Guide 1.0 – Starting MS Access

Guide 1.1   Starting and Saving Access on your own Computer

If you have Access on your machine, then the following instructions will help you start a new database. If you do not have Access on your computer, instructions for opening Access on Horizon are in the next section (Guide 1.2)

1. To create a new database file, start by starting Access. Your opening screen is shown below: Note: the naming shown in these examples refer to the file you will build for the Access Tutorial Assignment. Modify file names based on the descriptions in later tutorials and cases.
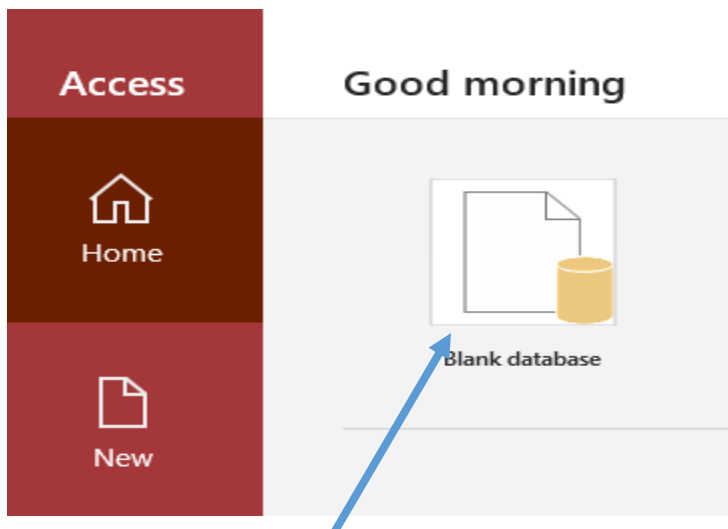
Figure 1: Starting Screen in Access

2. Click on "**Blank Database**". Your next screen will ask you for the name of the database and its location. Click the file folder to change the location. We recommend that you save the file in your Documents (or My Documents) folder and name the database **YourLastNameEmpCompensation** (again this is the name for the first Access Tutorial). Finally hit "Create".
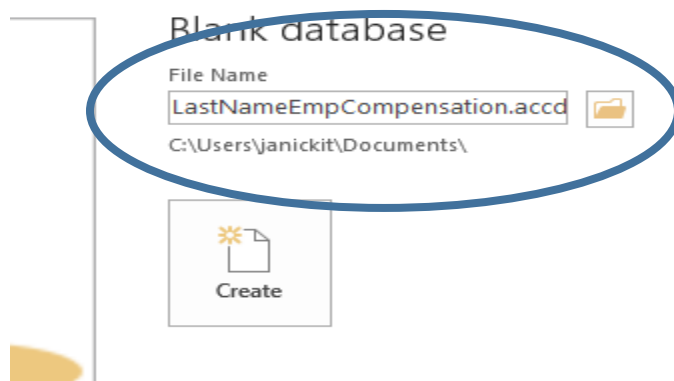
Figure 2: Saving your database by providing a location and name to the database
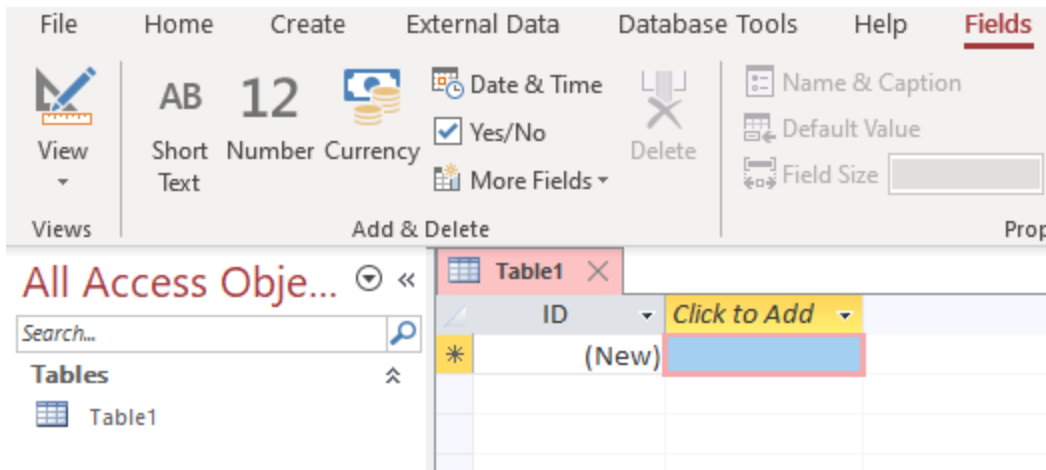

