

Storage solutions

This is a quick guide to storage options at Sheffield Business School to back-up work and connect with 'Apps' you may use in teaching. There are pros and cons with each system but they are more secure than keeping your work on a memory stick or laptop*.

**Sensitive data should not be kept on unsecured media. If you need to transfer sensitive data on a USB stick, encrypted devices are available from IT.*

Physical storage

D:

The D: drive is the physical hard-drive located on your personal computer. It may typically have around 200GB of free space to store files.

The downside in storing files on the D: Drive is that they are not accessible by others and if the drive gets corrupted you could lose all of your work. It is however useful to use for quick access to files or when working on large files as the read/write speed will be much quicker, but all work should be backed up elsewhere after you have finished working.



N:

The N: Drive is a shared network drive on the local server. Only folders that you have been given access to will be visible to you. Other users with the same access rights can access, open and edit documents stored here. Owners of the folders can ask IT to give you access to them. The N: Drive is backed up. Storage space may be limited.



F:

The F: Drive is a drive on the local network this is only available to yourself. No other member of staff can see your files. The F: Drive is backed up. Storage space is around 500MB.

Storage solutions

Cloud-based storage



OneDrive allows you to access and share your files from your phone, tablet, or computer. You have 1TB of storage space through your university account. You also have access to Office 365, allowing you to download the Microsoft suite on up to 5 devices, PCs, Macs, tablets and phones and save your work directly to your OneDrive. OneDrive works well with standard Microsoft Office applications, on PC's, Laptops and Tablets.

To download Office 365, please visit <https://go.shu.ac.uk/office365>

You will need to set up your OneDrive account on an PC/Mac before you can access it on a tablet.

You can access your OneDrive here: <https://onedrive.live.com/about/en-us/>

OneDrive and Office 365 is an ideal cloud-based storage and application solution for all standard projects as it allows you to use the full range of editing and tracking features users of MS Office are already used to.



Google Drive

Google Drive is a cloud-based storage system. Through your work account you have unlimited online storage, so you can keep photos, stories, designs, drawings, recordings, videos – anything.

All members of staff have a Google Drive with unlimited storage space.

To access your Google Drive go to the staff intranet homepage and in the left-hand column click on '**Online Tools and Email**', then select '**SHU Google Apps**'. You will then be asked to sign in.

Students also have a Google Drive account which can be accessed through their student Gmail account.

Google Drive also includes a range of apps to create documents which can be shared and edited, store videos, presentations and create forms which can be streamed in to Blackboard sites to increase functionality. Documents can be shared so that people can work collaboratively on them, making amends and tracking changes. The downside is that Google Drive converts standard files such as Word and Excel over to it's own standards before you can edit the documents. This can cause formatting issues and access to fewer options/functionality than you may experience on Microsoft Office products.

Staff and students can share documents and back up their work.



Dropbox

Dropbox is a cloud-based storage system. It is not endorsed by the university and should not be used to store sensitive information. It is however a common storage solution for many 'apps' available on tablets and so may be your only back-up solution if you are using these devices.

A free account with give you 2GB of space with more available if other users join Dropbox after being invited to access your folders. A paid version is also available giving you more space.