Storage for Teaching

Effective storage solutions help faculty manage, organize, and share instructional materials across devices, platforms, and environments. Whether you're working with documents, media, or collaborative resources, choosing the right storage method can improve access, support student engagement, and streamline course delivery. A-State provides several approved services that meet university security standards and are optimized for academic use.

Understanding Storage Types

Before choosing a storage method, it’s helpful to understand the differences between the main types of storage available to faculty:

- **Local Storage**
  Files are saved directly to your computer or external drives. This is fast and private but not ideal for sharing or remote access. Files may be lost if your device fails.
- **Cloud Storage**
  Files are stored online and accessible from any device. Ideal for collaboration, sharing, and integration with teaching tools like Canvas. Examples: OneDrive, Kaltura.
- **Network Storage**
  Files are stored on A-State’s internal servers and accessed via mapped drives. Best for departmental sharing and long-term storage of administrative or instructional resources.

Recommended Storage Tools

The following tools are officially approved by A-State for storing instructional content and are recommended for faculty use in teaching. Each meets university security standards and integrates with Canvas.

Microsoft OneDrive

OneDrive is A-State’s primary cloud storage solution. It integrates seamlessly with Microsoft 365 apps and Canvas, making it ideal for storing syllabi, lecture slides, assignments, and shared folders for student collaboration.

Key Features:

- Real-time collaboration on Word, Excel, and PowerPoint files
- Easy sharing with students and colleagues
- Canvas integration for embedding documents
- Secure and backed by university IT policies
- Default quota provided; email security@astate.edu to request more

➤ See: OneDrive Knowledge Base Chapter

Kaltura (Multimedia Storage)

Kaltura is the recommended platform for storing and sharing large media files such as lecture recordings, video assignments, and instructional demonstrations. It integrates directly with Canvas and supports features like automatic captioning, analytics, and playlists.

Key Features:

- Optimized for video storage and streaming
- Canvas integration for embedding and video quizzes
- Supports Express Capture and Media Upload for student submissions
- Automatic captioning and editing tools available

➤ See: Kaltura Chapter in the Learning Technology Book

Canvas LMS

Canvas is the university's learning management system and is best used for organizing and delivering course content. While it supports file uploads and embedded media, it is not intended for long-term storage or large video files.

Key Features:

- Central hub for course materials, assignments, and quizzes
- Supports embedding content from OneDrive and Kaltura
- Subject to a 2GB course file limit—use external storage for large files

➤ See: Canvas for Educators

Departmental Network Drives

The university can provide access to folders on the A-State network that you and your colleagues can use to share department files. These folders are ideal for long-term storage and collaborative access within departments.

How to Request:

- Complete a Get Help ticket to request a Departmental Network File Share
  - In the ticket:
    - State which College, Division, or Department needs the network share.
    - Provide a list of all Usernames that will need access to the network share.
      - All users will have identical access. No granular permissions will be granted.
    - Designate two individuals that are responsible for group membership changes.
      - All future member changes will be requested by one of the designated managers.

Please allow at least 2 days for processing.

How to Use:

- A supervisor/manage must first complete a Get Help ticket to request a new user be given access to the department folder.
- They can then map the network folder to their office workstation

  ➤ See: **How to Map a Network Folder**
- Access remotely through the A-State GlobalProtect VPN

  ➤ See: **VPN Knowledge Base Page**

Best Practices for Faculty Use

- **Use OneDrive for Course Materials:** Upload lecture notes, readings, and handouts to OneDrive and share links in Canvas.
- **Organize by Semester and Course:** Create folders for each course and semester to keep materials organized.
- **Collaborate with Students:** Use shared folders for group projects or peer review activities.
- **Protect Sensitive Data:** Follow university guidelines for storing FERPA-protected or research-related data.
- **Use Kaltura for Video:** Store and embed instructional videos using Kaltura to ensure accessibility and streaming reliability.
- **Avoid Overloading Canvas:** Use Canvas for delivery, not storage—link to OneDrive or Kaltura for large or frequently accessed files.
- **Use Network Drives for Departmental Resources:** Store shared documents and archives in mapped network folders for secure access.

Need Help?

For setup assistance or questions about cloud storage tools:

- **ITS Help Desk**
  For technical issues like OneDrive setup, network drive access, VPN, or file permissions.

  Email: **itshelpdesk@AState.edu**
  Phone: 870-972-3933
  Location: Dean B. Ellis Library Room 149

- **CETL Support**
  For questions about using storage tools in teaching, embedding media in Canvas, or organizing course materials.

  Email: **CETL@AState.edu**
  Phone: 870-972-2334
  Location: Dean B. Ellis Library Suite 301

Revision #5
Created 2025-08-15 22:04:10 UTC by William Murry
Updated 2026-06-09 15:39:31 UTC by William Murry