



As a student, where should I store my files?

There are lots of locations where you can save and backup your files. Pick the ones that work best for you. All your important files should be saved in one location and then backed up to another location.

Location	Type of files	Pros	Cons
<p>Your computer hard drive</p>	<ul style="list-style-type: none"> All files: your personal sound, graphic and other personal files. Course-related files 	<ul style="list-style-type: none"> Easy to use. 	<ul style="list-style-type: none"> You don't always have your computer with you. Anyone with access to your computer can access files stored on the hard-drive unless the hard-drive is encrypted.
<p>Calvin Novell account</p> <p>All Calvin students are given a Novell account.</p> <p>Log in to Novell from any campus computer. Open My Computer to access your H:\</p>	<ul style="list-style-type: none"> For your personal course-related files only 	<ul style="list-style-type: none"> Easy to use. This is a very secure location for saving or backing up files. Only you have access to files on your home drive. Accessible anywhere you have internet access if you use Netstorage http://netstorage.calvin.edu 	<ul style="list-style-type: none"> You must have internet access to access your files. Not an ideal place to backup large amounts of data since you can only upload one file at a time using Netstorage
<p>KnightVision Content System</p> <p>All Calvin students are given a KnightVision account.</p> <p>Log in to KnightVision then select: Content > My content</p>	<ul style="list-style-type: none"> For your personal course-related files only. 	<ul style="list-style-type: none"> This is a very secure location for saving files or backing up files. Accessible anywhere you have internet access. Easy to use and easy to share files from within KnightVision. Files can also be made public, 	<ul style="list-style-type: none"> You must have internet access to access your files.

		allowing for the creation of personal websites.	
<p>StudentMail</p> <p>All Calvin students are given a StudentMail (Gmail account).</p> <p>Go to http://www.calvin.edu/go/studentmail.</p> <p>Log in to your Calvin Gmail account and select Documents.</p>	<ul style="list-style-type: none"> • All files 	<ul style="list-style-type: none"> • This is a very secure location for saving files. • Accessible anywhere you have internet access. • Easy to use and easy to share files. 	<ul style="list-style-type: none"> • You must have internet access to access your files.
<p>Cell phone/iPod</p>	<ul style="list-style-type: none"> • All files 		<ul style="list-style-type: none"> • Easy to lost or get stolen. • Not very secure for private data.
<p>An external hard drive.</p> <p>Available in the Campus Store</p>	<ul style="list-style-type: none"> • All files 	<ul style="list-style-type: none"> • Portable • Good for backup. 	<ul style="list-style-type: none"> • Anyone with access to your external hard drive can access files stored on the external hard-drive unless it is encrypted. • Easy to lose
<p>UBP jump drives</p>	<ul style="list-style-type: none"> • All files 	<ul style="list-style-type: none"> • Very portable • A great way to transfer files. 	<ul style="list-style-type: none"> • Can be easily lost or corrupted. • Not recommended as a backup solution, just to transfer files from one computer to another