Quick Guide on Student iCON Data Management & Housekeeping

V1.2 | Revised 9 October 2023

To better manage your Google Workspace Storage, practice D.E.A.R.

Do Regular Housekeeping!

What is D.E.A.R. ?

D — Delete

Do you need all your files? Delete documents, emails & media which you no longer need to use starting with the **largest size**.

Refer page 4 to 8.

E — Empty

Once you have deleted files that you no longer need, **empty your Trash**.

Good housekeeping will help maintain availability of storage in Student iCON.

Refer page 9.

A — Archive

Archive or **compress** files which you do not use often so that they will not take up excess storage space. Use ***attached Google Takeout guide*** to export and backup your data.

Refer page 10 to 11.

R — Review

Review files in your Student iCON Google Workspace frequently to ensure they are kept are **relevant & up-to-date** for your learning purposes.

Refer page 12.

Delete

- **Check** your Google Apps storage quotas
- **Sort** file size from largest to smallest, delete larger files first.

Access the Google Storage tool here: **https://drive.google.com/drive/quota**

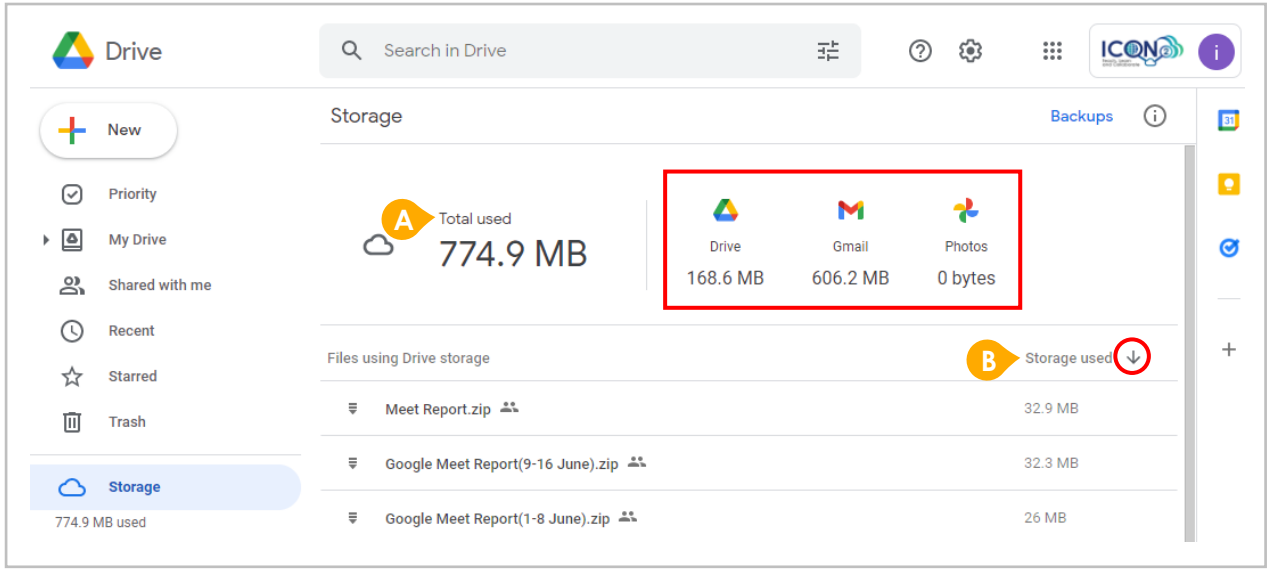
Login using your Student iCON account.

A Check your overall data storage usage by reading the "**Total used**".

Look at the storage distribution among the 3 areas – Drive, Gmail and Photos to identify which one has the highest data.

B Look at the files listed under the "**Files using Drive storage**" and click on the arrow to sort the file size from largest to the smallest.

This will enable you to quickly identify larger files to be deleted first.

