

H:Drive vs Office 365

and curriculumshared

Here is some clarity on the following:

- Microsoft 365 cloud storage vs. H drive storage
- Advantages/disadvantages of each
- Access from home vs onsite
- Syncing issues on personal networks
- Best way for students to share work
- General reliability/formatting issues with Office 365

How we do storage:

- **H Drive:**
 - This is our on-site school server.
 - Files stored here are only accessible while connected to the school network (i.e., you need to be onsite or using a VPN if available).
 - It's traditional file storage – fast and simple, but not designed for easy remote access or collaboration.
- **Microsoft 365 (OneDrive/SharePoint):**
 - This is cloud-based storage hosted by Microsoft.
 - Files are stored on external servers and can be accessed from *anywhere* (home, school, mobile) as long as you have an internet connection and your school login.
 - It's designed for collaboration — multiple people can edit the same document at once.

Advantages of Each:

Feature	H:Drive	Microsoft 365
Access from home	No	Yes (anywhere with internet)
File backup	School-managed backups	Cloud backups (Microsoft managed)
Collaboration	Harder	Easy (real-time editing)
File syncing	Manual (USB/email if offsite)	Automatic (OneDrive app)
Speed onsite	Fast	Depends on internet speed

Accessing Files from Home:

- **H:**Drive can't be accessed from home by students, however there is a way for staff to do this but it is beyond the scope of this document and not recommended.
- Microsoft 365 is made for remote access. You just log into IKON and away you go...

If you are using your own laptop and home wireless network, you *don't* have to manually sync anything unless you want offline access. If needed, the **OneDrive app** can be installed to sync files automatically to your laptop. This is a personal decision and not something that we assist with as per the personal nature of the device.

Student Work and Sharing:

- If students are working in their **Documents folder** on the **H:**drive, and wish to share the document, they will have to manually upload to a space they have access to that can be shared out, they can upload to OneDrive, their MOODLE blog or email work to share it.
- If students work directly in **Microsoft 365 (OneDrive or Teams Assignments)**, sharing is much easier:
- They can click **Share**, type the teacher's email, and set permissions (view/edit).
- Alternatively, if using **Teams**, work can be submitted through the assignment submission tools.

For smoother sharing and backup, it's recommended students work in Microsoft 365, particularly if they need to access and submit from home.

Formatting and Storage Issues:

- Sometimes formatting can change when documents are opened in **Office 365**
- If exact formatting is critical, it's better to open the file in the **full desktop version** of Word/Excel (click **Open in Desktop App** in **365**).
- File storage in OneDrive can feel a bit "clunky" at first because it's more structured for sharing rather than just saving like the H drive.

Curriculum Shared Folder

- Students can upload files to a folder created by you in the "**Hand in Work**" folder, useful for large files such as videos etc. You can easily download to USB for later perusal. Naming conventions become important at this point.
- Students can access content made available by you in the "**Get Work**" folder. Students should view large files such as videos etc inside the folder and not download them to their server space, unless they are saving to their own personal device.

Linux Machines

- We have several Linux machines around the campus, students can use LibreOffice to open/save Word/Powerpoint/Excel documents.
- Students can access their server space in the File Explorer menu bar called "Student Folders"
- Students can access the curriculum shared folder in the "Curriculum Shared" Folder in the menu bar
- Students should always logout to sever the connection when they are finished.

Mac OS machines

- We have several MacOS machines around the campus,
- Students can access their server space by running the NLSC app in the dock this will also make the Curriculum Shared folder accessible as well
- Students should always logout to sever the connection when they are finished.
- A new script is being developed to improve this process, refer back to this document for updates.

In short:

- **H Drive** = good for onsite storage.
- **Microsoft 365** = better for remote access, sharing, and collaboration.
- Best practice would be encouraging students to work in **365** to make sharing easier.

Where to find this document

- <https://students.northlake.wa.edu.au/blog/index.php?entryid=171>
- Compass → school resources → Quality Teaching → Resources → ICT