

## Instructional Media Transport Options

Presently there are several different ways in which one can move their necessary media from home/office to the Hi-Tech Classrooms, and this document will help you both to know your options and make sure it will be compatible. The options are as follows:

- 1) Floppy Disk (3.5")
- 2) CD-R Disc
- 3) USB Key
- 4) FileZilla (Secured)
- 5) WS\_FTPLE 95 (Unsecured)

The last two options (4,5), FileZilla and WS\_FTPLE 95, are forms of server storage supplied by UITS. Their uses, how to acquire and set each of them up are explained in their respective "how-to" documents. The FileZilla documentation is aptly named "FileZilla Secure Storage", while the WS\_FTPLE 95 is named "WS\_FTP Unsecured Storage".

\*Warning: Unsecured Storage is just that. Any user can freely manipulate it via the web. Thus, we suggest that you not store sensitive materials via that option.

### Option 1: Floppy Disk

Floppy disk can hold approximately 1.44 MB of information, and is useable for only small files. The drawback to floppy disks is that the technology is antiquated, and data is easily and frequently damaged.

\*It is not suggested that this form of media storage be utilized.

### Option 2: CD-R Disc

A CD-R disk can hold an upwards of 650 MB, far surpassing a 3.5" floppy disk. The reason that CD-R's are suggested over CD-RW's is that, CD\_RW's will tend to be utilized as a formatted storage area so that users can keep adding data to them. This is a problem because the Hi-Tech Classroom PCs are not set up to be able to read these types of discs. The PCs are only able to read fully closed discs, and thus why CD-R's are suggested, since they can only be written on once. This option, if the CD is properly closed, is the best way to ensure that you will always have your data.

\*This is a good option if the user utilizes files that are not change frequently. It is also a good suggestion to utilize these discs to their full extent, by putting a full semesters worth of files onto the disc before closing it out.

### Option 3: USB Key

A USB key (a.k.a. Jump Drive) utilizes a spare USB port on the PC. This is easily accessed through a USB extension cable, put in place by UCIMT to allow greater accessibility and ease of use. There are many different flavors of USB key, meaning that they come in many different storage sizes (64 MB, 128MB, 256MB). The profile of these items are approximately 4" x .75" x .25". They are small, portable, and not too easily damaged.

Presently 60% of Hi-Tech Classroom PCs can accommodate this form of media storage, and should increase to approximately 85-90% by early to mid fall semester 2004. Simply plug it in and the computer will recognize it and make it available. Simply access it by double clicking the "My Computer" icon, and selecting the "Removable Disk" icon.

\*Options 4 and 5 are explained in the documents afore mentioned.

### Warning!!

A couple words of warning for the user, to quote a Boy Scout's motto: "Always be Prepared." Simply utilizing one of these options will not allow the user a fall back in case the option chosen is not functioning properly. When utilizing the server storage options (4 & 5), it is a good idea to also burn all that information onto a CD to bring with you. If the Ethernet connection to the room is down, the information stored on the servers will not be able to be accessed. The same can be applied if a CD is being utilized; store the information through a server option or on a USB key, incase the disc gets damaged, lost, or is not functioning properly.

Thank you for taking the time to read this informative document, and please have a wonderful semester!!