Figure 3: Starting template for a blank database file in Access

3. Once Access has created your file, you will see a screen as shown in Figure-3. (These screens were created using Access 2019. If you have a different version of Access, your screens might be slightly different).

4. Initially, Access will give a "starting Table", but it is recommended that you close this table by clicking on the "**X**" on the tab labeled Table1 or right click and select CLOSE (on older versions of Access) (Figure 4).
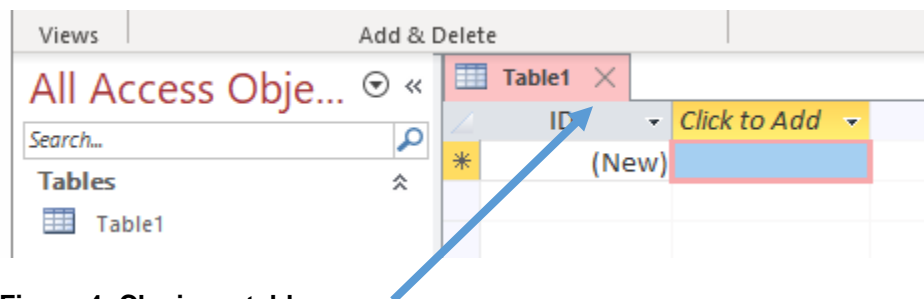

Figure 4: Closing a table

At this point jump to the separate PDF for the specific database assignment.

Guide 1.2. Starting and Saving Access using HORIZON.

If you do not have Access on your machine, then you can find Access in UNCW's Horizon Cloud Based System. Please pay attention to where the database file will be saved in order for you to either update it later or upload it for grading.

5. These instructions will facilitate UNCW students who use Microsoft Access through UNCW Horizon Cloud Application and need to upload their Access file to the Entropy grading system.

6. These instructions apply to both MAC computers and PCs without an installation of Microsoft Access on your machine. These instructions will work either via HawkWIFI or your personal home Internet

7. Note: if you are using UNCW PCs on Campus (e.g., desktops in the library or labs), you are NOT recommended to follow these instructions. UNCW lab and library computers have Microsoft Access installed and you should follow the instructions earlier in this guide (Section 1.1).

8. To gain access to the UNCW VMware Horizon app (which contains Access as one of its applications), open your browser to: **https://horizon.uncw.edu**.

9. **Upon your first use of Horizon you should install the VMware Horizon Client selecting the option at the bottom of your VMware Horizon Screen as shown in Figure 5.**
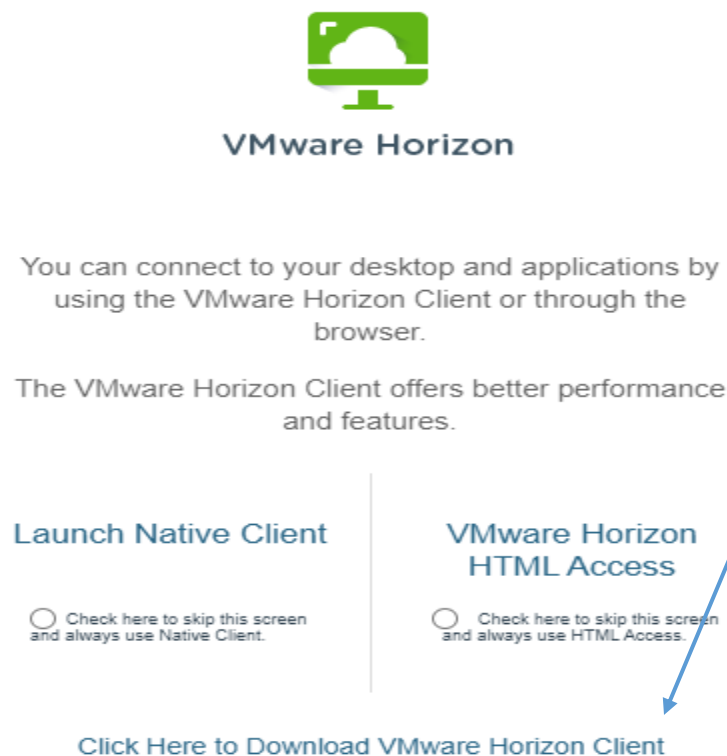

