Using your Windows tablet device to make a real difference in your teaching

SESSION 4

What is the cloud?

CLASS NOTES

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

In partnership with the Department of Basic Education.

Via Afrika

Our Teachers. Our Future.

Course content

Using your Windows tablet device to make a real difference in your teaching

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Session 4: What is the cloud?

Class Notes

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Important information

1. You can download and print the Class Notes for personal use, but you may not share them.
2. Once you have watched all the videos and completed all the quizzes, reflections, tasks and assessments successfully, you can download your certificate and print it.
3. 3. If you wish to earn SACE Professional Development (PD) points for this session, you must complete all the online assessments in the session successfully. Our system will notify us of your success, and we will send the points allocation request to the South African Council for Educators (SACE).
4. 4. Remember that devices and apps are updated all the time. The device specifications and features that you see here might differ slightly from those of the device you are using. The app features and icons that you see here might also differ slightly from the app in which you are working.

Contents

Outcomes and content

Outcomes of the session

By the end of the session, you will:

- understand the concept of cloud storage and its benefits
- learn about the different types of cloud storage services (for example, Google Drive, Dropbox, OneDrive), including the amount of storage that free accounts include
- understand the importance of cloud storage in education
- learn how to create an account on a cloud storage service
- learn how to upload files to the cloud
- understand how to organise files and folders in the cloud
- learn how to share files and folders with others
- understand how to collaborate on documents in real-time using cloud storage
- learn how to sync files across many devices
- understand the security aspects of using cloud storage (for example, password protection, two-factor authentication)
- learn about data privacy and what cloud storage providers do to protect user data
- understand how to recover deleted files from the cloud
- learn about cloud storage limitations and how to manage storage space effectively
- be knowledgeable about the types of online storage that are available, as well as the size of storage that free accounts include
- know about available external storage devices and the pros and cons of these devices

Content of the session

This session will focus on:

- the concept of cloud storage and its benefits
- cloud storage services including Google Drive, Dropbox, OneDrive, and their offerings
- creating a cloud storage service account
- managing a cloud storage service account (uploading, organising, downloading, syncing across devices)
- sharing and collaborating on files
- security and privacy issues with cloud storage services
- external storage devices and the pros and cons of using them

Overview

Welcome to Session 4 of **Using your Windows tablet device to make a real difference in your teaching**. In this session – **What is the cloud?** – you will be introduced to the cloud and learn how useful it is for storing your files.

We will cover three key areas in this session.

1. An introduction to cloud storage fundamentals.
2. Using cloud storage.
3. Cloud storage management.

There are regular tasks and quizzes just to check that you are developing the knowledge needed to move on.

Cloud storage fundamentals

All about storage

Storage capacity

We can talk about storage capacity on a computer or mobile device in terms of kilobytes (KB), megabytes (MB), gigabytes (GB), and terabytes (TB).

Kilobytes (KB)

A kilobyte is the smallest unit of digital information. Imagine it as a single page of text, like a short article or a page from a book. If you look in your File Explorer on a Windows device, or File Manager on an Android device, you will notice that the size of a small file – such as a few paragraphs of text or a small image – is shown in kilobytes.

Megabytes (MB)

One megabyte is equivalent to 1 024 kilobytes. Imagine it as a chapter in a book, or a high-resolution photo. If you look in your File Explorer on a Windows device, or File Manager on an Android device, you will notice that the file size of a large document – such as a high-resolution image or a short video – is likely to be shown in megabytes.

Gigabytes (GB)

One gigabyte is 1 024 megabytes. Think of it as a shelf of books. One gigabyte of data can store a substantial collection of documents, images, videos, and applications. If you look in your File Explorer on a Windows device, or File Manager on an Android device, you will notice that folders that contain many files – for example all your music or your photo collection – are shown in gigabytes.

Terabytes (TB)

One terabyte equals 1 024 gigabytes. Imagine it as a library with many shelves of books. A terabyte is like having an extensive collection of data. All the data on your device, including the apps, might not even reach one terabyte in size.

