

Student File Storage Chart

Location	Pros	Cons
Your personal computer's internal hard drive	<ul style="list-style-type: none"> • Easy to use • Large size • Fast write speeds not dependent on Internet connection 	<ul style="list-style-type: none"> • Must have your computer with you • Can be lost or stolen • Can become damaged or fail • Files should be backed up elsewhere
Calvin Novell account All students have access to individual server space on Calvin's secure network Login to the Novell Client prompt on a Calvin owned computer and go to the (H:) drive in Computer, or go to http://netstorage.calvin.edu on a non-Calvin computer	<ul style="list-style-type: none"> • Easy to use • Secure • If a file is corrupted or accidentally deleted, it can be recovered from server backups • Accessible from any Calvin computer on campus and any computer with Internet access 	<ul style="list-style-type: none"> • You must have internet access or be using a Calvin computer • If not using a Calvin computer, Netstorage can be cumbersome when dealing with multiple files or large files
StudentMail All students have access to a StudentMail (Gmail) account http://www.calvin.edu/go/studentmail/	<ul style="list-style-type: none"> • Good backup option when preparing for a presentation or important project (e-mail a copy to yourself) • Accessible anywhere you have internet access • Secure because you have to login to gain access 	<ul style="list-style-type: none"> • You must have internet access to access your files • Cumberseome when dealing with multiple files • Possible slowness downloading large files
Google Apps All students have access to Google Apps which includes Google Docs http://www.google.com/a/calvin.edu/	<ul style="list-style-type: none"> • Secure • Easy to share with other Calvin users • Safe from theft, loss, or data corruption • Accessible anywhere you have internet access 	<ul style="list-style-type: none"> • You must have internet access to access your files • Not recommended as a backup solution; better for collaborative projects and shared documents
An external hard drive Available in the Campus Store	<ul style="list-style-type: none"> • Portable • Good for regularly backing up your data (documents, music, photos, etc) • Large size • Fast write speeds not dependent on Internet connection 	<ul style="list-style-type: none"> • Just like an internal hard drive, these can and will fail eventually • Can be lost or stolen
USB flash/"thumb" drives Available in the Campus Store	<ul style="list-style-type: none"> • Very portable • A fast and easy way to transfer files or have access to your work on another computer • Fast write speeds not dependent on Internet connection 	<ul style="list-style-type: none"> • Can be easily lost or stolen • Can easily become damaged or corrupted • Not recommended as a backup solution, just to transfer files from one computer to another • Limited size
"Hard" copy media (CD/DVD-R) Organizing and burning files onto writable discs	<ul style="list-style-type: none"> • Discs are not mechanical and will not fail the same way a hard drive or flash drive will eventually • Can be stored in a safe box or location off site for added security • Good idea to safely store a hard copy backup of important files 	<ul style="list-style-type: none"> • Limited size • Cumberseome to organize files and spend time burning discs • Can become scratched, broken, lost, or stolen