

SMART SAVING FOR ACADEMIC INTEGRITY

USE DRAFTS AND VERSIONS

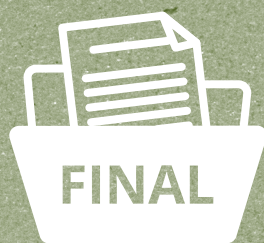
Saving drafts isn't just good practice – they show how your ideas evolved and provide evidence of originality if questions arise.

UniSQ reviews assessments for compliance with the Academic Integrity Policy, especially as AI use becomes more common. Keeping your drafts makes it easier to show your process and meet these standards.



Start with a clear file name

Use something meaningful like *Essay_Ethics_v1.docx*
Save it in a dedicated cloud folder.



Keep a final version

When ready to submit, save a final copy as *Essay_Ethics_FINAL.docx*.
Don't overwrite earlier drafts – they're proof of your writing process.



Use cloud storage

OneDrive (FREE for UniSQ students) tracks changes, restores versions, and supports autosave – make sure it's enabled.



Save versions regularly

Each time you return to your draft – after major edits, or every 2 hours - save a new version: *Essay_Ethics_v2.docx*, *v3.docx*, etc.
This shows your progress and protects your work.

Organise your files

Organise your files so they're easy to find, back up, and restore. A tidy folder structure helps you stay focused and work responsibly.

Keys to success

Use a tiered folder structure:

- Level 1: Subject folders (e.g. FTR1000)
- Level 2: Module folders (e.g. Assignment 1)
- Level 3: Resources
- Level 4: Incremental saves

Save to a specific cloud location – not your Desktop or Downloads folder.