TechMentors

Getting Your Class Files

TechMentors Classes | Student Guide

What you get	All the step-by-step instructions and practice files for your class, in one folder on your computer.
Where it goes	**Documents\TechMentors**your course name For example: **Documents\TechMentors\Excel Level 2**
Your class folder	When your step-by-step instructions say "your class folder," they mean this folder.

In the Classroom

Do this once, at the start of the first class.

1. Press **Windows key + E** to open File Explorer.
2. Go to the class files on the server. Your instructor will show you where they are.
3. Open the folder for your course, for example **Excel Level 2**.
4. Double-click **Copy Class Files to Documents**. If Windows asks whether you want to run it, click **Run**.
5. A black window appears for a few seconds. When it's done, your class folder opens by itself.

TIP Running **Copy Class Files to Documents** again is safe. It only adds files you don't have yet, so it never replaces your work.

NOTICE Don't run **Start Fresh - New Class** unless your instructor asks you to. It moves files left on the computer by an earlier class into a folder named **_Previous Classes**, then copies in a fresh set.

WON'T RUN? If the batch file is blocked, you can copy the files by hand. In the course folder on the server, drag the **TechMentors** folder onto **Documents** in the left side of File Explorer.

At Home or Online

Your files come as one zip file. Download it from the link your instructor gives you.

1. Open your **Downloads** folder. Right-click the zip file, for example **TechMentors-Excel-Level-2-Student-Files.zip**, and choose **Extract All**.
2. Click **Browse**, click **Documents**, and click **Select Folder**.
3. Click **Extract**.

CHECKPOINT Open **Documents**. You should see a **TechMentors** folder, and your course folder inside it.

If the files ended up in **Downloads** instead, drag the **TechMentors** folder onto **Documents**.

NOTICE Files from a download open with a yellow **Enable Editing** bar. That's normal. Click **Enable Editing** to work in the file.

Finding Your Files in Class

Your class folder has a folder for each session, and a folder for each exercise inside it:

```
Documents
  TechMentors
    Excel Level 2
      Session 01
        01 Time Card Template     ← instructions and practice files
      Session 02
      …
      Extras                      ← extra practice files
```

- To open a file, click **File > Open > Browse**, then go to **Documents > TechMentors >** your course **>** the session **>** the exercise.
- Save your work in the same exercise folder. The step-by-step instructions tell you what to name your file.

TIP Pin your class folder so it's one click away: in File Explorer, right-click the course folder and choose **Pin to Quick access**.