

# ILLINOIS VALLEY COMMUNITY COLLEGE



Center for Excellence in Teaching, Learning, and Assessment (CETLA)

## Where to Save Documents

### Places to Save Documents at IVCC

- OneDrive- (Cloud Storage)
  - Moving to Office 365 gives us an option to save documents to the cloud.
  - Since this is an IVCC purchased service, it is a secure and safe place for IVCC files.
  - OneDrive folders can be added to an IVCC PC to allow files to be backed up to the cloud.
  - Files saved in the OneDrive can be accessed by any computer with internet access.
- Network Drives
  - Network are folders on the IVCC server that can be used save files. (u drive, Pub drive, and other shared network drives.
  - Access to network drives is granted from IT.
  - The IVCC servers will be backed up off site.
- Local Computer Drive
  - The My Doc and Download folder on the hard drive or c drive of your local computer and the desk top are not recommended for long term storage.
  - One use is for editing or working with video or other large files.
  - Most browsers by default save to your download folder. In order to save the files for secure storage they need to be moved
  - These files are not backed up and will be lost forever if the computer is reformatted or the hard drive crashes.

### Sharing Documents at IVCC

- OneDrive- (Cloud Storage)
  - Files and folders can be shared with others with in the ivcc.edu server and cloud storage
    - From the desktop Windows Explorer right click and select share
    - From the web based use the share icon 
    - From an office application use the share button  in the upper right hand corner.
  - Files are available on and off campus
- Network Drives
  - Files are shared by placing the documents in the shared network drive
  - Files saved to network drives are available anytime you are logged in on campus

## CETLA

### *Center for Excellence in Teaching, Learning, and Assessment*

CETLA is a comprehensive one-stop support shop for all IVCC faculty. CETLA is located in room 321 in the E building. The space offers all faculty access to a copier, printer, computers, and the CETLA staff who can assist with any instructional need. CETLA is staffed Monday through Friday and faculty are welcome to access CETLA if staff are not present; use your IVCC ID to unlock the door.

