



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

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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:

<https://mynotebook.labarchives.com>

- UK:

<https://uk-mynotebook.labarchives.com>

- EU:

<https://eu-mynotebook.labarchives.com>

- AU:

<https://au-mynotebook.labarchives.com>

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.

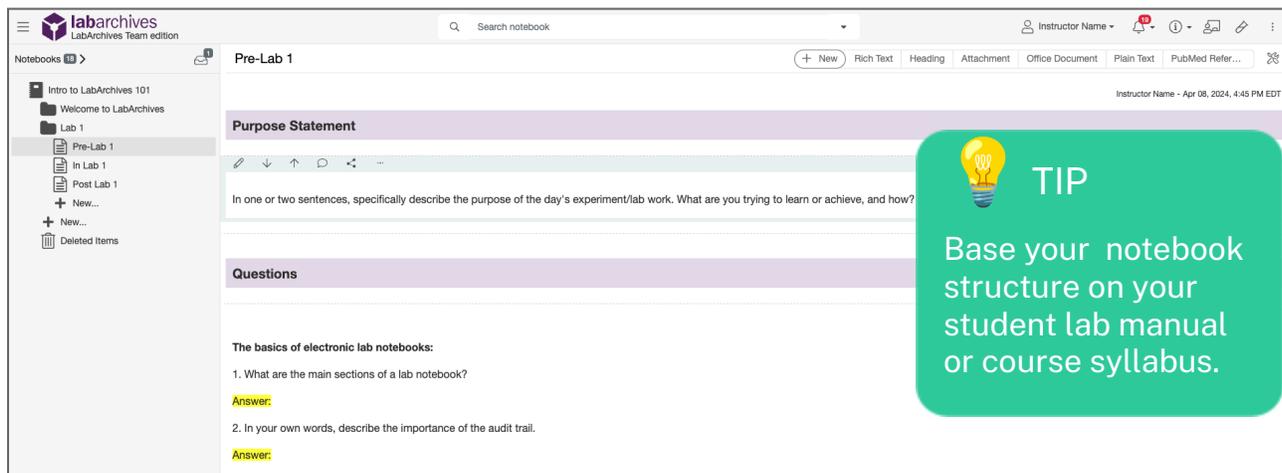
2. Build Your Course Content

Organize your Notebook using folders, subfolders, and pages.

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

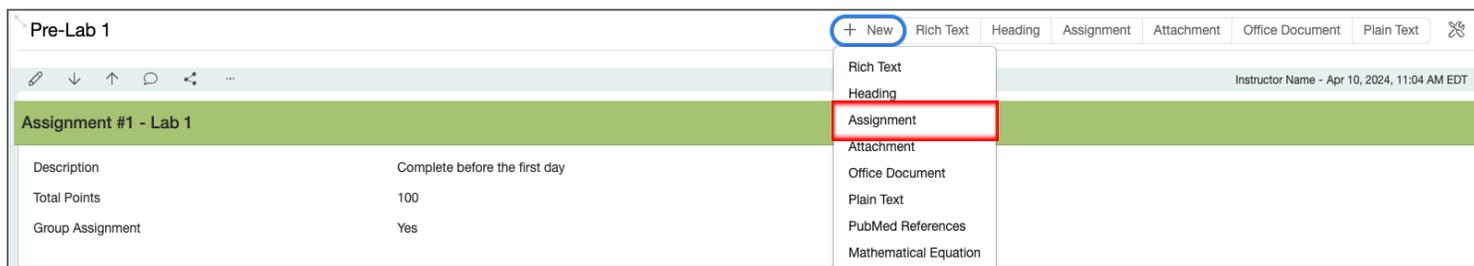


Add text and format your page using the **Rich Text entry** and **Headings**.



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.



Benefits of the Assignment feature:

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

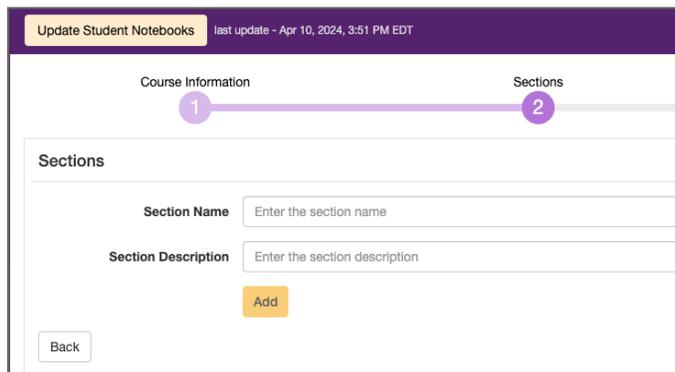
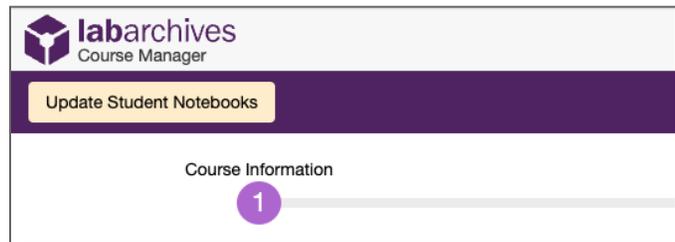
3. Create a Course and Add Students

