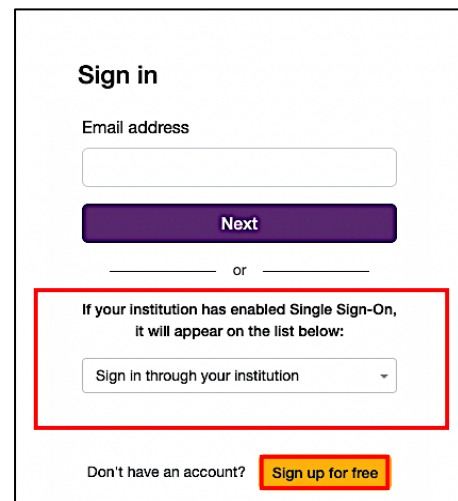


Begin Using LabArchives™ In Your Course In Four Easy Steps:

1. Create your LabArchives™ Course Notebook


- If you do not have an account yet, create your LabArchives account here (select one of our regional links):
 - USA and rest of the world: <https://mynotebook.labarchives.com>
 - UK: <https://uk-mynotebook.labarchives.com>
 - EU: <https://eu-mynotebook.labarchives.com>
 - AU: <https://au-mynotebook.labarchives.com>
- If your institution has enabled Single Sign-On, select from the **Sign in through your institution** dropdown list.
- If you would like to create a free account, click **Sign up for Free**.
- If you are prompted to select how you plan to use LabArchives, select **I'm an instructor** and follow these steps to create your course.
- An Activation Link will be sent to your email. If you do not receive the Activation email, please check your Spam folder.

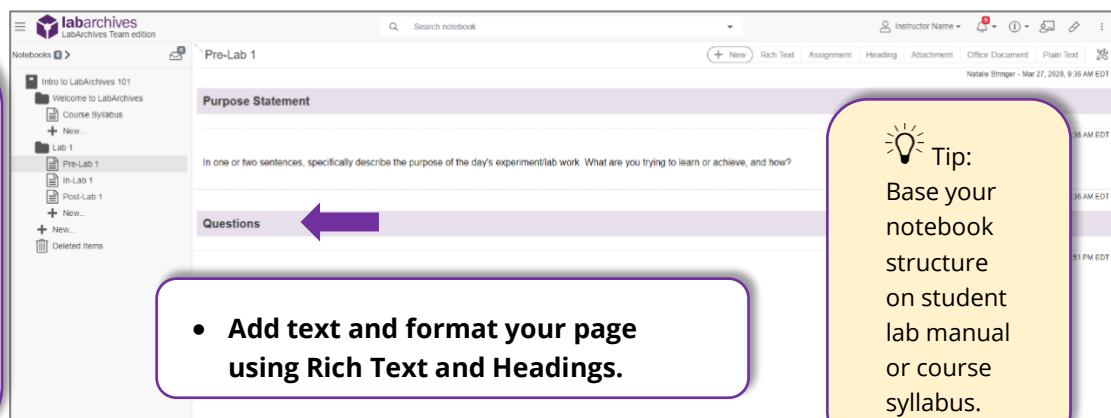


2. Build Your Course Content




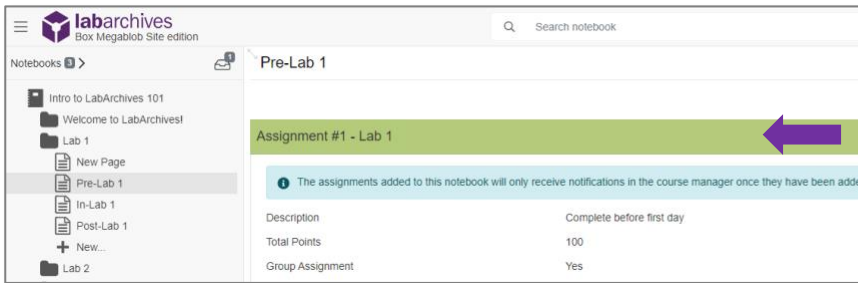
- **Organize your notebook using folders, sub-folders, and pages.**
- **Upload existing course assets (handouts, pdfs, forms, and more).**

 **Tip:** Use the open-source library of course content found in Lab Builder to copy and add materials in your course such as labs, protocols, and course packs. Find Lab Builder through the Notebooks menu.



- **Add text and format your page using Rich Text and Headings.**

 **Tip:** Base your notebook structure on student lab manual or course syllabus.




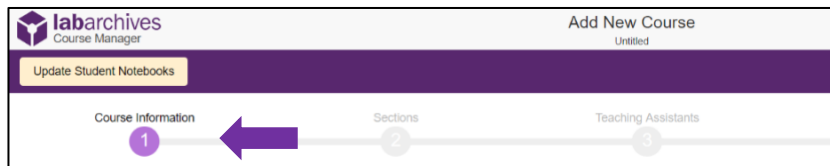
- Use the LabArchives Assignment entry on pages that contain work your students need to submit.
- Choose if you would like to make the assignment a group assignment or deselect this option for individual assignments.

