

<p>Week 2 Part 1 begins Monday, Feb. 9.</p>	<p>6. Download folder</p> <p>7. Using ebooks in SAM</p> <p>8. Module 1 in Excel textbook: Creating Worksheet & Chart (required)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -If you have trouble seeing any of the screens in SAM, you should check the SAM System Requirements again. If you continue to have trouble, contact 800-354-9706. <input type="checkbox"/> -Use the Folders page link on Watson’s Website; then click on the CIS 111 link to display folders for downloading. <input type="checkbox"/> -Download <u>Module 1 Excel folder</u> from Watson’s Website. <input type="checkbox"/> -Unzip the downloaded folder and label it with ‘<i>CRN firstname lastname Module 1</i>’. <input type="checkbox"/> -Delete the zipped folder. You won’t need it any longer. <input type="checkbox"/> -Accessing the ebook readings in SAM <input type="checkbox"/> -Login to SAM to download Module 1 textbook project Start File for Module 1 into Excel Module 1 folder. <input type="checkbox"/> -Use the SAM downloaded start file to complete the steps you read in Module 1 chapter in the ebook. <input type="checkbox"/> -Instructions in book will tell you to save the file as “Frangold Real Estate Budget.xlsx”. <input type="checkbox"/> -You must read the chapter to complete the steps for “Frangold...” . OR <input type="checkbox"/> -Multitask between watching the YouTube video and using the SAM Start file to complete the project. https://www.youtube.com/watch?v=gYOcGCzoUWs <input type="checkbox"/> -Save Frangold Real Estate Budget.xlsx in Excel Module 1 folder. <input type="checkbox"/> -Upload completed “Frangold...” project in SAM for grading. <input type="checkbox"/> -Look at the “Frangold...” graded report in SAM. NOTE: The video was recorded by another teacher. Use the textbook instructions to fix errors after your project is graded by SAM. <input type="checkbox"/> -Fix whatever may be wrong and resubmit in SAM for better score. <input type="checkbox"/> -You have 5 tries on projects. Only highest score counts. <input type="checkbox"/> -<u>You must read the chapter for instructions or follow the YouTube instructional video</u>. Otherwise you won’t know what to do with the “Frangold...” Start file. <input type="checkbox"/> -SAM assignments are graded and saved in SAM. <input type="checkbox"/> -Project files are downloaded, completed in Excel, saved in the module folder. <input type="checkbox"/> -Completed project files are uploaded back into SAM for grading. <input type="checkbox"/> -I will be able to see all SAM assignment grades in SAM, but I want to ‘collect’ your SAM project files in the module folders. 	<ul style="list-style-type: none"> <input type="checkbox"/> SAM textbook project Module 1 due in SAM by Thursday, Feb. 12, midnight.
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<p>Week 2 Part 1 begins Monday, Feb. 9.</p>	<p>9. Turn in folder</p> <p>10. Read DC Ch 1</p> <p>11. DC Ch 1 Quiz (Required)</p>	<ul style="list-style-type: none"> <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. <input type="checkbox"/> -Turning in something is better than turning in nothing. <input type="checkbox"/> -Read Chapter 1 in the Discovering Computers ebook: “Today’s Technologies: Computers, Devices, Web”. Ebook is in SAM. <input type="checkbox"/> -Complete the quiz for DC Chapter 1, “Today’s Technologies: Computers, Devices, Web”. <input type="checkbox"/> -Make sure you have read Chapter 1 before taking the quiz. -You only get one try on quizzes 	<ul style="list-style-type: none"> <input type="checkbox"/> Drag Excel Module 1 folder into shared Google Drive by Thursday, Feb. 12, midnight. <input type="checkbox"/> DC Chapter 1 reading & QUIZ must be completed by Thursday, Feb. 12, midnight.
	<p>12. Blog & Email</p>	<ul style="list-style-type: none"> <input type="checkbox"/> -Check Blog several times a week. <input type="checkbox"/> -Check personal email several times a week. 	