

AskOtago | Uia Ōtākou

Cloud Storage Learning Lab

TRAINING MODULE – STUDENT BOOKLET

TRAINING MODULE OVERVIEW

PURPOSE	To show you how to share and backup your files in “the cloud”
OUTCOME	You will be able to choose and use a cloud service that will be useful to you.
OWNER	Student IT Contact us... Phone: 034795170 Facebook page and chat: www.facebook.com/uostudentit Web: www.otago.ac.nz/studentit
REVISION	31/01/2020



What is Cloud Storage?

- Cloud storage is saving your files somewhere on the Internet,
- It is mostly secure (password/ account specific)
- It usually allows you to share files/folders with others.
- It removes the need for USBs/ hard drives (most of the time)

Popular places are:

- iCloud (A Mac product used for Mac Books, iPads and iPhones)
- Google Drive (the usual backup offered for Android phones)
- OneDrive (A Microsoft product offered for Microsoft computers and Microsoft Office)
- Dropbox (a general purpose cloud storage system)
- Emailing the file to yourself (the oldest method)
- Other media such as Facebook, Instagram, Youtube, Flickr.
- A virtual desktop such as the University of Otago Student Desktop or Google Docs.

Note that all of these services are available for any device and they are all **free** (unless you want to buy more storage than they offer by default).

Why would you use Cloud Storage?

- If your laptop's hard drive crashed or your phone got smashed or lost, you would be able to recover your files if you backed up your device in the "cloud".
- You could access your files on any device.

Some things about Cloud Storage in general to keep in mind:

- Generally, you need an internet connection (yes most have applications that allow work to be done offline and synced later, but to make it work best . . .)
- Some are only available on certain OS (e.g. iCloud is not supported on Android) but most work across multiple ones
- Privacy and security issues: You should be aware that you are putting your files on a multinational corporation's servers. Some courses of study may have restrictions on what they should ethically put in the cloud; (for example, it might not be appropriate for papers in Anatomy, or where there is identifiable information of research subjects etc.)
- Copyright issues: you need to be aware of the use of these platforms, what you are storing on them, and whether you have the right to share it with others.
- Most devices offer cloud backup, but you need to make sure that it is enabled.

OneDrive

Highly recommended. It's easily accessible for university students, **has a terabyte of storage** for free on your student account (significantly less on a personal one!), and has basic versions of MS Office suite (Office 365). We teach more about this on our note-taking (OneNote) and collaboration Learning Labs.

Advantages	Limitations
<ul style="list-style-type: none">• Storage – hands down the most storage for free that a student is going to be able to access during their time at university• Office 365 versions of Word, Excel, PowerPoint etc.• Accessible through Student Mail Portal without logging into student desktop• Store almost any file type here – though not all will be editable	<ul style="list-style-type: none">• Storage – when they graduate, they may need to find another solution (if they want to keep those files) as they'll lose access• Working on documents online can be slower – you may find it useful to download to work on bigger files on your device• Formatting on the Office 365 Word and data manipulation on Excel not as user friendly – we suggest you do these tasks on the (free) desktop version you can download

Can download the OneDrive App to Windows, OSX, iOS and Android and have it set to sync.

Google Drive

<u>Advantages</u>	<u>Limitations</u>
<ul style="list-style-type: none">• Almost everyone has a Gmail – consequently the Google platform is great for collaboration (and you probably already have access to it)• Google Docs is excellent for note-taking and for writing first drafts – never lose work again• It's streamlined and relatively easy to learn to use• Best non-university free online storage option – 15GB with any Gmail account• Accessible even after you leave uni because it is linked to your personal Gmail• Works well with Android phones and can be set to back up all your phone photos (at medium resolution)	<ul style="list-style-type: none">• Storage – only 15 GB. If you have a lot of photos, you might fill this up• Must have and maintain a Google Account/ Gmail• Working on documents online can be slower – you may find it useful to download to work on bigger files on your device• Formatting options on a Google Doc, a Google Sheet, Google Slides not as varied as MS Office – you may need to use these (note that you can convert a Google Doc into a Word doc easily)• Not able to submit uni work in this format, usually• Offers to back up your computer rather than having a separate folder like Dropbox does.

Dropbox

Dropbox Basic is free – the others are all subscription services, and definitely come with more features.

<u>Advantages</u>	<u>Limitations</u>
<ul style="list-style-type: none">• Simplest of all to use• Works across all devices (OSX, Windows, Android, iOS) and syncs across them, too• You can share folders and links• Dropbox Paper (a collaboration platform)• Let's you know exactly where your files are, which is really useful on iPhones/iPads which don't have file managers.• Allows local file storage on your computer but backs up into the cloud as well	<ul style="list-style-type: none">• Storage – only 2 GB• No real word processor or equivalent, so it is almost exclusively just a place to store files.

iCloud

If you are using an Apple device, you may already be using iCloud. Come see us at Student IT if you want help checking whether it is set up or not

<u>Advantages</u>	<u>Limitations</u>
<ul style="list-style-type: none">• If you're an Apple user, it might make sense to stick with this• Particularly popular with those who have lots of photos and video from their iPhones• on iOS 11, iCloud is accessible through the Files app• Can use Apple apps Pages, Keynote, Numbers, for iCloud online and have these documents available through devices linked to same apple account/ by logging into iCloud	<ul style="list-style-type: none">• Storage – not a lot, only 5 GB, but better than Dropbox• Storage – only free 5 GB if you own an Apple device• Lots of things automatically back up to the iCloud so you can run out of space quicker than you expect• Privacy – any device synced to iCloud account can see your iCloud files and photos