

Quick Start Guide for Instructors

LabArchives Education Edition ELN

LabArchives ELN for Education has proven results in thousands of STE lab courses. Engage your students and improve learning outcomes, remotely or in-person, across multiple scientific disciplines from chemistry to physics to biomedical engineering.

Here are a few important things to help you get started.

support@labarchives.com Version 4.11.24

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 world: <u>https://mynotebook.labarchives.com</u>
 UK: <u>https://uk-mynotebook.labarchives.com</u>
 EU: <u>https://eu-mynotebook.labarchives.com</u>
 - AU: <u>https://au-mynotebook.labarchives.com</u>

Sign in
Email address
Next
or
If your institution has enabled Single Sign-On, it will appear on the list below:
Sign in through your institution
Don't have an account? Sign up for free

- If your institution has enabled Single Sign-On, select it from the **Sign in through your institution** 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, subfolders, and pages.

Upload existing course assets (handouts, PDFs, forms and more).



Add text and format your page using the Rich Text entry and Headings.



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.

Pre-Lab 1		+ New Rich Text	Heading Ass	signment	Attachment	Office Documer	t Plain Tex	xt 💥
		Rich Text Heading				Instructor Name - A	pr 10, 2024, 11:	:04 AM EDT
Assignment #1 - Lab 1		Assignment						
Description	Complete before the first day	Attachment Office Document						
Total Points	100	Plain Text						
Group Assignment	Yes	PubMed References Mathematical Equation						

Benefits of the Assignment feature:

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

3. Create a Course and Add Students

Click on the **Course Manager** icon I 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.

Update Student Notebo	poks					
Course Information						
Update Student Notebooks last update - Apr 10, 2024, 3:51 PM EDT						
Update Student Notebooks las	t update - Apr 10, 2024, 3:51 PM EDT					
Update Student Notebooks Ias Course Informa	t update - Apr 10, 2024, 3:51 PM EDT tion	Sections				
Update Student Notebooks as Course Informa	t update - Apr 10, 2024, 3:51 PM EDT tion	Sections 2				
Update Student Notebooks and Course Informa 1 Sections Section Name	t update - Apr 10, 2024, 3:51 PM EDT tion	Sections 2				

Invite students using a **Sign-up URL** or add student emails through the **Students tab** in the Course Manager.

Update Student Notebooks last update - Apr 10), 2024, 3:51 PM EDT				
Course Information	Sections 2	Teaching A	Assistants	Sign-up URLs	Students
Student Sign-up URLs					
Back					😨 TIP
These URLs will enable your students to create information. If you provide the links to your stud	their accounts and notebook for your course. Y ents, you should NOT add them in the Course I	You may wish to post then Manager. They will be aut	n on your course page omatically added to the	in your Learning Management System or other course.	Sign-up URL works best for
		Student (Paste in an email or we	Sign-up ebsite for your students)		large courses.
HTML		Copy All HTML	URL		Ч <u>Г</u> Сору All URLs
<a href='https://mynotebook.labarchives.com/s</td> <td>elf_signup/MzE1MDAuM3wwLzI0MjMxL0NvdX</td> <td>KJZZS8ZO</td> <td>https://mynotebool DA1NzcxfDc5OTYy</td> <th><.labarchives.com/self_signup/MzE1MDAuM3w /LJM=</th> <td>wLzI0MjMxL0NvdXJzZS8zODc1N</td>	elf_signup/MzE1MDAuM3wwLzI0MjMxL0NvdX	KJZZS8ZO	https://mynotebool DA1NzcxfDc5OTYy	<.labarchives.com/self_signup/MzE1MDAuM3w /LJM=	wLzI0MjMxL0NvdXJzZS8zODc1N

Students will need to activate their accounts to access Notebooks. Upon activation, you will see them listed along with their activity notifications on the **Students tab** in the **Course Manager**.

Course Information	Students +							
Link to Canvas	Remove from Course Re-send Email Send Announcement C					Search:		
Sections	C II Student Name Ik Email Ik Activities II Last Activity					View		
Teaching Assistants		Jones, Lucas	gyarandi+demo1@labarchives.com	2	updated an assignment - Apr 11, 2024, 9:14 AM EDT	🖻 📔 🔮 🝨		
Sign-up URLs	Show 10 ventries Showing 1 to 1 of 1 entries					First Previous 1 Next Last		
Students 1								
Grades								
End Course								

If your institution or course has enabled the **LabArchives LMS LTI integration**, select from our list of partners to learn how LabArchives works with <u>Canvas</u>, <u>Moodle</u>, and <u>Blackboard</u>.

4. Interact with Student Notebooks

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

First, access student Notebooks from the **Students** list.

Course Manager	/eS Intro to LabArchives 101 ·						+ Add New Course
Update Student Notebooks	t Notebooks last update - Apr 11, 2024, 9:06 AM EDT						Open Assignment Navigator
Course Information	Students						+ Add Students
Link to Canvas	Remove from	m Course Re-send Email	Send Announcement				Search:
Sections		Student Name	Email	Activities	Last Activity	View	
Teaching Assistants		Jones, Lucas	gyarandi+demo1@labarchives.com	2	updated an assignment - Apr 11, 2024, 9:14 AM EDT	•	P
Sign-up URLs Students	Show 10	✓ entries Showing 1 to 1 of	1 entries			First	Previous 1 Next Last
Grades							
End Course							

Use **Assignment Navigator** to quickly jump to different Notebook assignments.

Grade students' work using the Assignment entry.

Jones,	ucas 🔻 🔛 Go to assignment: (1) Lab 1 🔹 Assignment Status Select a status	·	
Student Filter:	Course Intro to LabArchives *		
=	Q. Search notebook	•	👷 TID 🔤
Student Notebook	Pre-Lab 1	+ New Rich Text Heading Attachmen	🏺 TIP
Intro to LabArchives 101 - Lucas Jones	Assignment #1 - Lab 1		
Welcome to LabArchives	Description Complete before the first day		From the Entry
Pre-Lab 1	Total Points 100		Toolbar, give
In Lab 1	I worked in a group with		foodbackusing
Post Lab 1	The work for this assignment is in My notebook		
+ New	Grade		Comments or Edit
Deleted Items			student entries to
	Submitted on Apr 11, 2024, 9:14 AM EDT		provide inline
			foodbook
	Assign Grade Re-assign to Student		тееораск.
			Instructor Name - Apr 08, 2024, 4:45 PM EDT
	Purpose Statement		
			Instructor Name - Apr 08, 2024, 4:50 PM EDT
•	In one or two sentences, specifically describe the purpose of the day's experiment/lab work. What	are you trying to learn or achieve, and how?	

Additional Help and Support Resources

While in the LabArchives Notebook, find help through the **Information** icon and visit the <u>Knowledgebase</u> to browse by support topic, view <u>Video tutorials</u> or submit a question directly to our <u>Support team</u>. Register for one of our <u>regional webinars</u> to attend a live training session hosted by a LabArchives trainer.