LAS 6292 WEEK 2 ASSIGNMENT: Data Storage and Backup

This week's assignment is designed to: (A) get you thinking critically about your own data backup and security procedures, and based on that reflection **(B)** prepare a data backup plan (if you already have one you can answer the questions below based on that plan). **The assignment comes in four parts:**

1. Sign up for a UF Dropbox allocation: https://cloud.it.ufl.edu/collaboration-tools/dropbox/. If you are not automatically eligible to sign up, your advisor can request that you be granted an allocation: https://cloud.it.ufl.edu/media/clouditufledu/How-to-Obtain-Access-to-UF-Dropbox-for-Education.pdf.

2. Sign up for a UF Google Suite Allocation: https://cloud.it.ufl.edu/collaboration-tools/g-suite/

3. Briefly describe how you are adhering to the 3-2-1 backup rule for data related to your thesis. If you are not, describe how you will do so moving forward.

4. Prepare a brief (~1 page max) Data Backup Plan for your thesis research. Include the following information; you can respond with bullet points unless more detailed answers are needed:

   a. what needs to be prepared and for how long;

   b. where backups are located;

   c. who can access backups and how contacted;

   d. how often data should be backed up;

   e. what kind of backups are performed;

   f. who is responsible for performing the backups;

   g. hardware and software used for performing backups;

   h. how / how often to check if backups is successful;

   i. the media are used to backup data;

   j. a list of any data that are not archived or backed up.

Submission and Grading Rubric

1) Submit the Data Backup Plan document (in either `.txt` or `.pdf` format) via Canvas.

2) Grading Rubric

   - Assignment completed with thorough answers: 50
   - Most questions answered completely; some require instructor follow-up: 40
   - Many questions missing answers or answers are cursory: 30
   - Instructor follow-up required for homework submission: 20