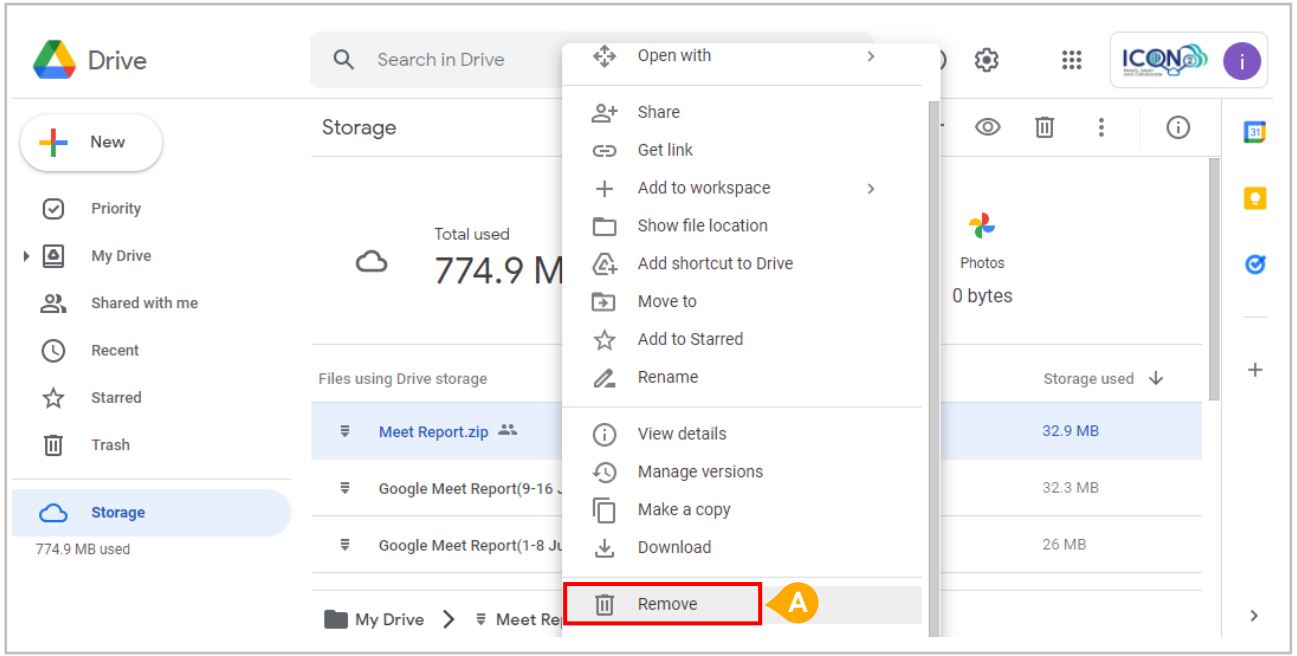


Delete

- **Delete** unused documents, emails & media starting with the **largest** size.

A To recover data storage space, start by deleting unused files that are of the largest size first as they have the most impact to your overall storage space.

Right click on the file you would like to delete and select "**Remove**"



Delete

- Review & remove **shared files and folders**

A Review files and folders that you are sharing with your peers and determine whether they should be kept or removed.

If there is no further groupwork or need to continue sharing, remove these shared files to reduce your overall data utilisation.

The following files count toward storage:

Google Drive

- Files in Google Drive, which includes PDFs, images, videos, and Meet recordings.
- A Files created or edited after May 2, 2022 in collaborative content creation apps like Google Docs, Sheets, Slides, Drawings, Forms, Recorder, and Jamboard.

If a file is in more than one folder in Drive, it still counts only once toward your storage quota.

Gmail

- Messages and attachments, including items in your Spam and Trash folders.

Google Photos

- Original quality photos and videos backed up to Google Photos.
- High quality (now named Storage saver) and Express quality photos and videos backed up to Google Photos after June 1, 2021. Any photos or videos you've backed up in High quality or Express quality before June 1, 2021 will not count toward your Google Account storage. Learn more about this change.

Content created with My Maps doesn't count toward your organization's storage quota.

Delete

- Review **personal files** stored in Student iCON.

