



Quick Start Guide for Students

LabArchives Education Edition ELN

Congratulations! You will be using LabArchives, the most widely-used ELN at the world's top academic and biomedical research institutions in your course.

Here are a few important things to help you get started using your LabArchives Notebook in your next course.

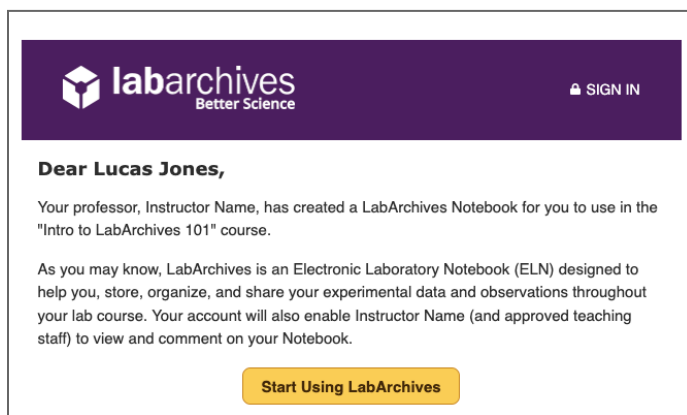
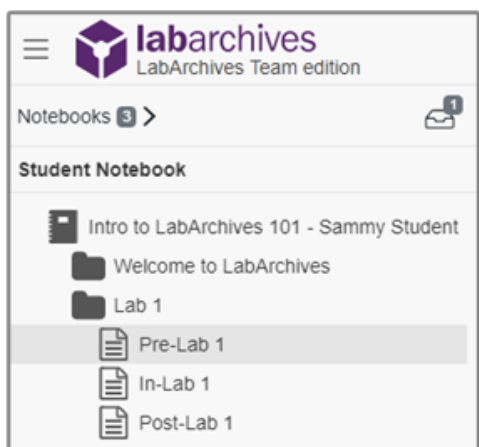
support@labarchives.com

Version 4.11.24

1. Access your Notebook

Your instructor may provide you with a link to sign up for LabArchives or you may receive an email.

Your **Course Notebook** will be waiting for you after you create your account.

A form titled "Create your LabArchives Account". It contains several input fields: "First Name", "Last Name", "Email", "Password", "Company or Institution", "Select a Country" (a dropdown menu), and "How do you plan to use LabArchives" (a dropdown menu with "Student" selected). Below the form, there is a small text line: "By clicking on 'continue' you are agreeing to our [Terms of Use](#) and [Privacy Policy](#)". At the very bottom, there is a grey "Continue" button.

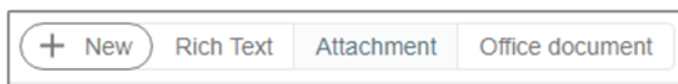
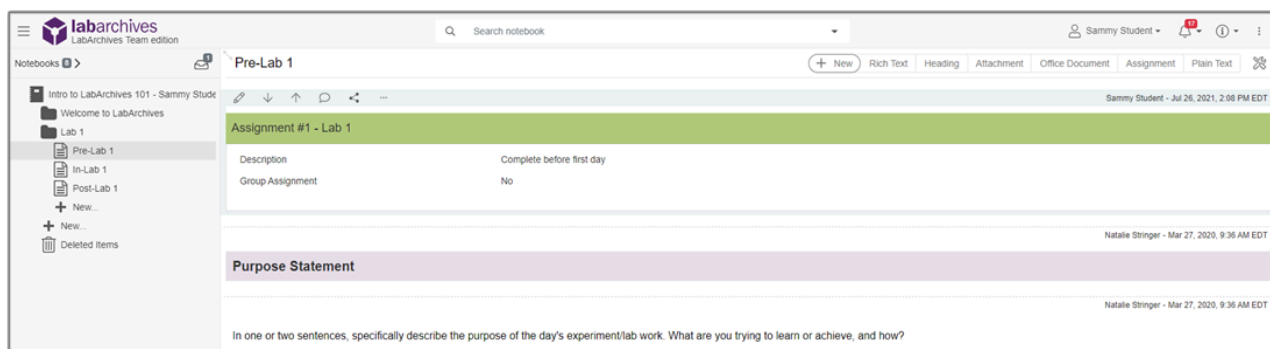
TIP


If you have used LabArchives before, click on **Notebooks** to find your new course notebook.


2. Complete Assignments

Add text, documents, and format your page using the **Add Entry Toolbar**.

You can drag and drop files to your Lab Notebook and edit Office documents using Microsoft Office Online.

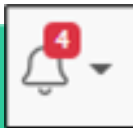


To edit an entry, click the  from the **Entry toolbar**.



TIP

Always check your notifications for alerts about new course content or grades.



3. Submit Assignments and View Grades

Submit assignments using the **Assignment entry**.

Assignment #1 - Lab 1

Description	Complete before first day
Total Points	100
I worked in a group with	
The work for this assignment is in	My notebook

[Update and Submit](#)

If you are working in a group, everyone should submit the assignment and indicate where the work is located.

Assignment Entry Editor

Assignment #	1
Assignment Name	Lab 1
Description	Complete before first day
Total Points	100
I worked in a group with	
The work for this assignment is in	My notebook

[Submit](#) [Save and not Submit](#) [Cancel](#)

After you submit the assignment, the page may lock. It will become unlocked when the assignment is graded.

Assignment #1 - Lab 1

You cannot edit this entry after it is graded.

Description	Complete before first day
I worked in a group with	
The work for this assignment is in	My notebook

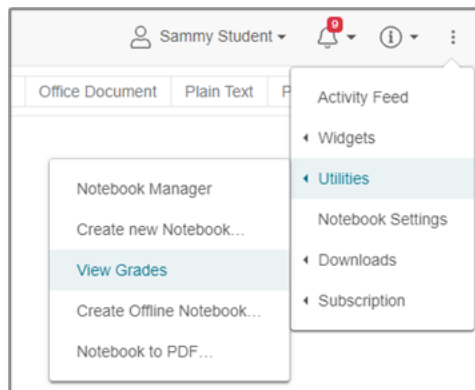
Grade	100 / 100
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Graded on Jul 16, 2021, 03:09 PM EDT

🔒 PAGE LOCKED - Assignment has been submitted

View your grade on the Assignment entry.

Your instructor may add feedback on the page.



TIP

Always check your notifications for alerts about new course content or grades.

4. Comments

Use **Comments** from an entry to communicate with other students, TAs, or instructors. Use **@ mentions** to alert a user.



Lucas Jones@Instructor_Name When is this assignment due? Thank you!
Apr 11, 2024, 10:41 AM
EDT

Write a comment...

@

Add Comment

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 [regional webinars](#) to attend a live training session hosted by a LabArchives trainer.