

CIS 111 Week 1 **PART 2** 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 2 begins Thursday, February 5.	1. <a href="#">Use weekly checklist</a>	<input type="checkbox"/>	-Print out the checklist to check off completed tasks.	All Week 1, Part 1 tasks must be completed before proceeding to this checklist.
		<input type="checkbox"/>	-Or save the checklists to your computer	
	2. Complete Week 1 assignments	<input type="checkbox"/>	-Use the checklist EVERY WEEK to keep track of your completed tasks.	
	3. USB drive	<input type="checkbox"/>	-In Week 1 Part 1 checklist, you were told you to go to the <a href="#">Folders page</a> on my website, scroll down to click on the CIS 111 link in box 3, and click on the HTML folder to download it.	
		<input type="checkbox"/>	-If you are working on your home or office computer, move it from the Downloads folder by <a href="#">copying and pasting</a> to a USB disk or to your Documents folder on the C: drive.	
		<input type="checkbox"/>	-Some students make a CIS 111 folder to keep all folders and files for this class.	
4. HTML folder	<input type="checkbox"/>	-If you did not download the HTML folder from Watson's Website "Folders" page, do it now. (See instructions in Week 1 schedule.)	<input type="checkbox"/> HTML video lessons 1-3 are due by Monday, February 9, by midnight.	
	<input type="checkbox"/>	-Save the HTML folder on your USB disk. <a href="#">Unzip the downloaded folder</a> and rename it according to my <a href="#">Labeling Procedure</a> .		
	<input type="checkbox"/>	-Delete the HTML zip file. You won't need it any longer.		
5. Use shared Google Drive	<input type="checkbox"/>	- <a href="#">How to use "shared with me" on Google Drive</a> – This video shows you how to use a folder that has been shared with you on Google Drive. Shared folder link was sent to your personal email in Week 1.		
	<input type="checkbox"/>	-Use the link to my shared folder "Drag Folders Here" to drag your HTML and HTML Exam folders. This is how you turn in folders.		
6. HTML video lessons 1-3	<input type="checkbox"/>	-Video lessons 1-3 were assigned in Week 1. If you haven't completed HTML video lessons 1-3, finish now.		
	<input type="checkbox"/>	-I will not grade your work if your folders are not labeled according to my <a href="#">labeling format</a> .		
7. HTML video lessons 4-6	<input type="checkbox"/>	-Use same procedure as in Week 1 for completing HTML episodes 4, 5, & 6 listed in the handout " <a href="#">HTML Demos</a> " (in the HTML folder). As you watch the video lessons, read and follow the narrator's instructions. Pause when it tells you to pause. Save when it tells you to save. Follow the instructions to watch, listen, and 'try'. Save the files you create into your HTML folder.		
	<input type="checkbox"/>	-NOTE: The videos are old but they are still very good for learning about basic HTML.		<input type="checkbox"/> <a href="#">Drag the HTML folder into shared Google Drive</a> by Monday, February 9 by midnight.
Week 1 Part 2 begins Thursday, April 10				

<p>Week 1 Part 2 begins Thursday, April 10</p>	<p>8. HTML Exam</p> <p>9. Turn in HTML Exam folder</p> <p>10. Office Hours</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> -See <a href="#">“What should be in HTML”</a> file in HTML folder for what should be in your folder when finished viewing the HTML online episodes 1 – 6. NOTE: There are 8 episodes listed in the “HTML Demos” file, but we only do 6 for this class.</li> <li><input type="checkbox"/> -Save all HTML video lesson files in the HTML folder.</li> <li><input type="checkbox"/> -Caveat: Do not attempt the HTML Exam until you have completed the HTML Video Lessons 1-6 and turned in your completed HTML lessons in your HTML folder.</li> <li><input type="checkbox"/> -Caveat: DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT THE EXAM. Murphy’s Law: What can go wrong, will go wrong.</li> <li><input type="checkbox"/> -When you wait until the last minute, too many things can go wrong. Always plan on finishing assignments AT LEAST ONE DAY AHEAD OF DUE DATE.</li> <li><input type="checkbox"/> -Download <a href="#">HTML Exam</a> folder.</li> <li><input type="checkbox"/> - Unzip the folder and label it according to my <a href="#">labeling protocol</a>.</li> <li><input type="checkbox"/> -Use the “HTML Exam Instructions.pdf” file in the folder to follow the steps for the exam.</li> <li><input type="checkbox"/> -Save all exam files in HTML Exam folder.</li> <li><input type="checkbox"/> -Use the “For Fun - Helpful 'How To' Tags.pdf” file to enhance your exam.</li> <li><input type="checkbox"/> -Click this link to learn <a href="#">how to turn in your folder on Google Drive</a>.</li> <li><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.</li> <li><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.</li> <li><input type="checkbox"/> -Office hours will be in zoom.</li> <li><input type="checkbox"/> -Zoom link for office hours will be posted on the Blog and sent to your personal email address.</li> <li><input type="checkbox"/> -Office hours are listed on Watson’s Website and in the class syllabus.</li> <li><input type="checkbox"/> -I can also meet by appointment in zoom.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> HTML Exam due is due by Monday, <a href="#">February 9, midnight.</a></li> <li><input type="checkbox"/> HTML Exam folder due by Mon., <a href="#">February 9, midnight.</a></li> </ul>
<p>Week 1 Part 2</p>	<p>11. <a href="#">Blog</a> &amp; email</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> -Check the blog several times per week. Login with your personal email address and password.</li> <li><input type="checkbox"/> -Check personal email several times per week.</li> <li><input type="checkbox"/> -NOTE: Do not create a new blog. Join the class blog to post your questions and comments.</li> </ul>	