

# Quick Guide on Assignment Notes, Drafts and Document Versioning

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In the digital age, it's easy to fall into the habit of constantly editing a single document, letting earlier versions vanish with each new change. However, there's immense value in preserving your thought process through notes and drafts, as they enable you to demonstrate:

- **Evidence of Originality:** For assignments where the thought process is as important as the end result, notes and drafts serve as evidence of your original thinking and progression of ideas.
- **Reflection and Growth:** Keeping drafts allows you to reflect on the evolution of your work. By revisiting earlier versions, you can appreciate your progress, pinpoint areas of growth, and identify recurring challenges.
- **Backup and Security:** Ever faced unexpected file corruption or accidental deletions? Having multiple drafts ensures you don't lose all your work due to unforeseen technical issues.
- **Review and Feedback:** Sharing your drafts with peers or mentors can provide diverse perspectives and constructive feedback, allowing you to refine your work further.

### Good Practice

- **Versioning**
  - **OneDrive for Business:** If your file is saved in OneDrive for Business (this is available to you with your University IT account) [you can go back to a previous version](#) of your file.
  - **Manually:** If you are not using OneDrive, consider using a clear file naming convention for your drafts, such as "Assignment1\_v1", "Assignment1\_v2", etc. This way, you can easily track your progress over time.
  - **Other Cloud Storage:** Platforms like Google Drive or Dropbox automatically save multiple versions of your documents. This not only acts as a backup but allows you to revisit previous versions if needed. Be aware that the free version of [Dropbox](#) will only store versions for 30 days.
- **Notes:** If you're brainstorming or working out problems, consider jotting down your thoughts on paper or using digital note-taking apps. These rough workings can provide valuable insights when you review them later, as well as acting as evidence of your own creative process.

In conclusion, think of your academic journey as a constantly evolving story. Just as authors treasure their rough drafts to see how their novels evolved, you too can benefit immensely from preserving the stages of your academic process.

### Further Resources

- Toolkit: [MS OneDrive](#)
- [Toolkit Resources for MS Word](#)