

CIS 100 Week 2 Part 1 Checklist

■ Office 2019 text
 ■ SAM Exams, Projects, Training, & important info
 ■ Hyperlinks
 ■ Due dates Other info

Date	Topics	✓ Assignments	Due Dates
Week 2, Part 1, begins Monday, February 9.	1. Use weekly checklist 2. Week 2 Review 3. USB device 4. Blog 5. SAM Training for Word Mod 1 (required) 6. SAM Project for Word Mod 1 (required) 7. SAM Practice Exam	<input type="checkbox"/> -Use weekly assignment checklist to keep track of your completed assignments. <input type="checkbox"/> -Check Week 1 Part 2 checklist for what is due at the beginning of Week 2. <input type="checkbox"/> -Use USB flash drive to backup all files. This means save all folders and files on a USB disk. <input type="checkbox"/> -If you are not 'on the blog' yet, you must email me from your personal email with a subject line something like this: "CIS 100 student needs invitation to blog". <input type="checkbox"/> - Watch the SAM video for how to do Training assignments . I will be able to see your training assignment in SAM. You will not send me anything. <input type="checkbox"/> -SAM Training Word Module 1– Read & follow instructions in SAM. To save time, only do 'Apply'. <input type="checkbox"/> - Watch the SAM video for how to do Project assignments <input type="checkbox"/> -Download SAM project instruction file for Word Module 1. Save in Word Module 1 folder. <input type="checkbox"/> -Download start file for SAM project Word Module 1. Save in Module 1 folder. <input type="checkbox"/> -Follow instruction file to complete the start file. When finished, upload start file back into SAM for grading. <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.	<p style="color: magenta;">Caveat: NEVER wait until last minute to do SAM assignments.</p> <input type="checkbox"/> SAM Word Module 1 training assignment is due by Thurs., February 12, 11:59pm. <input type="checkbox"/> SAM Word Module 1 project assignment is due by Thurs., February 12, 11:59pm.
Week 2, Part 1, begins Monday, February 9.	8. SAM Real Exam (required) 9. Re SAM	<input type="checkbox"/> -Use the SAM Practice Exam for Word Module 1. Practice exams are not required but they help you score better on the Real Exams. Practice exams allow multiple tries. <input type="checkbox"/> -Complete the SAM Real Exam for Word Module 1. <input type="checkbox"/> -You will have 2 tries on this real exam, but <u>all other real exams will only have 1 try</u> . Always make sure you have completed all training and project assignments for the module before starting a real exam. NOTE: When you finish the exam, I will be able to 'see' it in SAM. <input type="checkbox"/> -If you have trouble seeing any of the screens in SAM, check the SAM System Requirements again . <input type="checkbox"/> -If you continue to have trouble, contact SAM Tech Support .	<input type="checkbox"/> SAM Word Module 1 Real Exam due by Thurs., February 12, 11:59pm. <p style="color: magenta;">Cont'd next page...</p>