Figure 5 – Initial Horizon Screen

10. Once you Click the Download VMware Horizon Client, select the version for either a MAC or PC
    a. Then click download and it should install the client for Horizon on your machine
    b. At the end it will require you to restart your machine.
    c. If the client does not install, it may not have the space to install the client, thus you should use the Horizon Access link on the right below.

11. If you have installed the 'client' on your machine and your machine reboots return to https://horizon.uncw.edu and this time select the Launch Native Client (you will use the option for all future

VMware Horizon

You can connect to your desktop and applications by using the VMware Horizon Client or through the browser.

The VMware Horizon Client offers better performance and features.

Use the HMTL Access if you are not able to install the 'client' on your machine. It will be a slower version, which is why we recommend the native client.

Launch Native Client

◯ Check here to skip this screen and always use Native Client.

VMware Horizon HTML Access

◯ Check here to skip this screen and always use HTML Access.

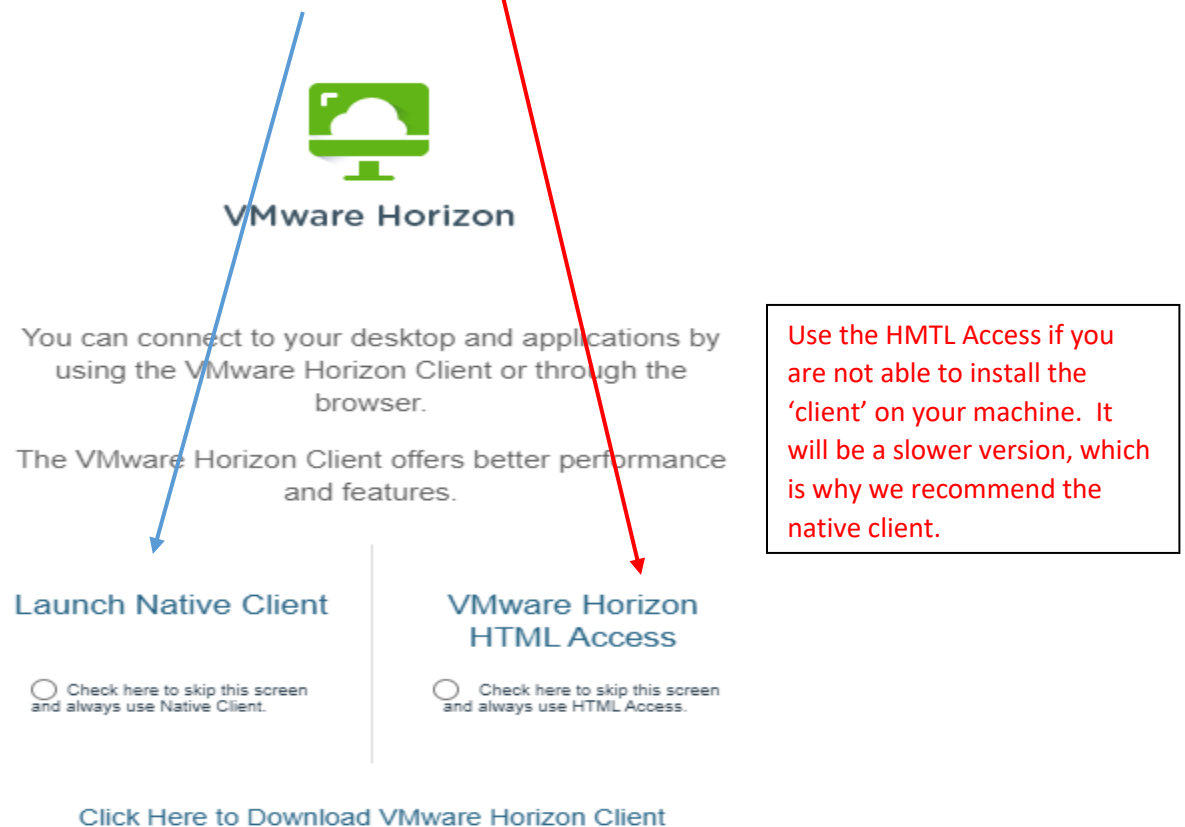Click Here to Download VMware Horizon Client

