Archiving Student Work at the Close of a Class

At the end of a trimester or year, teachers may close a OneNote Class Notebook. This will cause students to lose access to that folder, and may put them at risk of losing their work from that class. It is recommended that students copy class material into a personal OneNote notebook for safekeeping.
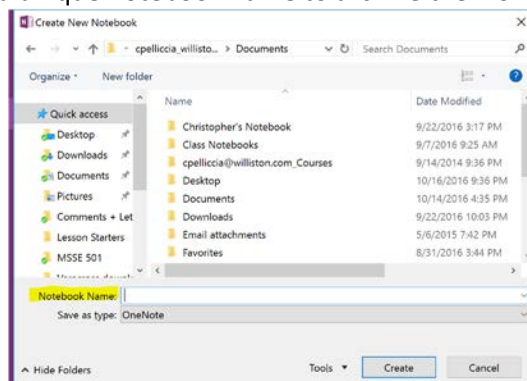
Create a place to put archived work

Option One – Create a new notebook
1) Click on File >> New >> OneDrive – The Williston Northampton School.
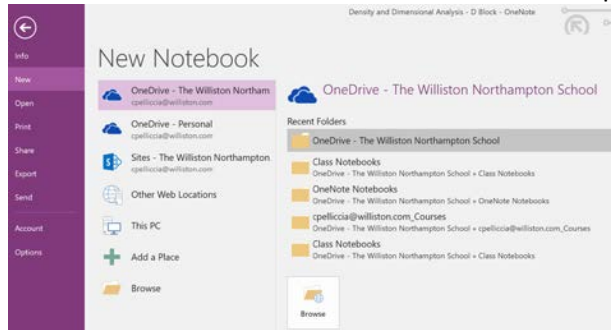
2) Double click on OneDrive – The Williston Northampton School.
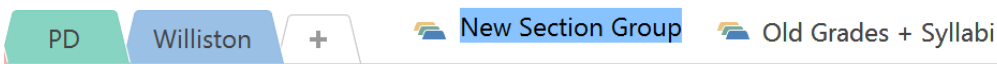3) Create a unique notebook name to archive the work in.

Option Two – Create a new Section Group within an existing notebook
1) Open the notebook where you plan to keep your work
2) Right-click on a blank space at the top, and click on "New Section Group"
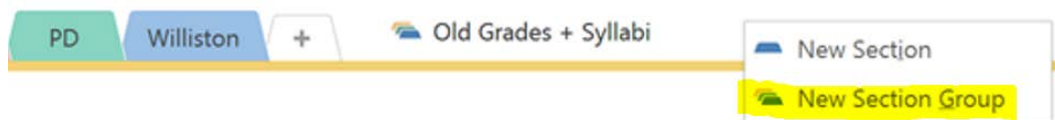

3) Give the new section group a name.

4) You can now place tabs from the Class Notebook into this new section group, effectively using the section group to mimic a classroom notebook within an existing notebook. In this manner, a single personal notebook can have multiple section groups and be used to archive all old course material.

Move work from Class Notebook to Personal Notebook

1) You should go to your tab of the Class Notebook, and right-click on the first section tab contained therein. Click on "Move or Copy".
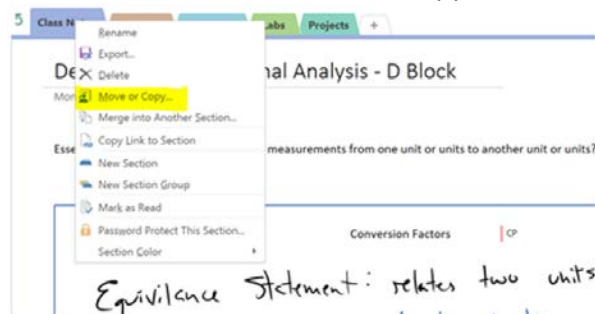
2) This brings up a list of all of your existing notebooks, and you can select the desired location – either the newly created notebook or the new section group. You should select "Copy" to ensure the section tab also remains in the class notebook.
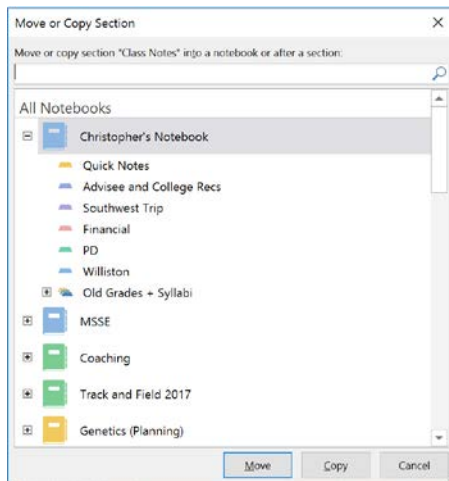
3) Repeat this process for each tab that you wish to keep from the class notebook.
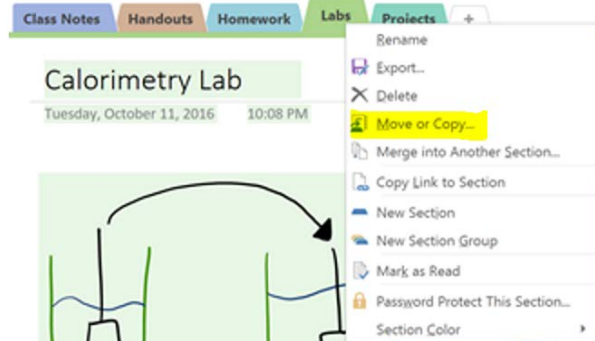
4) Remember, archiving material is for your benefit, and all saved material should be kept to yourself. Sharing material with another student may constitute academic dishonesty.