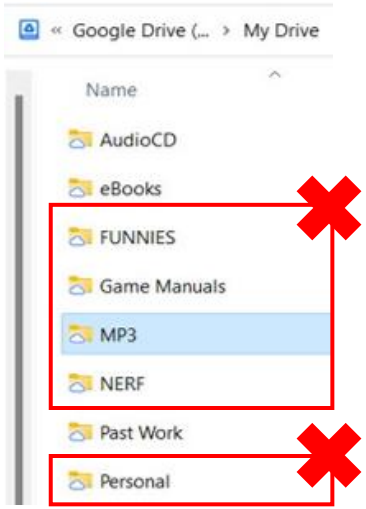
A Please note that Student iCON storage is for educational (teaching & learning) purposes.

- For personal files, remove them from your Student iCON account if they are not teaching and learning resources.
- Review all other content stored in your Student iCON Drives and **remove or export** emails or files if they are not resources related to your learning.

  This may include:

  - Music
  - Photos
  - Movies

A



- These files should be removed from Student iCON storage as they are not related to your learning.
- Files stored in Student iCON are only meant for educational (teaching & learning) purposes.

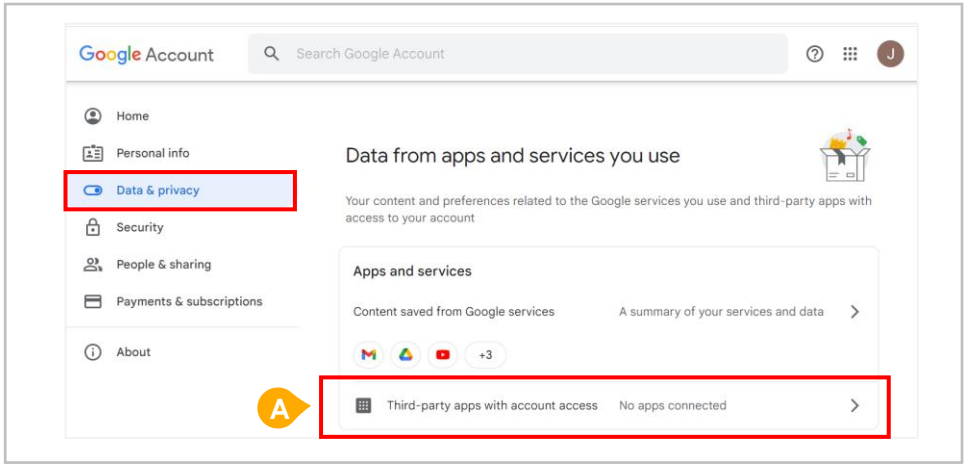
Delete

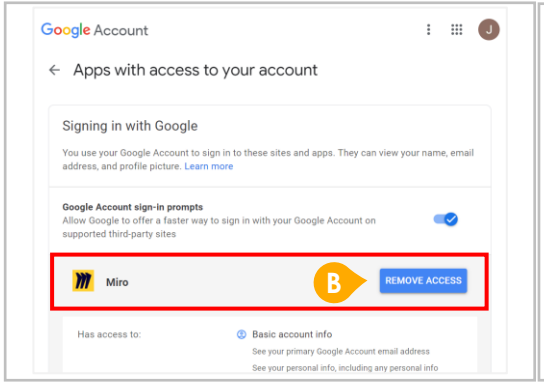
- **Remove** Third-party app access manually

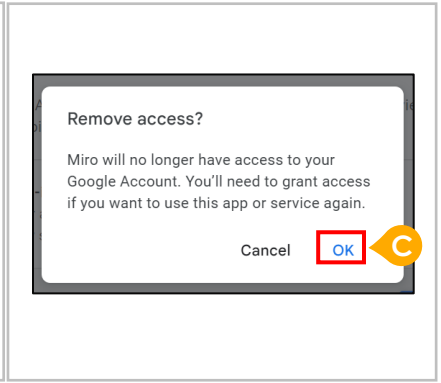
A If you have any Third-party apps that you would like to remove, click on "**Third-party apps with account access**" under the "**Data & privacy**" tab.

B Click on "**Remove Access**" for the app that you intend to remove access from.

C Click "**OK**" to confirm app access removal.