Figure 6 – Once Horizon is installed on your machine, select Launch Native Client,.

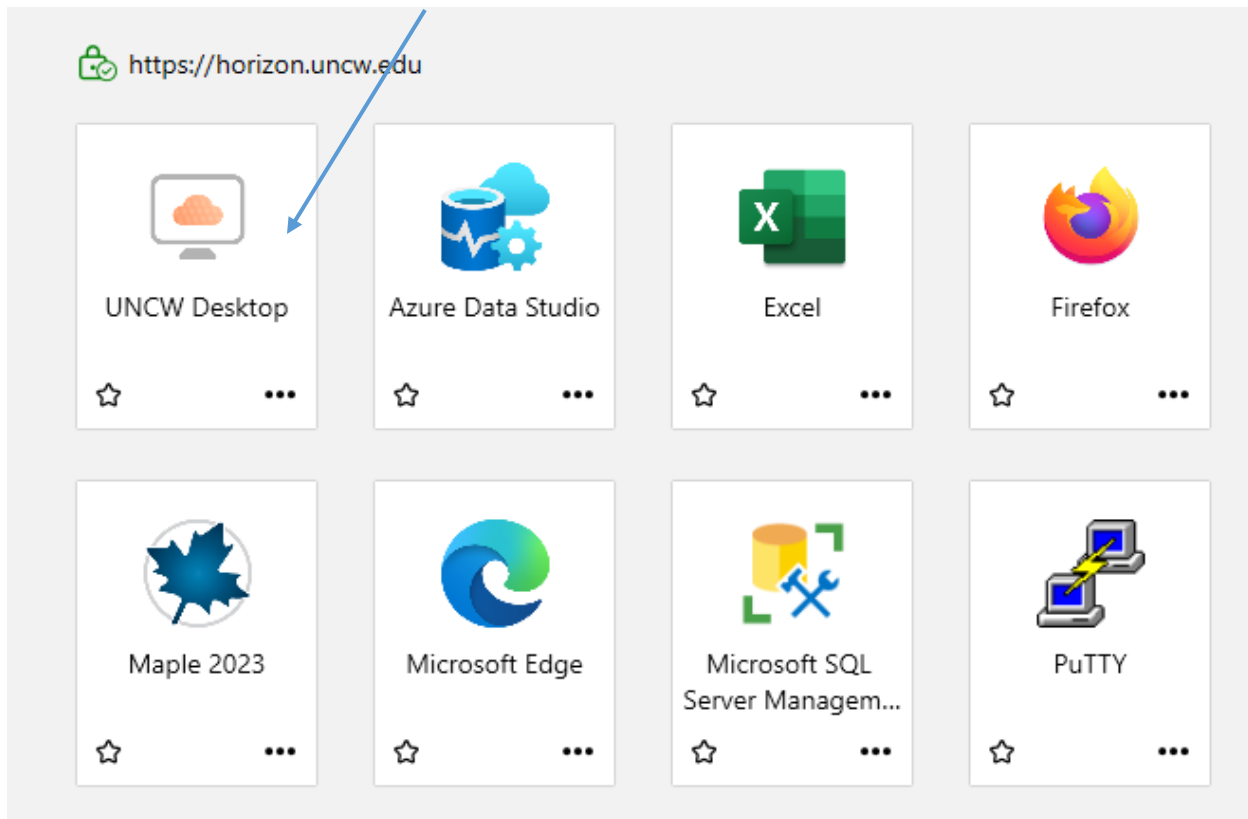12. Select the **UNCW Desktop** option to find Access and Excel