Types of storage

Internal storage on a device

Internal storage refers to the built-in storage capacity of a device. On a tablet device or a smartphone, the storage unit is called a solid-state drive (SSD). Laptop computers may use a hard disk drive (HDD).

Devices use file systems to organise and manage stored data. Think of a file system as a library catalogue that helps locate and organise information efficiently.

A tablet device is likely to have at least 64 gigabytes of internal storage, and the most internal storage could be up to one terabyte. But this is constantly changing, so don't be surprised if you find a device in the near future with two terabytes of storage.

The higher the internal storage, the more expensive the tablet device. There are two ways to get around this limitation. The first is to use external storage. The second way to get more storage is to access cloud storage.

External storage devices

It is possible to use USB Drives or External HDDs or SSDs by connecting them to a port on your tablet device. Often the port is the same as the charging point. It is usually quite easy to connect an external storage device. You simply plug it in and then go to File Manager or File Explorer and the external drive will be shown there. In this way, you can keep files on the external storage device and not fill your device's internal storage. The file will remain on the storage device. However, unless you copy the file into your internal storage, you will not have that file available when you unplug the external storage device.

External storage devices are useful to extend the storage of your device. It is also useful for making backup copies of your work, providing a safe copy of important files if something goes wrong with your tablet device, or if it is lost or stolen.

External storage devices are portable, and you can move data between computers easily using these devices. However, because you can move these devices about, it is easy to accidentally damage them and lose the data.

Cloud storage

Cloud storage involves storing data on remote servers accessible via the internet. It is like renting a storage unit at a distant location where you can access your belongings online.

Cloud storage is useful not only for extending the storage of your device but also for backup, providing a safe copy of important files as well as making collaboration with others on files easy.

Backup and storage

Cloud storage and cloud backup are two different concepts, although they both involve storing data in the cloud.

Cloud storage is a service that allows you to store files and data on remote servers that can be accessed from anywhere with an internet connection. It is used primarily for sharing files and collaborating with others.

Cloud backup is a service that automatically backs up your data to the cloud, providing a secure copy of your files in case of data loss or corruption.

To put it simply, cloud storage is like a virtual hard drive that you can access from anywhere, while cloud backup is like a digital safety deposit box that automatically stores copies of your files in case of an emergency.

A wonderful thing is, that every time you store a document in the cloud, you are backing it up!

Task
• What sorts of storage devices do you currently use? Make a list of them.
• How much data can each storage device hold?
• How much of your data is on each device?

What is the cloud and why use it?

Upload, download, synchronise

Before we delve into what the cloud is, it is important to understand the terms upload, download and synchronise.

Upload

Uploading is the process of transferring data from a local device (such as a computer or smartphone) to a remote server or cloud storage.

Download

Downloading is the opposite process – retrieving data from a remote server or cloud storage to a local device.

Synchronise

Synchronisation (or syncing) is the process of ensuring that the data on many devices or locations is consistent and up to date. It ensures that changes made on one device are reflected on another, maintaining consistency across many devices or locations. It combines elements of both uploading and downloading.

Where is the cloud?

Cloud storage involves storing data on remote servers accessed through the internet, eliminating the need for local storage. A server is a powerful computer or a network of computers that serves as a central hub for managing and storing data. These servers are typically hosted in data centres which are large facilities equipped with advanced infrastructure to ensure reliability and performance. They exist on the ground all over the world and are not actually in a cloud.

The servers in cloud storage are responsible for storing, managing, and retrieving data upon user requests.

Users connect to these servers through the internet to access their stored data. This means you can access your data remotely from any internet-connected computer or device.

Changes made to data on one device are synced across servers, ensuring consistency. This is extremely useful. It means that you can work on one device, but if you log into the cloud service on any of your other devices, you will still get the latest version of a file.

Benefits of cloud storage

Accessibility

You can access your data from any device with an internet connection.

Collaboration

Centralised servers enable seamless collaboration because many users can work on the same document stored on these servers. The apps in Google Workspace and Microsoft Office all have this ability.

Automatic backup

Most cloud service storage providers ensure that there is an automated backup process. So, when you work on a file in your cloud storage, it is automatically backed up. This safeguards your data against potential loss.

