

## Setting Up Required Class Data Files (mySCC)

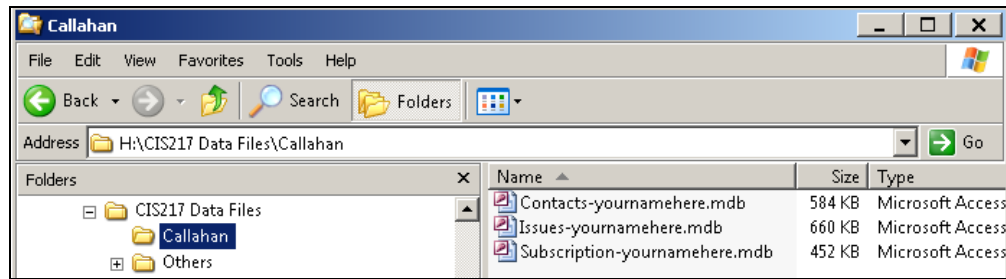
Our class assignments involve significant hands-on work in *Access 2010* and require you to work with specific data files. Although you don't have *Access* installed on your local computer, you can launch it from [mySCC](#), SCC's browser-based virtual Windows environment.

When you work within mySCC, *Access* will be more stable and responsive if your data files are stored in your own private area on the SCC network, known as your **H:** drive. Perform the following to obtain the required data files.

### Steps:

1. Launch a web browser and go to mySCC (<https://myscc.scottsdalecc.edu>). Login with the same username and password as when you login to the SCC network at an on-campus workstation. (If you've never logged in before, send me an email and I'll reply with your SCC network username and password.)
2. From within mySCC, launch **Firefox**, a web browser.
3. Navigate to **<http://wwwi.scottsdalecc.edu/trollen/cis217/downloads>**.
4. Right-click **CIS217 Data Files.exe**, then click **Save Link As...** A dialog box opens so you can specify where to save the file.
5. In the top of the dialog box, click the **Save in** arrow and click your **H:** drive, which appears as **yourname (H:)**.
6. Click the **Save** button to save the file to the specified location.
7. Close the **Firefox** browser window.
8. Return to the mySCC window, then launch **Windows Explorer**, a file management program. The *Windows Explorer* program window opens, and likely asks permission to access your local drives, such as your hard disk and USB flash drive. Grant permission to read and write.
9. In the left side of the *Windows Explorer* window, click your **H:** drive.
10. In the right side of the *Windows Explorer* window, double-click **CIS217 Data Files.exe**.
11. Click **Run** to enable the program to run.
12. By default, the files will be placed in C:\CIS217 Data Files. Since you want to place the files on your H: drive, **change C: to H:**.
13. Click **Extract** to have the program copy the course data file to a new **H:\CIS217 Data Files** folder.
14. Look in the right pane to verify that your **H:\CIS217 Data Files** folder has been created.

15. Expand the branches to view the subfolders contained in your **H:\CIS217 Data Files** folder, as illustrated.



Now, you will backup this folder by copying it to your USB flash drive (or your local hard disk). It will be listed in the left side of the *Windows Explorer* window, likely something like **D\$ on Client (U:)**.

16. In the left side of the *Windows Explorer* window, right-click your **H:\CIS217 Data Files** folder and click **Copy**.
17. If necessary, scroll until you see the desired location (USB flash drive or local hard disk).
18. Right-click the desired location.
19. Click **Paste**. Your **CIS217 Data Files** folder will be copied to your desired location.
20. Close the *Windows Explorer* window.
21. Return to the mySCC window, and then click **Log Off** in the upper-right portion of the window.

You now have a folder named **CIS217 Data Files** in two locations: one on your H:\ drive on the SCC network, and the other on your USB flash drive (or local hard disk). Since your files are available on the SCC network, you can use them when you launch *Access* from within mySCC. After you complete an assignment, you should backup your modified file by using *Windows Explorer* to copy it to your USB flash drive.

To succeed in this course, it is important that you allocate sufficient time to work through every assignment. Although assignments can be submitted late (with penalty), the textbook-based assignments are very linear--the file you have at the end of one chapter is then used as the starting point in the following chapter. Thus, it is important that you stay on schedule and that you backup the file after each assignment by copying it to another device, such as a USB flash drive.