CIS 100 Week 2 Part 2 Checklist

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

Date	Topics	✓	Assignments	Due Dates
Week 2, Part 2 begins Thursday, February 12.	1. Use weekly checklist	☐	-Use assignment checklist to keep track of your completed assignments.	☐ Reminder: SAM Real Exam for Word Module 1 due by Thursday, February 12, 11:59pm.
		☐	-Follow checklist in order written.	
	2. Backup your work	☐	-Use USB flash drive to backup all files. This means save all folders and files on a USB disk. Or	
		☐	-Backup your files by saving them in your Google Cloud or OneDrive or whatever you use for cloud.	
	3. Blog	☐	-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".	
	4. Download module folder	☐	-Download Word Module 2 folder from the Folders page on my website.	
		☐	-Scroll down the Folders page and click on the CIS 100 link in box 3 to begin download.	
		☐	-The Word Module 2 folder will download into the Downloads folder on your computer. If you are new to downloading, click here to learn about it.	
		☐	-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.	
		☐	-Unzip the downloaded folder and rename it according to my Labeling Folders protocol (*CRN# firstname lastname subject*).	
		☐	-Login to SAM to download the project, "Textbook Project for Word Module 2".	
	Office 2019 textbook…	☐	-Download start file and support file(s) if any.	☐ SAM Word Module 2 textbook project due by Monday, February 16, 11:59PM
		☐	-Save all downloaded files in Word Module 2 folder.	
Week 2, Part 2 begins Thursday, February 12.	4. Word Module 2 - Editing & Formatting Documents	☐	-In the SAM project download window, the project instruction file opens the ebook for Word Module 2.	
		☐	-Read and follow page-by-page instructions in Module 2 to complete the project start file. Or Multitask between watching the YouTube videos and using the SAM Start file to complete the project.	
		☐	-Part 1 https://www.youtube.com/watch?v=2oVcblLAU5k	
		☐	-Part 2 https://www.youtube.com/watch?v=wiJEOsuzF5o	
	Cont'd next pg…	☐	-Part 3 https://www.youtube.com/watch?v=KsnItWAVL9M	Cont'd next page…

Week 2, Part 2 begins Thursday, February 12.	**5. SAM Training (Required)** **6. SAM Project (Required)**	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	**-Save completed file(s) into the Module 2 folder as the SAM expected name. SAM has an expected file name for your project. Look in the SAM upload window for the expected name. If you do not name your file by what SAM expects, SAM will not accept your file for grading.** **-Upload the completed file(s) into SAM for grading.** **-Look at the graded report in SAM.** **-Fix whatever may be wrong.** **-Resubmit in SAM for a better score. You have 5 tries on projects. Only highest score counts. <u>You must read the chapter for the project instructions</u>. Otherwise you won't know what to do with the project file(s).** **-SAM Training Word Module 2 – Read & follow instructions in SAM. To save time, only do 'Apply'.** **-Download SAM project instruction file for Word Module 2. Save in Module 2 folder.** **-Download start file for SAM project. Save in Module 2 folder.** **-Use the instruction file to complete the start file.** **-When finished, upload start file back into SAM for grading.** **-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 Word Module 2 Training due by Monday, February 16, 11:59PM** ☐ **SAM Module 2 Project due by Monday, February 16, 11:59PM**
Week 2, Part 2 begins Thursday, February 12.	**7. Turn in folder** **8. FYI**	☐ ☐ ☐ ☐	**-Close all files inside the module folder.** **-Close the folder, too.** **-Drag your folder to my shared Google Drive.** **-<u>Internet Archive – Can be helpful for research projects.</u>**	☐ **<u>Drag Word Module 2 folder into my Google Drive</u> "Drag Folders Here" folder by Monday, February 16, 11:59PM**
Week 2, Part 2 begins Thursday, February 12.	**9. Blog and email**	☐ ☐	**-Check <u>class blog</u> several times a week. Ask questions, read answers/comments on the blog.** **-Check personal email several times a week.**	