https://horizon.uncw.edu

UNCW Desktop

Azure Data Studio

Excel

Firefox

Maple 2023

Microsoft Edge

Microsoft SQL Server Managem...

PuTTY

Figure 7– Select UNCW Desktop Option (it will take up to two minutes to load the first time)

13. **Next check to see if you are connected to your UNCW one drive area:**
    a. **In the bottom left Search bar, type oneDrive and follow the prompts to connect your UNCW OneDrive Cloud storage area to Horizon. You will need to do this every login to Horizon.**

Once you have connected your one drive area, start Access,

    a. The first time you start a new file you should type Access in the bottom left search bar and then click the Access app. See figure 8 on the next page

    b. If you want to open an existing Access file, click the file name in your UNCW OneDrive Folder
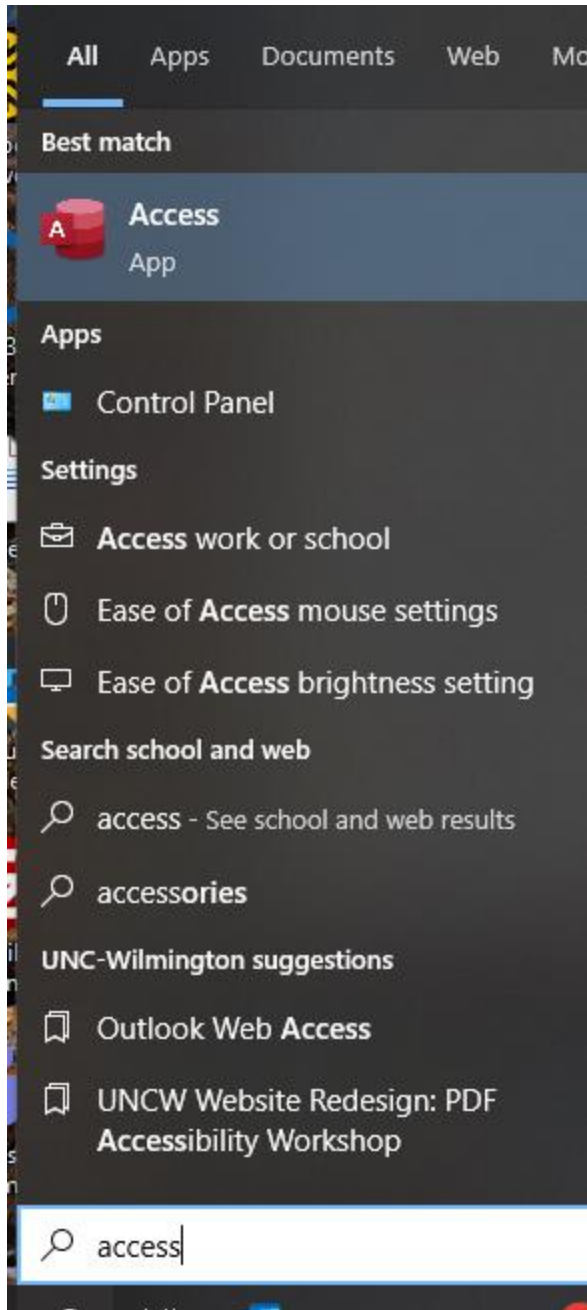
Figure 8– Search for MS Access from your Desktop inside Horizon