Empty

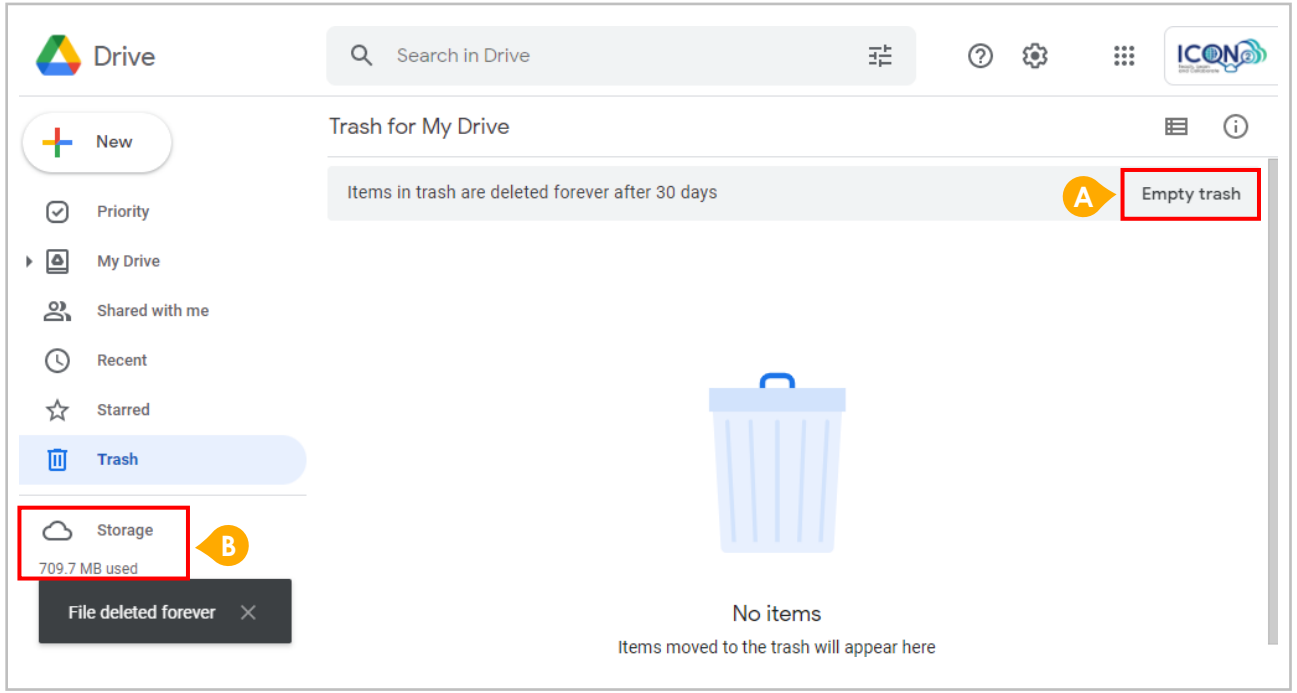
- **Empty** your Trash frequently
- Files will be **deleted automatically after 30 days** in Trash

A Files are not immediately deleted but will be stored in the Trash before they are automatically and permanently removed after 30 days.

To perform a manual removal, click on "Empty Trash"

B Your storage will only be reduced after files have been removed from the Trash.

Please be informed there is no chance of recovering files which have been emptied or removed from the Trash or deleted forever after 30 days.



Archive

- **Archive** or **compress** rarely used files.

A Use compression tools like 7-Zip to compress rarely accessed files into a single file before uploading into Student iCON.