Security

Cloud storage implements robust security measures, including encryption and authentication, to protect stored data. You will learn more about these security measures later during the session.

Disadvantages of cloud storage

While cloud storage offers many benefits, it is essential to be aware of potential disadvantages. Understanding these disadvantages allows you to make informed decisions about whether cloud storage is the right solution for your needs. It's a matter of balancing the advantages with these potential challenges.

Internet dependency

The cost and availability of the internet are the biggest issues when it comes to cloud storage because access to cloud storage requires an internet connection. This can be a problem because of the excessive cost of internet connectivity, and because connectivity is not always available.

Data transfer speeds

Uploading or downloading substantial amounts of data can be time-consuming, depending on internet speeds. The faster the speed of the internet, the higher the cost. This can prove to be a difficult hurdle to overcome.

Concerns about service providers

Concerns about service providers range from security to company stability.

- Security and privacy: Despite every effort made by cloud storage companies to keep data secure and private, storing data on remote servers does raise security and privacy concerns for many people.
- Costs over time: While initial costs might be low, long-term use can accumulate expenses.
- Potential downtime: Cloud services may experience downtime; in other words, times at which they are not accessible because of a technical fault, for example. This will temporarily restrict access to stored data.
- Company stability: Users may worry about the stability or longevity of their chosen cloud service provider.

Task

- Imagine that you need to explain the following concepts to a learner in Grade 7.
  - Uploading
  - Downloading
  - Cloud storage
  - Syncing with the cloud
- How would you do this?

Cloud storage services

There are many cloud storage services available. Use these criteria to compare them.

- How much storage is available?
- What is the price of storage?
- How will your data be taken care of?
- Which Operating Systems can use the services?

You must do your research when you want to store data in the cloud. You may have security concerns, or concerns about the cost of service providers. What would work best for you? We discuss a few of the service providers below.

Mega

- Mega Limited is a file hosting and cloud storage service that offers 20 gigabytes of storage space free, and if you complete tasks like referring friends, you can increase this.
- You can share public folders.
- The user interface is clean and easy to use.
- You can use Mega on all the major Operating Systems: Android, Windows, iOS, and Mac.
- A possible negative is that downloading a file from Mega can be a slow process.

Filen

- Filen service offers you 10 gigabytes of free storage with the option to upgrade or get more through referrals.
- This is a very privacy-focused cloud storage service.
- You can share links easily with this service.
- You can preview your media files (for example videos) before you download them.
- You can use Filen on all the major Operating Systems: Android, Windows, iOS, and Mac.
- A possible negative is that installation of the desktop version of the app may have glitches.

Google Drive

- Millions of people use Google Drive. It offers 15 gigabytes of free cloud storage.
- The interface is very user-friendly (in other words, it is easy to use and navigate within the app).
- Google Workspace was designed for file sharing and collaboration, and this is made possible through Google Drive.
- There are apps for use on a desktop and/or mobile device.
- You can use Google Drive on all the major Operating Systems: Android, Windows, iOS, and Mac.
- One limitation is that your free 15 gigabytes of data are shared with other Google services (such as Gmail or Photos) that you may have stored in Google.

Dropbox

- Dropbox is a popular cloud storage service, offering two gigabytes of free storage space. You can earn extra free storage with referrals.

- If you like using Office 365 products, you will appreciate that you can edit Microsoft Office files online in Dropbox at no cost.
- It is easy to restore files you may have deleted.
- Dropbox has both desktop and mobile apps.
- You can use Dropbox on all the major Operating Systems: Android, Windows, iOS, and Mac.

OneDrive

- Microsoft's cloud storage service is called OneDrive.
- If you have a Microsoft Account, you get five gigabytes of free storage. Although you get only five gigabytes of storage, you can use their online Office Apps at no cost.
- If you have an Office 365 Subscription, storage space increases to one terabyte.
- OneDrive allows you to control sharing permissions. This makes sharing files and folders safe.
- You can use OneDrive on all the major Operating Systems: Android, Windows, iOS, and Mac.

