

CIS 111 Week 1 PART 1 Assignment Checklist

■ Excel, Access, HTML
 ■ Discovering Computers, important info
 ■ SAM exams, quizzes
 ■ Hyperlinks
 ■ Due dates
 Instructions may seem long. That's why they are divided into Part 1 and Part 2.

As the course progresses, instructions become shorter.

Date	Topics	✓	Assignments	Due Dates
Week 1 Part 1 begins Monday, February 2.	1. How to Use Weekly checklist	<input type="checkbox"/>	-Checklists are on my website.	All Week 1 Part 1 tasks must be completed by Thursday, February 5, 11:59pm.
		<input type="checkbox"/>	-Print out the checklist to check off completed items.	
		<input type="checkbox"/>	-Use the checklists EVERY WEEK to keep track of your completed assignments.	
	2. Orientation	<input type="checkbox"/>	-Watch the orientation BEFORE attempting to begin CIS 111.	
	3. Syllabus Quiz (required)	<input type="checkbox"/>	-Read Syllabus – It was sent as attachment in the Welcome email to your personal email address. It is also on Watson's Website.	
		<input type="checkbox"/>	-Complete the Syllabus Quiz. (It's a Google form.) The link was sent to your personal email address. (Check spam/trash if you don't see it.)	
	4. Check in by email	<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.cis111@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.	
	5. Join Blog	<input type="checkbox"/>	-Watch Blogger Basics on YouTube.	
<input type="checkbox"/>		-Check your personal email inbox for a blog invitation. 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.		
Week 1 Part 1 begins Monday, February 2.		<input type="checkbox"/>	-I will comment back on the blog with answers to your questions and other students will be able to get answers as well.	All Week 1 Part 1 tasks must be completed by Thursday, February 5, 11:59pm.
		<input type="checkbox"/>	-Only email me about personal things that should not be on a class blog page.	
		<input type="checkbox"/>	- Click here to learn about the folder procedure.	
	6. What are 'Folders' for?	<input type="checkbox"/>	-On the Folders page on my website, scroll down to click on the CIS 111 link in box 3. This will display the page with folder links you will use throughout the course.	
	7. Download HTML folder, unzip, and label	<input type="checkbox"/>	-Click on the HTML folder to download 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.	
		<input type="checkbox"/>	- Unzip the downloaded folder and rename it according to my Labeling Folders protocol (<i>CRN firstname lastname subject</i>).	

<p>Week 1 Part 1 begins Monday, February 2.</p>	<p>8. Unzip & label HTML folder</p> <p>9. How to label your folders</p> <p>10. HTML video lessons 1-3</p> <p>11. Turn in folder</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -NOTE: Mac computers will probably unzip automatically when you download folders. <input type="checkbox"/> -Use this link to learn how to unzip the HTML folder. <input type="checkbox"/> -NOTE: Mac computers will probably unzip automatically when you download folders. <input type="checkbox"/> -NOTE: Windows computers do not automatically unzip downloaded folders. <input type="checkbox"/> - After unzipping the downloaded folder, rename the folder with your CRN <i>firstname lastname subject</i> where CRN is the section number 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. <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"/> -You will turn in your HTML folder in Week 1 Part 2. <input type="checkbox"/> -Proceed to Week 1 Part 2 checklist. <input type="checkbox"/> -In the (unzipped) HTML folder, open the handout, "HTML Demos". Read and follow what it says to do. You will need speakers or a headset to hear audio for the online video lessons. The lessons are 'learn by doing', so you will multitask between watching the videos and doing the lessons in Notepad. <input type="checkbox"/> -Mac users should use TextEdit because Mac's do not have Notepad. <input type="checkbox"/> -Watch Video Episodes 1 - 3. As you watch the video lessons, read and follow what the narrator tells you to do. Pause when it tells you to pause. Save when it tells you to save. Follow instructions to watch, listen, and 'try'. Save the files you create into your HTML folder. Your assignment this week is to complete Episodes 1-3. <input type="checkbox"/> -See "What should be in HTML" file in HTML folder for what should be in your folder when <u>finished</u> viewing the HTML online episodes 1 – 6. However, this week only episodes 1-3 are required. <input type="checkbox"/> -NOTE: There are 8 episodes listed in the "HTML Demos" file (inside HTML folder), but this week you will only do 3. More episodes are scheduled in the next checklist. <input type="checkbox"/> -Save all HTML video lesson files in the HTML folder. <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 personal 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 HTML folder into my shared Google Drive "Drag Folders Here" folder. This is how I collect your work and how I take roll. 	<p>All Week 1 Part 1 tasks must be completed by Thursday, February 5, 11:59pm.</p> <p>All Week 1 Part 1 HTML lessons must be completed and turned in by Thursday, February 5, 11:59pm.</p>
---	---	---	--

Week 1 Part 1 begins Monday, February 2.	12. Blog & email	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	-Check the blog several times per week. Login with your personal email address and password. -Check personal email several times per week. -NOTE: Do not create a new blog. Join the class blog to post your questions and comments.	
---	---	--	---	--