

# Cloud Storage



TECHNOLOGY

**Cloud storage is digital storage space distributed across multiple physical servers and often geographic locations.**

## PURPOSE

Cloud storage makes it possible to access and share files over the web regardless of location. In addition to storing and sharing digital files, cloud storage services may offer additional features including version control, commenting, and integration with web-based collaboration tools. Unique productivity and educational possibilities can be realized through cloud storage such as:

- » Presentations and relevant class material can be quickly downloaded and displayed, mitigating the need for physical storage media
- » Document collaboration with peers
- » Student-to-student assignment collaboration
- » Learning management system file size limits can be circumvented by

submitting a shared link to a large assignment file

## PROCEDURE

- » Assistance on setup, access and use can usually be found via the IT help desk or reference documentation specific to your school.
- » Many hosting services allow free account creation and storage (e.g. Dropbox, Google Drive, Microsoft OneDrive, Amazon Drive, and Spideroak).

## CONSIDERATIONS

- » Non-institutional cloud storage may not be compliant with school security policies.
- » May run into storage limits with free accounts.
- » Shared links may become broken if file is moved or deleted.



**BEGINNER**

Find out more at » [nwacco.org/card/cloudstorage](https://nwacco.org/card/cloudstorage)