

Conflicts in Collaborative OneNote

When you have a collaborative OneNote notebook, conflicts can arise that have to be resolved. Read below to learn more about conflicts - why they happen, how to resolve them and tips to avoid them.

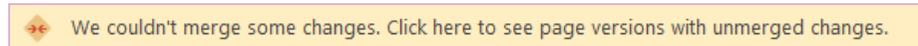
Why do Conflicts Happen?

Conflicts occur when two or more people are trying to type in the OneNote in the same exact spot/text box.

When a conflict occurs, you will see these icons/messages:



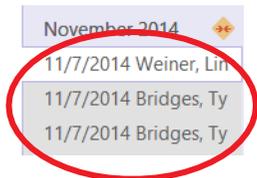
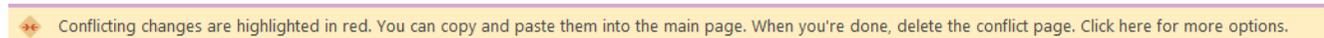
This message appears at the top of the conflict page:



How to Resolve Conflicts

Conflicts will remain until someone resolves them. Anyone who has access to the collaborative notebook can resolve them. To resolve, follow the steps below:

1. Click the message that appears at the top of your screen (above) or the icon that appears next to the page name. At the top of the page you will see the message below and on the right with your pages, you will see at least one conflict page:

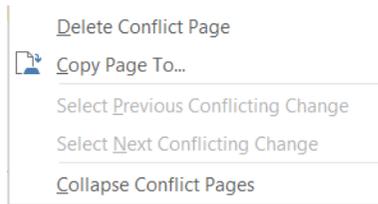


The conflict pages appear beneath the "real" page with dates on them.

2. When you go into the conflict page, any areas on the page that have the conflict will be highlighted in red. You need to look at the conflicts and if there is any content that you need on the "main" page, copy/paste from the conflict page into the main page.

(3)

3. Once you have resolved the conflicts, delete the conflict pages. When you "click here for more options" from the message above, you see the menu below and can delete them from there, or you can delete them as normal from your list of pages.



★ As you can see, you have other options for managing your conflict pages as well.

Tips to Avoid Conflicts

When working in collaborative notebooks with students, consider conflicts when building your pages and tabs. Create pages for each student, specific text boxes for students and/or build a table for the students to enter their information into. Specify to the students where they should go to type and enter their information. It is helpful if you give students numbers to assist in this process.

NOTE: Do not enter information in the same spot at the same exact time as someone else. If you are in a meeting with others on the same page and you might be typing in the same area, nominate someone to be the recorder for that meeting.