Task
• Check each of these storage service's official websites: Mega, Filen, Google Drive, Dropbox, and OneDrive.
• Look if anything has changed since this session was written in 2024.
• Do an internet search for one other cloud storage service and compare it to these offerings.
• Which one is most appealing to you?
• Why do you say this?

Cloud storage and educators

Benefits of cloud storage for educators

Access to educational resources

Cloud storage provides educators with a platform to store and access educational resources from anywhere, allowing for flexibility in lesson planning and preparation.

Collaboration with peers

Educators often collaborate on lesson plans, assignments, and projects. Cloud storage facilitates seamless collaboration, enabling educators to work on and share documents in real-time.

Learner assignments and feedback

Cloud storage allows educators to collect and manage learner assignments digitally. This streamlines the submission process and provides a centralised location for marking and feedback.

Backup and data security

Educators can use cloud storage to back up important teaching materials, ensuring that valuable resources are not lost if a device malfunctions or as a result of other issues.

Teaching with technology and encouraging digital fluency

As technology becomes integral to education, educators need to be modelling best practices for their learners who will go out into the real world with an important digital skill.

Remote teaching and learning

Cloud storage enables educators to access their teaching materials and resources remotely. This is especially important in situations where educators need to work from home or deliver lessons online.

Efficient file management

Educators often deal with a large volume of digital files. Cloud storage provides an organised and efficient way to manage these files, making it easier to find, share, and update materials.

Professional development

Cloud-based platforms often offer collaborative spaces for professional development. Educators can participate in online workshops, share resources, and collaborate with other professionals from around the world.

Reflection
• Make notes in your PD Journal.
• Which of these benefits of cloud storage for educators appeals to you most?
• Why do you say this?

Using cloud storage

Creating an account

Creating an account for a cloud storage service is very similar, no matter which company you use.

Step 1: Choose a service

You need to research and select a cloud storage service that suits your needs. Consider factors like:

- storage capacity,
- security features,
- price, and
- compatibility with your devices.

Step 2: Go to their website

- Open your web browser and navigate to the official website of your chosen cloud storage service.
- You need to look for a Sign-Up, Register, or Create Account Option on the Home Page.
- Click on it to start the account creation process.

Step 3: Provide information

You will need to fill in the required fields with accurate personal information. Typically, this includes your full name, email address, and a password. Some services may also ask for additional verification details like a phone number.

Step 4: Read and accept the Terms of Service

Read the Terms of Service and User Agreement provided by the cloud storage service. If you agree to the terms, check the box, or click the button to accept them.

Step 5: Verify your email address

After you have provided your email address, the company may send a verification email. This email confirms that you have created the account. If you do not respond, your account will not be opened. Access your email inbox, find the verification email, and click on the provided link to confirm your email address.

Sometimes the verification may go to your Spam or Junk Folder because your email provider might think the email is from someone trying to steal information. Check your Spam/Junk Folder if you do not get the verification email in a reasonable time.

Step 6: Add security measures

When you sign up for a cloud storage service, you will have to comply with some security measures.

- Security questions and recovery options: Here, you are asked to give answers that only you would know to certain questions. Or you can give another email address to which the company can send an email so that they can confirm your identity. Follow the prompts to enhance the security of your account.

- Two-factor authentication (also called 2FA): Here, you are asked to confirm you are signing into the account by tapping a confirmation prompt on another device or by entering a code that you are sent. Google will ask you to open your Gmail account and confirm you can see the same code on your device as you can on your Sign-in Page. Microsoft has a special authenticator app for this.

Step 7: Choose your storage plan

The cloud storage services offer different storage plans. Choose the one that fits your needs. Some services provide a free tier with limited storage, while others have paid options for additional space.

Step 8: Log in to your account

Once your account is created, log in using your email address and password. You may have the chance to download an app as well. It is useful to do so, and then you can also log in through the app.

Step 9: Explore

Familiarise yourself with the settings and features of the cloud storage service. This may include file organisation, sharing options, and any additional tools provided by the service.

Task
• Select a cloud storage service and sign up for it.
• Why did you choose this service?

Uploading, downloading, and organising files

Uploading and downloading

We spoke about uploading and downloading earlier. Let's see how to do it now.