14. Once MS Access loads, **select NEW and then the Blank Option** (starting Database option) as shown in Figure 9.
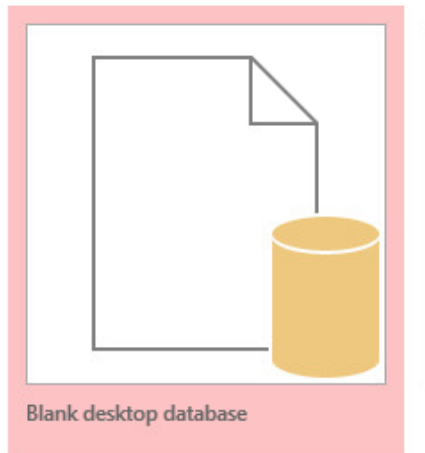

Blank desktop database

Figure 9: Blank (starting Database) Icon in Horizon

15. Your next screen will ask you for the name of the database and its location.

    a. Click the file folder to change the location.

Blank database

File Name

Database1

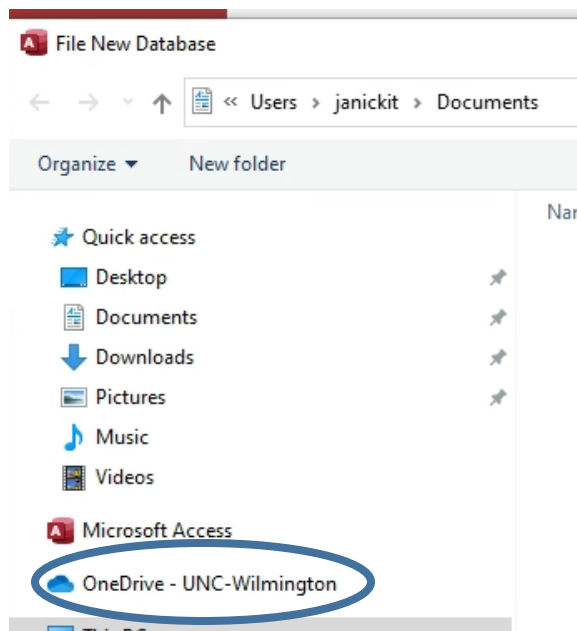   b. Look for the OneDrive – UNC-Wilmington option and click One Drive

Figure 10: Select OneDrive as your storage area

16. Then Name your database YourLastNameEmpCompensation When complete you should see your new database name and the location to be your OneDrive area CREATE.
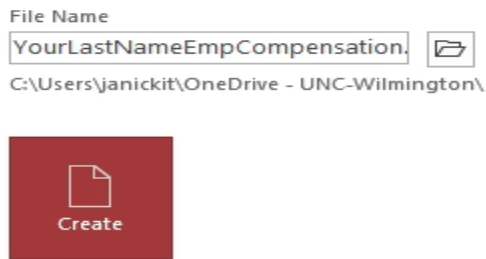
Blank database

File Name

YourLastNameEmpCompensation.

C:\Users\janickit\OneDrive - UNC-Wilmington\

Create

Figure 11: Check the File Name and Location before clicking Create!

Note: At times saving to oneDrive will take up to 2 minutes, before you exit Horizon, look at your oneDrive folder and ensure your .accdb file is there. Or if you see a recycle icon beside your file name it is still trying to save the file to your oneDrive area.