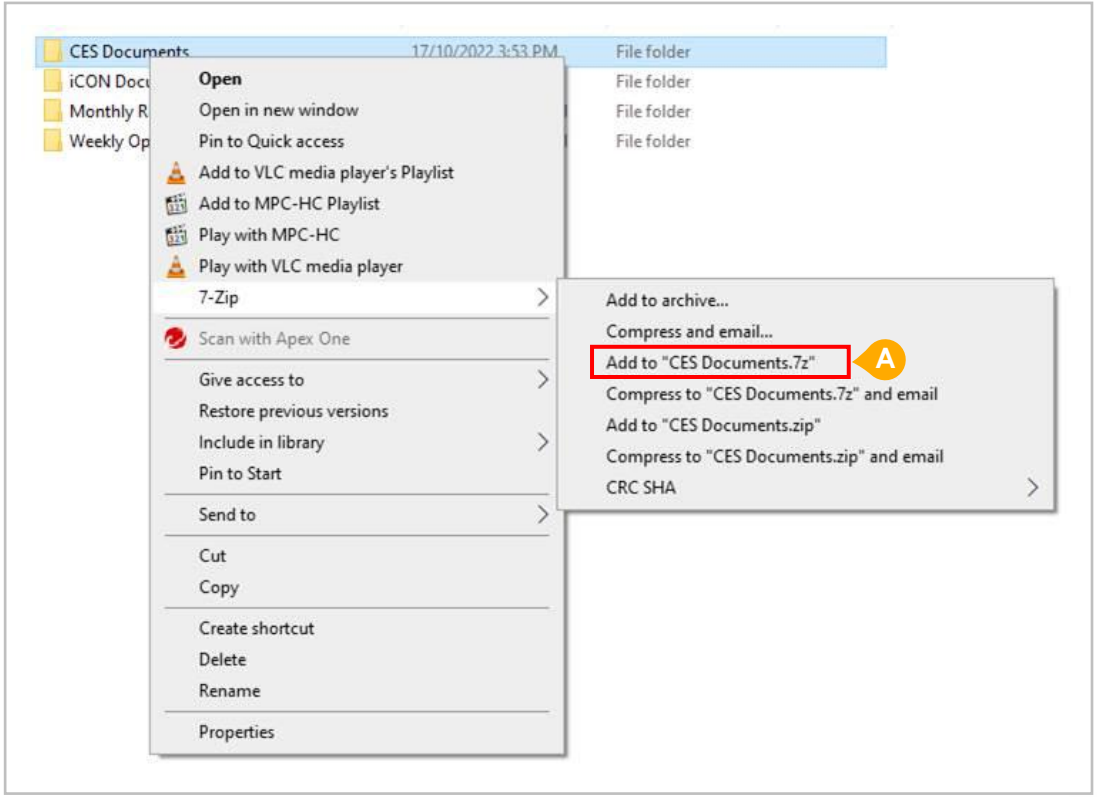
The benefits of doing so are:

A. Reduced overall storage utilisation

B. Data organisation by ordering your files

C. Uploading convenience of a single file

- Create folders to organise your files based on your subjects or classes so that you may locate them easily.
- When uploading or downloading files, consolidate compression of multiple files in a folder and store them in your local disk as a compressed folder.



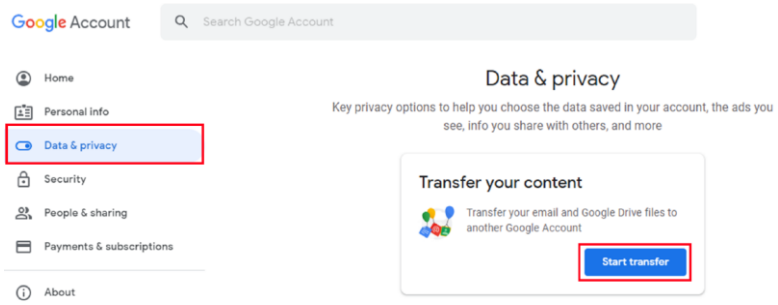
Archive

- Use the **Google Takeout** tool to export and backup your Student iCON data to your personal Gmail or email account.

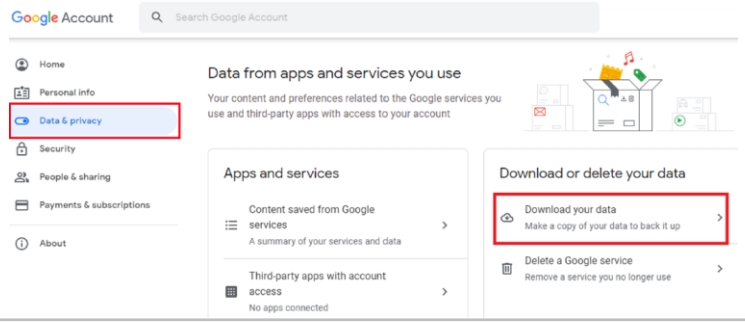
A Alternatively, you may use the Google Takeout tool to export your data in Student iCON to an archive file which you may download.

