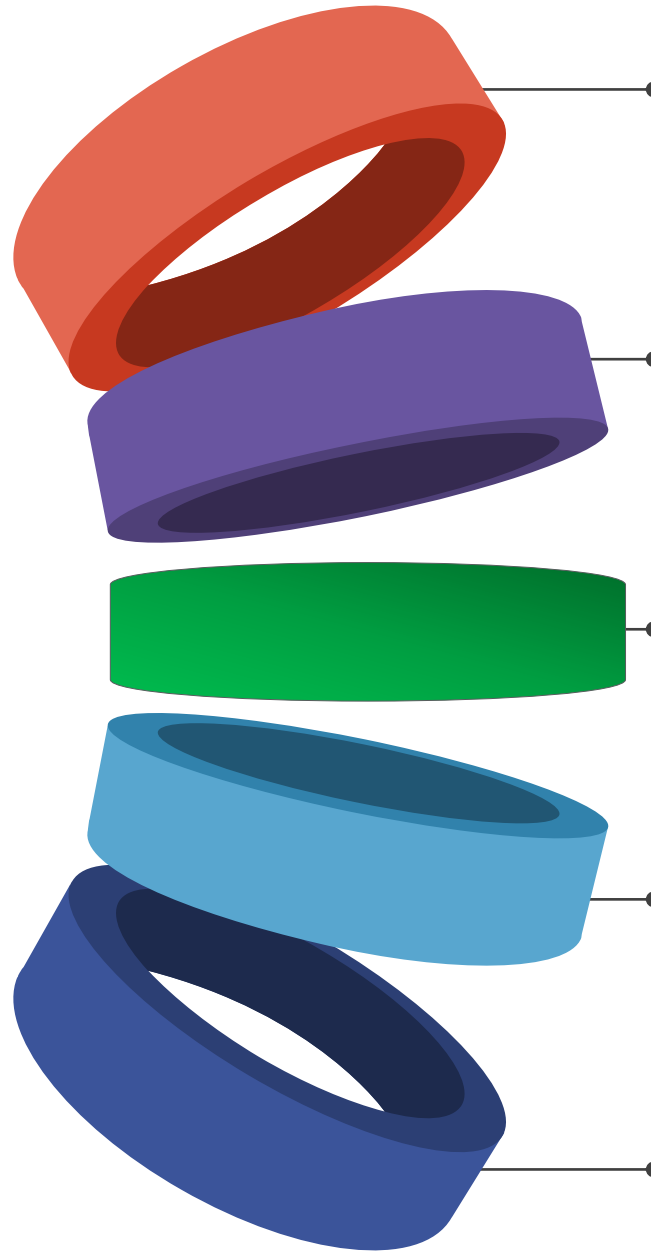# Digital Storage and Courses at WCU, or Where Should It Go?

As an instructor, your Canvas courses have a 1 GB of cloud storage. Canvas storage should be considered temporary and not for long-term curation or archiving. Live Canvas courses (the teaching shells with students) will be maintained for two whole academic years before deletion.

Canvas development shells are not meant for student interaction but are designed to be the "sandbox" for faculty. Your Canvas development shells will remain active as long as you are an employee of Western Carolina.

Departments and Programs can request access to a non-credit course area in Canvas where specialized master-courses, template courses, and student-centers/non-credit courses will be kept.

Video and audio files should not be directly uploaded into Canvas. The Panopto video authoring, storage, and streaming system is integrated into Canvas. You have unlimited video and audio storage in Panopto.

Personal Drive (P:)

This limited storage area is the most secure personal storage available for individuals. It is backed up frequently and is the recommended location for keeping secure information related to your work at WCU. It is limited to 40 GB of space and is not generally appropriate for media files.

Mercury Drive (H:)

The Mercury or "H-drive" is the departmental share folder. It is a great location for information considered to be permanent like departmental plans, documents, assessments, review plans, etc. It is limited to 150 GB of space. For more information.

Panopto

Panopto is a vendor that has been contracted to provide three interconnected functions for WCU: A) It provides a basic desktop and camera capture and editing suite for creating instructional content; B) It serves as a storage and retrieval system for video and audio files; C) It serves as a virtually unlimited repository for video and audio artifacts that can be repurposed in Canvas. All WCU faculty and staff can access Panopto at Panopto.wcu.edu or through multiple links in Canvas Courses.

OneDrive

Microsoft 365 gives all WCU users 1TB (around 1,000 GB) of cloud storage. Files from OneDrive can be shared via a web link or using the insertion tools in Canvas in both modules and the rich content editor.

MS Teams/SharePoint Online

If you are storing anything in Teams, you are saving the files in a special SharePoint Online folder that is shared with that particular team. If you are not working in a particular team, files shared from Teams or SPO can sometimes have permissions issues that take time to work out.