**Protecting Your Work: How to Document Your Assignment Progress**

In college, it's important to show that the work you submit is your own. Keeping track of how you develop an assignment—from brainstorming to final draft—not only helps you stay organized, but also protects you if there are ever questions about AI use or academic honesty. The tips below will help you document your progress and show the effort you’ve put into your work.

**1. Use Microsoft Word or Google Docs with Version History**

**Why?** Both platforms automatically save your work and allow you to show how your writing evolved over time.

***Using Microsoft Word (Recommended for IVC Students)***

* Save your assignment to **OneDrive** (available through your IVC Microsoft account).
* Use **Version History** to view edits:
  + Go to File > Info > Version History
* Rename versions to reflect your progress (e.g., “Outline,” “Draft 1,” “Final Draft”).
* If needed, share the document with your instructor from OneDrive.

***Using Google Docs***

* Save your assignment in Google Drive.
* Access File > Version history > See version history to view and name past edits.
* Share the document with your instructor and allow “View Version History” access.

*Tip:* Either method provides a transparent timeline of your writing and revising process.

**Example 1: Version History (Microsoft Word / Google Docs)**

**Microsoft Word (Saved in OneDrive):**

**Version History:**

* *Version 1 – Brainstorm Notes* (May 10, 2025)
* *Version 2 – Outline Added* (May 11, 2025)
* *Version 3 – First Draft* (May 13, 2025)
* *Version 4 – Peer Feedback Revisions* (May 14, 2025)
* *Version 5 – Final Submission Copy* (May 15, 2025)

*What this shows:* The student developed their assignment over several days, using feedback and multiple revisions.

**2. Maintain a Work Log**

**Why?** A daily or weekly log of your work shows your process, growth, and time investment.

**How to do it:**

* Use a Word doc, OneNote, or Google Sheets.
* Include: date, task completed, time spent, and any notes or questions.

**Example 2: Work Log Entry**

| **Date** | **Task Completed** | **Time Spent** | **Notes** |
| --- | --- | --- | --- |
| May 10 | Brainstormed topics and created outline | 1.5 hrs | Narrowed topic to AI and ethics |
| May 11 | Wrote intro and thesis | 2 hrs | Still unsure about argument strength |
| May 13 | Drafted body paragraphs 1–2 | 2 hrs | Used article from class reading to support |

*What this shows:* Consistent work and independent thinking.

**3. Take Screenshots of Your Progress**

**Why?** Visual evidence adds another layer of documentation—especially helpful if you're revising over time.

**How to do it:**

* Periodically screenshot your drafts, outlines, or research notes.
* Save them in a clearly labeled folder (e.g., “ENGL 110 Essay 1 – Draft Progress”).
* Use Microsoft Snipping Tool or any screenshot tool on your device.

**Example 3:** [**Take Screenshots of Your Progress**](https://acrobat.adobe.com/id/urn:aaid:sc:US:a7a0ae3e-5a2d-4073-9782-18ebf25ce071)

**4. Save and Organize Research Materials**

**Why?** Keeping your research helps demonstrate that you’re developing your own ideas.

**How to do it:**

* Save articles and notes in Word or OneNote.
* Use Microsoft Edge’s **Collections** feature to bookmark and organize research.
* If using Google tools, create folders in Drive to organize sources.

*Tip:* You can annotate sources with notes like “used in paragraph 3” or “supports main argument.”

**Example 4: Research Notes File**

**File Name:** “AI Research Summary.docx”

**Content:**

* *Article:* “Generative AI and Academic Integrity”
* *Main Point:* Discusses how AI affects originality in student writing
* *Use in Paper:* Quoted in paragraph 3 to support counterargument
* *Citation:* (Smith, 2023)

*What this shows:* Active engagement with credible sources.

**5. Keep Records of Instructor Communication**

**Why?** If you’ve asked for AI permissions or received assignment guidance, save that email or message.

**How to do it:**

* Use your IVC Outlook email and keep relevant threads.
* Save screenshots or summaries of verbal guidance (e.g., office hours).
* When possible, confirm permissions or expectations in writing.

**Example 5: Instructor Email**

**Subject:** Question About Using Grammarly for Essay 2  
**Date:** May 12, 2025  
**From:** student@imperial.edu  
**To:** jsmith@imperial.edu

Hi Professor Smith,I’m drafting Essay 2 and wanted to ask if it’s okay to use Grammarly to check grammar before I submit. I won’t use it for content or ideas—just spelling and mechanics. Please let me know if that’s acceptable. Thanks!

**Response:**

Hi, thanks for asking. Yes, using Grammarly just for grammar/spelling is fine. No content generation. Good luck!

What this shows: The student clarified expectations in advance—and has proof of permission.

**📁 6. Create a Final Documentation Folder**

**Why?** Compiling your progress in one place can help you if your work is ever questioned.

**How to do it:**

* Organize all drafts, work logs, research, screenshots, and emails in a digital folder.
* Label each file clearly and save to OneDrive or Google Drive.
* Consider submitting a summary with your final assignment (if allowed).

By using the tools available through your IVC Microsoft account—alongside best practices like work logs and screenshots—you can confidently demonstrate that your work is your own. If you’re ever unsure, ask your instructor or reach out to Student Services.