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Cloud Storage for Collaboration at Gustavus Adolphus College
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What is Cloud Storage & Collaboration?

Cloud Storage is a backup and storage service on the internet. Cloud storage allows files to be uploaded, downloaded, shared, and are accessible from any device that has internet access. Cloud storage also allows you the ability to share those files and collaborate online with multiple people reducing the need to send files via email. There are two supported tools that you can use:

- **Google Drive**
  Google Drive (unlimited space) is available for all students, faculty and staff to use as cloud storage here at Gustavus. You can create folders, upload files, create spreadsheets, documents, presentations, or surveys and share them with others to use for collaboration.

- **Microsoft Office 365**
  Office 365 (unlimited space) is also available for all students, faculty and staff to use as cloud storage and document sharing here at Gustavus. You can create folders, upload files, create MS Excel, MS Word, MS PowerPoint files and and share them with others.

Effective Practices for using Cloud Storage for Collaboration

1. Have students create and collaborate on a paper, presentation or project.
   a. Allows students to do group work without having to be physically in the same space
   b. Allows tracking so teachers can monitor participation
   c. Allows students to do peer-evaluation
2. Students can share files through the cloud with other students or teacher instead of printing
   a. Allows students to print less, becoming more green
   b. Allows teacher to edit or provide feedback online
3. Organized and consistent note sharing
   a. Allows students to use a Google Document or utilize OneNote where notes can be shared with other students in an organized format
   b. Allows for one spot for note taking where everyone can view and edit the material
   c. Allows students to review material after class or if student is absent from class
4. Teacher and/or students can collect data using Google Forms
   a. Allows teacher and/or student feedback
   b. Allows teacher and/or student access to research material on certain topics

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5. Teachers can share lessons, syllabi, or other course materials with other teachers
    a. Allows teachers to share class content with other teachers in their department/college
    b. Allows less "re-creating the wheel"

Impact to Student Behavior and Learning

1. Students are better organized
    a. The cloud will help keep students organized especially if they are using multiple devices (laptop, desktop, tablet or phone) since the cloud instantly updates the source file (Roberts, 2014).
    b. One backed up location for all their files.
2. Ease of use for group work
    a. The Cloud allows for easy collaboration with other students when doing group work since the files are in one location, shareable with multiple users, and can be worked on simultaneously.
    b. Students can use a Google document or Office 365 OneNote file to share notes, ideas or general information from class (Preston, 2015).
3. Less hassle and time wasted
    a. Since files can be shared instead of printed, it saves not only paper, but time.
    b. Decrease of lost documents, printer jams, and ink used for correcting papers.

References

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