Benefits of the Assignment feature:

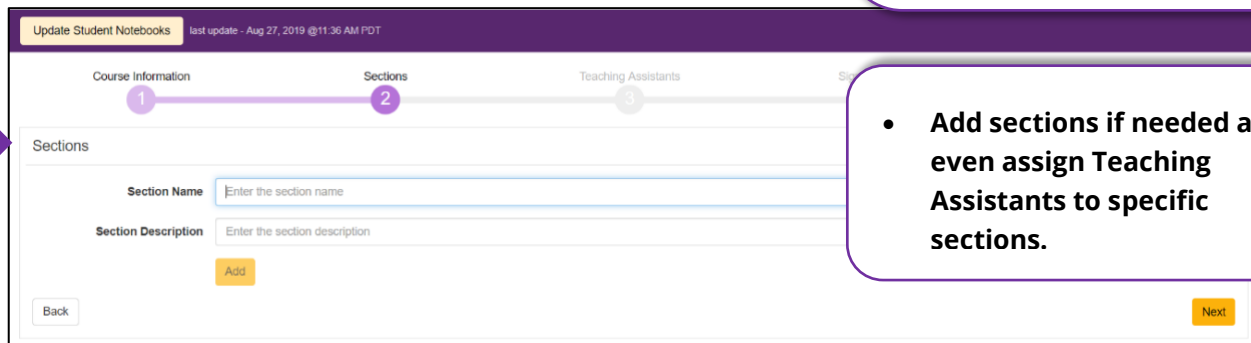
- Notifies instructors and students when assignment is submitted or graded.
- Adds efficiency to the grading process.

3. Create a Course and Add Students

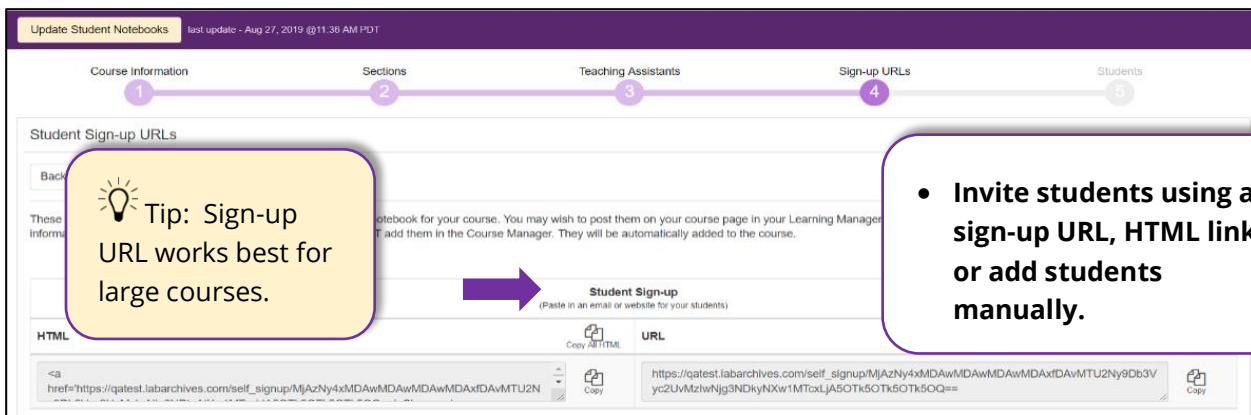
- Click on the **Course Manager** icon  to begin creating your course in LabArchives or through the triple-dot menu, choose **Utilities** and **Course Manager**.




- Follow the course creation wizard to create your course.
- Be sure to select the correct instructor notebook to share with students.



- Add sections if needed and even assign Teaching Assistants to specific sections.