Please refer to the *attached Google Takeout Guide* for the detailed steps:

A Backup Student iCON data to your personal Gmail Account:



Backup Student iCON data without personal Gmail Account:



Review

- Review files in your Student iCON Google Workspace frequently to ensure that its contents kept are **relevant & up-to-date**.

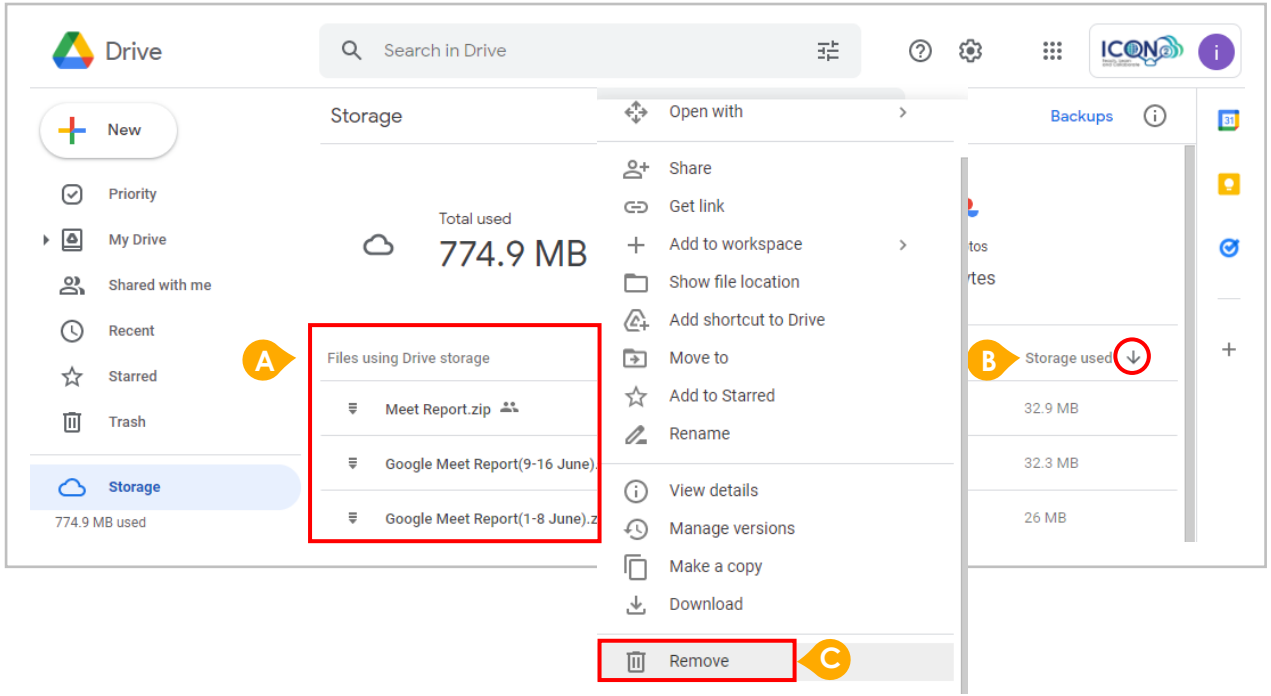
Access the Google Storage tool here: **https://drive.google.com/drive/quota**

Login using your Student iCON account.

A Look at the list of files listed under the "**Files using Drive storage**"

B Sort the file size in descending order to view the largest to the smallest files.

C Review your files and Right-Click to remove those which you no longer require for the purpose of your learning.



Why practicing D.E.A.R. and being organized is important to me?

Being organised can **benefit** your **learning** since it will enable you to **store and retrieve** your learning resources **more efficiently**.