You can upload files in different ways

1. Launch the mobile app of the cloud storage service on your device and log in with your account credentials.
2. Or, open your web browser, go to your cloud storage service, and log in there.

You can upload a file

1. Click the logical option (for example, Upload, Add, or a Plus Sign Icon) within the app.
2. Choose the file.
3. Click Open.
4. The service will upload the file.
5. Check the progress indicator.
6. Check if your file is uploaded.

You can download a file

If you have a file in your cloud storage service that you have removed from your device but now want it back on your device, it is quite easy to download it.

1. Find your file.
2. Tap the Download Button.
3. The cloud service will download the item for you.
4. You will find it in the Downloads Folder on your device.

Organising files

Organising files in your cloud storage is the same as organising the files on your device. Here is a list of typical organising features you can use in a cloud storage app.

- Create and name new folders.
- Move or copy files to the new folder.
- Create subfolders within folders.

- Rename files or folders.
- Tag, label, or categorise files for easier sorting and retrieval.
- Sort and filter files based on criteria such as date, size, or file type. This helps in finding specific items quickly.

Task
Upload a file to your cloud storage account.

Sharing and collaborating

Sharing

It is often necessary to share a particular file with someone else. You can do this in several ways.

- Use a memory stick to move it from one device to another.
- Email it as an attachment.
- Or, share it by using your cloud storage services.

You can share a file

1. Find the specific file or folder you want to share within your files.
2. Click on the file or folder to select it.
3. Look for Share.
4. Click on it to start the sharing process.
5. Select the sharing options you want to apply. This may include choosing whether recipients can view, edit, or comment on the file, as well as setting access expiration dates.
6. Input the email addresses of the individuals with whom you want to share the file or folder. Or, generate a shareable link. If you do this, you can insert the link in an email, or a WhatsApp message.
7. Click on the Send or Share Button.

Collaborating on a shared document

Collaborating on a shared document is like sitting with someone working on a document except that you are both sitting in your own space in front of your computers. It is a convenient way to develop and finalise a document without having to be in the same room physically.

Collaboration is one of the critical skills that learners need to develop for effective working in the 21st Century, so it would be worthwhile to give them opportunities to collaborate on online documents whenever you can.

Some guidelines for collaboration

- **Establish clear roles and responsibilities:** Define roles for each collaborator (such as editor, reviewer, or commentator). Clarify responsibilities to avoid confusion and ensure efficient collaboration. Perhaps everyone has the right to edit, or perhaps some people can only comment, for example.

- **Use comments wisely for discussion:** Instead of making direct edits, use comments for discussions or suggestions. This maintains a clear record of conversations related to specific parts of the document.

- **Set access permissions appropriately:** Determine access permissions based on the level of collaboration required. Limit editing access to trusted collaborators and provide view-only access when necessary.

- **Regularly review version history:** Periodically review the version history to track changes and revert to previous versions if needed. This helps in maintaining document integrity and addressing any accidental modifications.

- **Communicate changes and updates:** Keep collaborators informed about major changes or updates to the document. Communication ensures that everyone is 'on the same page' (literally as well as figuratively) and aware of the document's current status.

Task
• Ask a couple of colleagues to experiment with a collaborative document process with you.
• Create a document, share it, and then work together to finalise it online.
• What do you think of this way of working?

Syncing files

Having a cloud storage service means that we can save space on our devices by putting files that we do not use often into the cloud. When we need that file, we can download it to our device to work on it.

But, if we want to be able to access the same file on different devices, then we must sync the files carefully to be sure we are always working with the most up-to-date version of the file.

Sync Settings

You can sync your files

1. Enable syncing in your cloud storage account.
2. Enable syncing on your device in the cloud storage app.
3. Select the files and folders you want to sync to the cloud.
4. Your devices should now sync with the cloud, and you will always find the same version of a file on all your devices.

You can save space on your device

1. Go to the cloud account and select files and folders that you do not want to sync. They will remain in the cloud only and will no longer take up space on your device.
2. Delete them from your device.
3. If you want to access them again, you will need to be connected to the internet. You can then access them in the cloud, and if you want to, you can re-download them to your device.

