folder and rename it according to my Labeling Folders protocol (<i>CRN# firstname lastname subject</i>).</p> <p><input type="checkbox"/> -NOTE: Mac computers will probably unzip automatically when you download folders.</p> <p><input type="checkbox"/> -NOTE: Windows computers may not automatically unzip downloaded folders.</p> <p><input type="checkbox"/> - After unzipping the downloaded folder, rename the folder with your <i>CRN# firstname lastname subject</i> where CRN# is</p>	<p>Cont'd next page...</p>

<p>Week 1, Part 1 begins Monday, Feb. 2</p>	<p>16. Labeling your Folders</p> <p>17. My shared Google Drive</p> <p>18. Turn in folder</p> <p>19. Office hours</p> <p>20. Zoom</p> <p>21. Week 1 Part 2</p>	<p>the section # of your class, <i>firstname lastname</i> are your real first name and real last name, and <i>subject</i> is the subject of the downloaded folder.</p> <ul style="list-style-type: none"> <input type="checkbox"/> -Watch “Labeling Folders” to learn how to label folders. <input type="checkbox"/> -Delete the downloaded, zipped folder. You won’t need it anymore. <input type="checkbox"/> -Click this link to learn how to turn in your folder on Google Drive. <input type="checkbox"/> -A link to my shared Google Drive folder will be sent to your <u>personal</u> email address in the first week of class. I will also post the link on the class blog. <input type="checkbox"/> -Use the link and drag your folder into my shared Google Drive “Drag Folders Here” folder. <input type="checkbox"/> -This is how I collect your folder and how I take roll. <input type="checkbox"/> -Word Module 1 assignments will be assigned in the Week 1 Part 2 checklist. <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 to get credit for attendance. <input type="checkbox"/> -This is how I take roll. <input type="checkbox"/> -Office hours will be in zoom. <input type="checkbox"/> -Zoom link for office hours will be posted on the Blog and sent to your personal email address. <input type="checkbox"/> -Office hours are listed on Watson’s Website and in the class syllabus. <input type="checkbox"/> - Zoom recording links may be posted on the class blog to assist with the assignments. <input type="checkbox"/> -Zoom recordings will not be required to watch, but they may help you proceed through the lessons. <input type="checkbox"/> -NOTE: Weekly schedules will ‘grow’ shorter as the weeks go by. <input type="checkbox"/> -Proceed to Week 1 Part 2 checklist to begin working on assignments. 	<p>Finish Week 1 Part 1 tasks by Thursday, Feb. 5, 11:59pm.</p> <p><input type="checkbox"/> Drag Word Module 1 folder into shared Google Drive by Thurs., Feb. 5, 11:59pm.</p>
---	---	---	--