17. Note: When you return to Access your previous file will show in the list of recent files (or you can point to the OneDrive Location
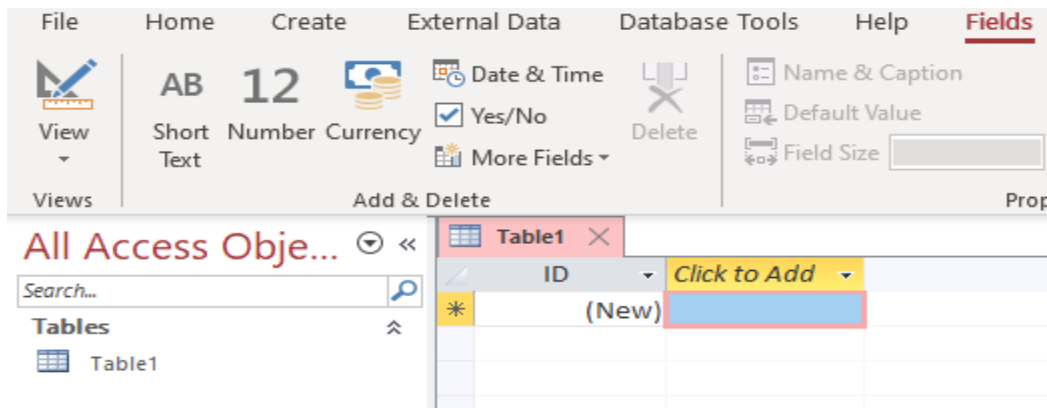
Figure 12: Starting template for a blank database file in Access

18. Initially, Access will give a "starting Table", but it is recommended that you close this table by clicking on the "**X**" on the tab labeled Table1 (Figure 10) or right click and click CLOSE.
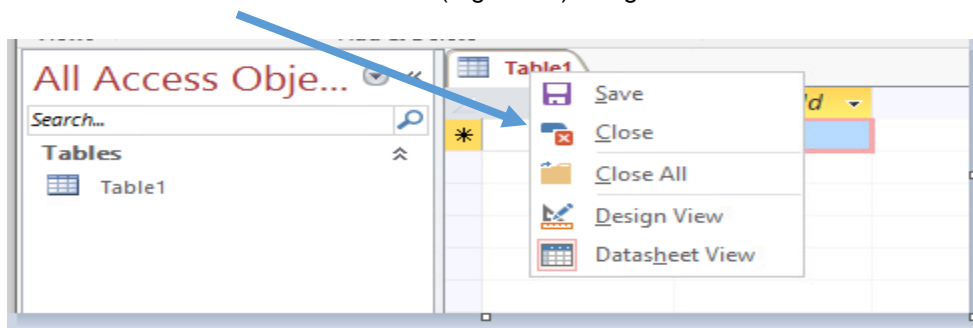
Figure 13: Closing a table
At this point jump to the separate PDF for your specific database assignment.

Guide 1.3   Uploading a file to Entropy that is saved on your machine.

1. ***Make sure your database is closed. Access should not be open when you upload it to Entropy.***

2. Open a web browser. *(If you are in Horizon your should open Chrome inside Horizon).*

3. Go to Entropy (https://csbapp.uncw.edu/Entropy/). Enter your Entropy UserID and Password and select the appropriate class.

4. Click the **Upload Assignment** option.

Your Progress

Check Progress

Upload Assignment / Download Starting Template

Figure 14: Entropy, starting the process to upload an assignment

5. Find the correct assignment you wish to upload. The name may vary based on your instructor. Your file will most likely be in your **OneDrive Cloud Storage Area**..

6. Click **Upload Now** beside the appropriate assignment.

The following projects are available for upload/download

Assignment Name	Due	Due Time	Late Acceptance Until	File Type	Upload	Download
Project 2 - Access Tutorial	12/20/2020	11:59 AM	12/20/2020	ACCDB	Upload Now	

Figure 15: Entropy, upload an assignment

7. Entropy will respond with a listing of all files uploaded and their date/time. ***If you upload a file for the same assignment more than once, you will see both uploads listed but only the most recent upload will be kept and graded.***

Assignment Name	Due Date	Upload Date	File Size	Unique Upload ID
Project 3 - Access Queries	09/10/2020 11:00 PM	09/11/2020 03:24 PM	950272	196972
Project 3 - Access Queries	09/10/2020 11:00 PM	09/11/2020 03:09 PM	819200	196973

Figure 16: Summary of files uploaded

NOTES: You should check your file size: If it is small (under 500KB or zero), there's a good chance that you either left the database open when you attempted to upload it or you uploaded a shortcut link to your database.. Make sure that you have closed the file and then attempt your upload again.