Be sure to confirm that the file has synchronised. You will usually see an icon such as a green Tick Mark Icon to show that files are synced. Often, a Cloud Icon means that the item is not synced to your device yet.

Troubleshooting

Some things can go wrong with syncing, but they are easy to fix.

I can see my document, but it won't open on my device

Chances are the document has not synced completely. Check that you are online and then check to see if the document has synced by looking at any Sync Icons associated with it. Remember, a Cloud Icon usually means it has not synced.

My documents are not synced across all my devices

Check each device and the cloud storage service to see if sync is enabled. Check that you have an internet connection on all your devices.

A pop-up says there is a sync conflict

This can happen when a file is edited at the same time on different devices. Check the versions of each file on your device and in the cloud and select the latest version to save again. Sync once again.

A pop-up says there is no more space

You have exceeded your cloud storage limit. Either delete files in the cloud to make space or upgrade your cloud account.

None of this has worked!

Try logging out and logging in again. Often this resolves issues.

Task
Sync a file across all the devices to which you have access.

Cloud storage management

Data security and privacy

Cloud security is very important for the user, and for the company providing a trusted service. For these reasons, there is a great deal of research and development in the area of cloud storage security.

Steps companies take to secure data

Companies take many steps to ensure security and privacy.

Password protection and two-factor authentication

A strong, unique password to secure your cloud storage account, your bank account and all the other online accounts is the first line of defence. To enhance this, companies use two-factor authentication. This adds an extra layer of security by requiring a second form of verification, often a code sent to a mobile device.

Encryption

Encryption transforms data into a coded format that can be deciphered only with the correct decryption key. With cloud storage services that use encryption as a security measure, the data you send or transmit is converted into a code when it is transferred between your device and the cloud server. Along the way, no one can intercept and read the message. When the encrypted message reaches its destination, it is decrypted with a special key. This displays the original message again.

Permission and access controls

You can set specific permissions and access controls for your stored data, determining who can view, edit, or share it.

Security audits and software updates

Cloud service providers conduct regular security audits and assessments to identify and address potential vulnerabilities.

They also regularly update their software to patch or fix security vulnerabilities and improve overall system integrity. It is vital that whenever you are asked to update the cloud storage software, you do this. This keeps you safe from evolving threats.

Data privacy

Data privacy refers to the protection of an individual's or organisation's sensitive information from unauthorised access, use, or disclosure. In the context of cloud storage, it involves safeguarding the confidentiality and integrity of user data stored on remote servers.

We entrust cloud storage providers with our files, and these providers have a responsibility to ensure that the data is handled securely and in accordance with privacy regulations. Educators, in particular, should be aware of these privacy features to protect educational materials and sensitive learner information.

In addition to encryption, two-factor authentication, and other types of security that cloud storage companies use, there are some specific laws and regulations that have to be upheld in relation to data privacy.

Data residency and compliance

Similar to respecting local building regulations when building a house in a particular area, data residency compliance ensures adherence to regional data protection laws. Providers adhere to data residency regulations, ensuring that data is stored in compliance with the legal requirements of specific regions.

In South Africa, the privacy of data is guaranteed by the Protection of Personal Information Act. The purpose of the act, which people often call POPIA or the POPI Act for short, is to protect people from harm by protecting their personal information. This means you are less likely to have your money, or your identity stolen, and your fundamental human right to privacy is protected. Any cloud storage service operating in South Africa (in fact, every company in South Africa) has to abide by the laws in this act.

Data privacy is important all over the world, and there are similar acts in operation elsewhere. You may have seen the letters GPDR which stands for the European Union's General Data Protection Regulation. In the United States of America, several different acts do the same work.

Reflection
• Make notes in your PD Journal.
• Do you have two-factor authentication set on all your internet-based accounts?
• If not, has anything you learned here made you rethink this?

Accidentally deleted files

What happens if you accidentally delete a file? There are a few things you can try.

Check the Recycle Bin

Check the Trash or Recycle Bin. Many cloud storage providers have a Trash or Recycle Bin where deleted files are temporarily stored before being permanently deleted. Search for the Trash or Recycle Bin in your cloud storage interface and look for the deleted file. You can usually restore it from there.