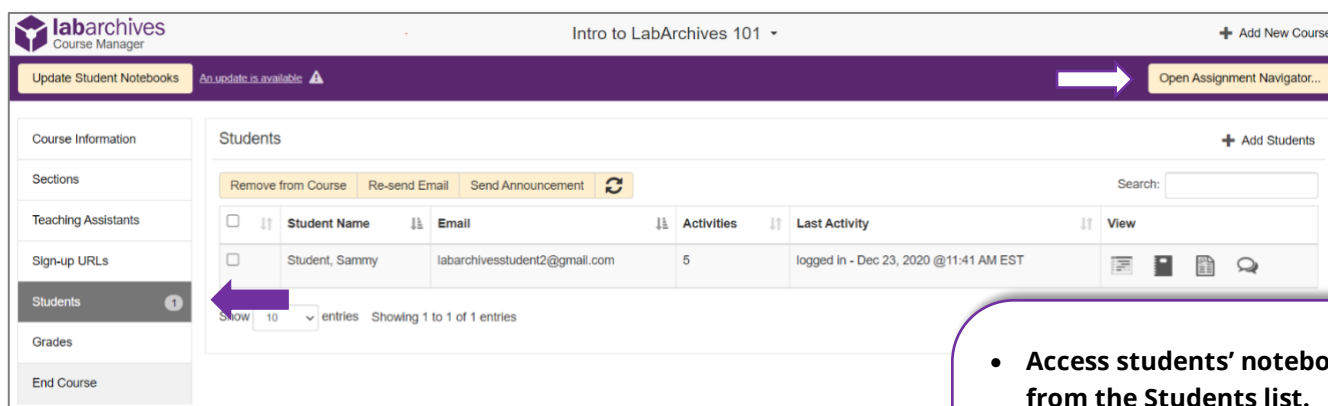
 **Tip:** Sign-up URL works best for large courses.

- Invite students using a sign-up URL, HTML link, or add students manually.


- Students will need to activate their accounts and access their notebooks. When they do this, you will see them listed along with activity notifications on the **Students tab** in the **Course Manager**.
- If your institution or course has enabled the **LabArchives LMS LTI integration**, select from our list of partners to learn more on how LabArchives works with [Canvas](#), [Moodle](#), and [Blackboard](#).

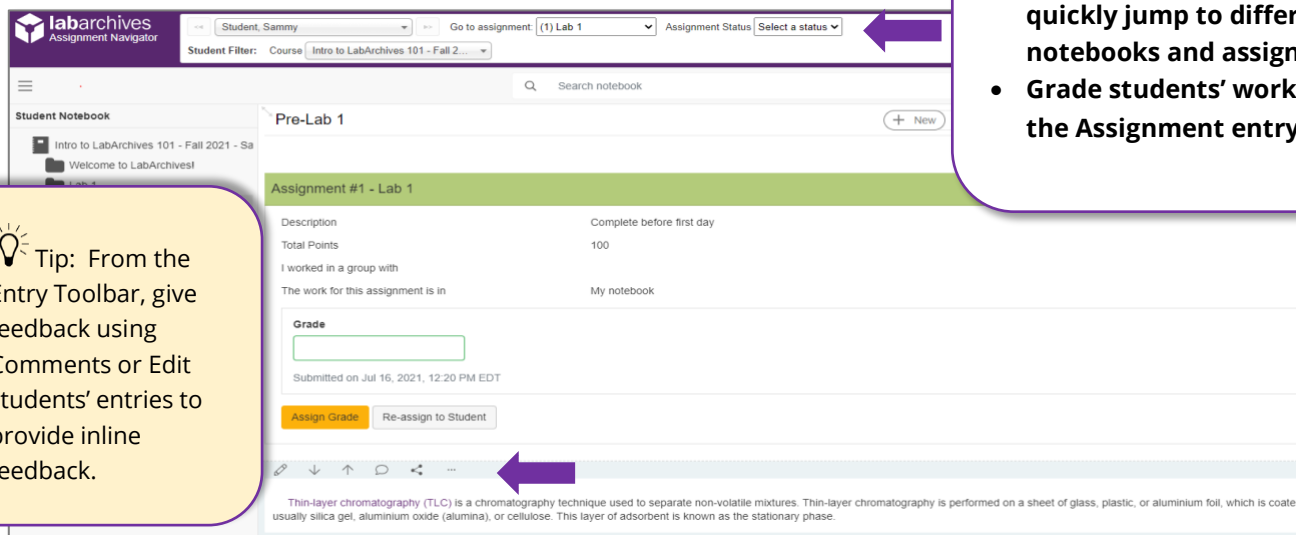
4. Interact with Students' Notebook

- Once students submit assignments, you can provide feedback and assign grades through the **Course Manager**.



- Access students' notebooks from the Students list.
- Use Assignment Navigator to quickly jump to different notebooks and assignments.
- Grade students' work using the Assignment entry.

 **Tip:** From the Entry Toolbar, give feedback using Comments or Edit students' entries to provide inline feedback.



Additional Help and Support Resources

While in the LabArchives Notebook, find help through the **Information** icon and visit the [Knowledgebase](#) to browse by support topic, view [Video tutorials](#) or submit a question directly to our [Support team](#). Register for one of our [Weekly webinars](#) to attend a live training session hosted by a LabArchives trainer.