Challenge 3: Cloud Storage and Sharing

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Challenge 3: Cloud Storage and SharingDrafted Artifact Description:This artifact is a screencast video demonstrating the cloud storage and sharing process using.1 The video fulfills the challenge criteria by explaining the folder structure, demonstrating how a new document is created and saved, and showing the process for sharing a file or folder with a collaborator.1Drafted Reflection Content:This skill was acquired by completing "Basic Tools Challenge 3".1 This involved organizing a account into a logical folder structure for a typical ID project and then recording a screencast to explain that system and demonstrate its use.In instructional design practice, cloud storage is the central hub for project management, collaboration, and version control. Its application goes far beyond simple storage. First, it is the primary tool for managing version control. An ID project involves numerous assets (design documents, storyboards, graphic assets, SME feedback documents). A shared cloud drive ensures a "single source of truth" for the entire project team, preventing the confusion that arises from multiple, conflicting versions of a file saved on local drives.Second, this tool is the engine of collaboration, especially with Subject Matter Experts (SMEs). By sharing a design document or storyboard via, the SME can add comments and suggestions directly into the file. This creates an immediate, asynchronous feedback loop and directly supports the competency "Solicit, accept, and provide constructive feedback".1Finally, this tool is essential for "complying with organizational constraints".1 In any professional setting, instructional designers must work within the organization's approved technology ecosystem. This often includes specific cloud storage platforms (e.g., OneDrive, Box, Google Workspace). Demonstrating proficiency in these tools shows an ability to adapt to an organization's internal processes, manage project assets securely, and respect constraints related to data privacy and file sharing. It is a foundational skill for all other collaborative ID work.