Check file versions

Some cloud storage services offer file versioning, which means they keep many versions of a file. Microsoft OneDrive and Google Drive both do this.

Check if your service has this feature, and if so, you might be able to restore a previous version of the deleted file. It will not be the latest version, but at least everything is not lost.

Ask Customer Support

If you are unable to recover the file using either of these methods, contact Customer Support support for your cloud storage service. Explain the situation, and they may be able to assist you in recovering the deleted file.

Think twice

To avoid future accidental deletions, consider enabling any available confirmation prompts or additional security measures provided by your cloud storage service. Sometimes just being asked **'are you sure?'** will stop you in time.

This can add an extra layer of protection before files are permanently deleted.

Task
• Check your cloud storage service's policy on how long you have to restore a deleted file.

About the Final Assessment

At the end of this training session, you will be asked to complete the Final Assessment.

If you complete the Final Assessment successfully, you will qualify for your virtual badge and certificate. You can see a sample here.

VIA AFRIKA DIGITAL EDUCATION ACADEMY

Certificate

Via Afrika
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has successfully completed the attendance and assessment requirements of:

USING YOUR WINDOWS TABLET DEVICE: WHAT IS THE CLOUD?

This training is endorsed for 5 SACE Professional Development points.

Date

Christina Watson
Chief Executive Officer

basic education
Department:
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Final Assessment

Indicate the ONE correct response for each question.

1	Which unit of storage is equivalent to a chapter in a book or a high-resolution photo?
a	Kilobyte (KB).
b	Megabyte (MB).
c	Gigabyte (GB).
2	What is the purpose of external storage devices?
a	To increase internal storage capacity.
b	To replace internal storage.
c	To enhance cloud storage.
3	What is synchronisation in the context of cloud storage?
a	The process of transferring data to a remote server.
b	The process of ensuring consistency of data across many devices.
c	The process of accessing data from anywhere with an internet connection.
4	Which of the following is not a potential disadvantage of cloud storage?
a	Internet dependency.
b	Efficient file management.
c	Concerns about service provider stability.
5	Which cloud storage service is associated with Google Workspace for seamless collaboration?
a	Filen
b	Dropbox
c	Google Drive
6	How can you recover a file from your cloud storage service that you previously removed from your device?
a	Use a memory stick.
b	Tap the Download Button in the cloud service.
c	Email it as an attachment.

Indicate the ONE correct response for each question.

7	What is a recommended practice for collaborating on a shared document in a cloud storage service?
a	Make direct edits to the document.
b	Give access permissions to trusted collaborators only.
c	Avoid reviewing version history regularly.
8	Why is it important to synchronise files in a cloud storage service?
a	This makes them available on different devices.
b	This saves space on devices.
c	To decrease data costs.
9	What should you do if you encounter a sync conflict while using a cloud storage service?
a	Ignore the conflict.
b	Select the oldest version to save.
c	Check versions and select the latest one.
10	When might you see a pop-up indicating there is no more space in your cloud storage account?
a	When there is a sync conflict.
b	When upgrading the account.
c	When exceeding the storage limit.
11	How can you access the same file on different devices using cloud storage?
a	Use a memory stick.
b	Download the file from the internet.
c	Synchronise the file in the cloud.
12	What should you check if a document that you have uploaded to the cloud won't open on your device?
a	Check for Sync Icons associated with the document.
b	Delete the document from the cloud.
c	Check if you are online.

	Final Assessment (continued)
**Indicate the ONE correct response for each question.**
13	What is the purpose of two-factor authentication in cloud storage security?
a	To encrypt data during transmission.
b	To add an extra layer of security through a second form of verification.
c	To set specific permissions for stored data.
14	What does data privacy in cloud storage involve?
a	Safeguarding user data by setting specific permissions.
b	Encrypting data during transmission.
c	Protecting sensitive information from unauthorised access, use, or disclosure.
15	Which law in South Africa guarantees the privacy of data?
a	Data Protection Act.
b	Protection of Personal Information Act (POPIA).
c	General Data Protection Regulation (GDPR).

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