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

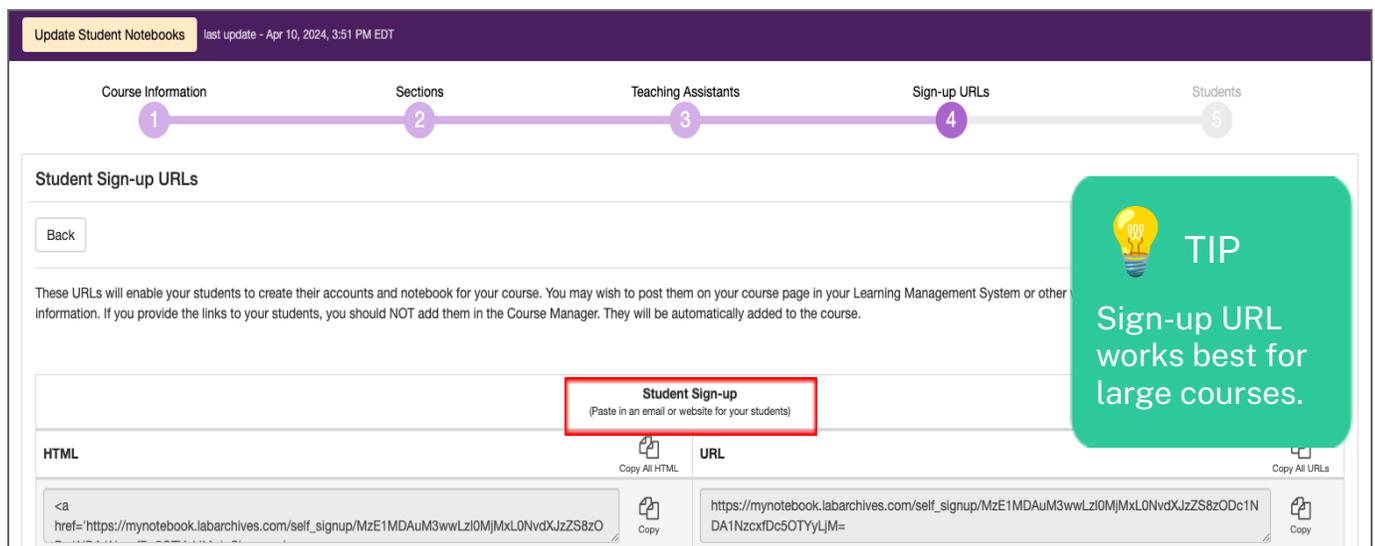
Follow the course creation wizard to create your course.

Be sure to select the correct instructor Notebook to share with students.

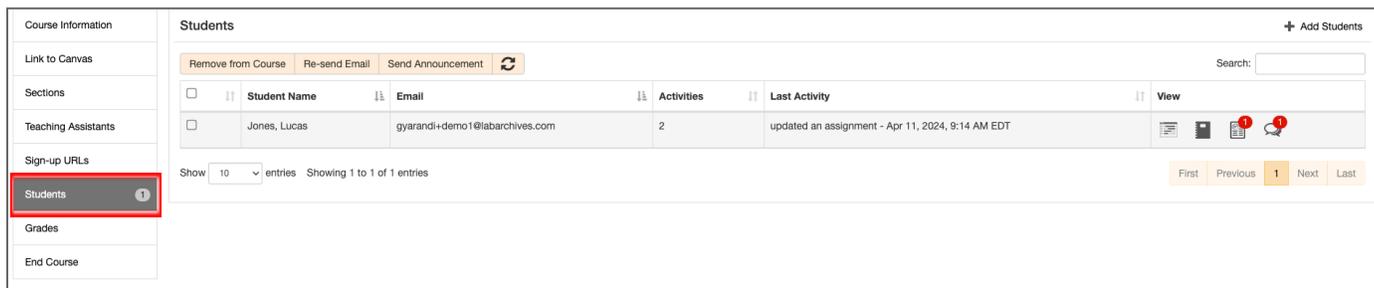
Add **Sections** if needed and even assign **Teaching Assistants** to specific sections.



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



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**.

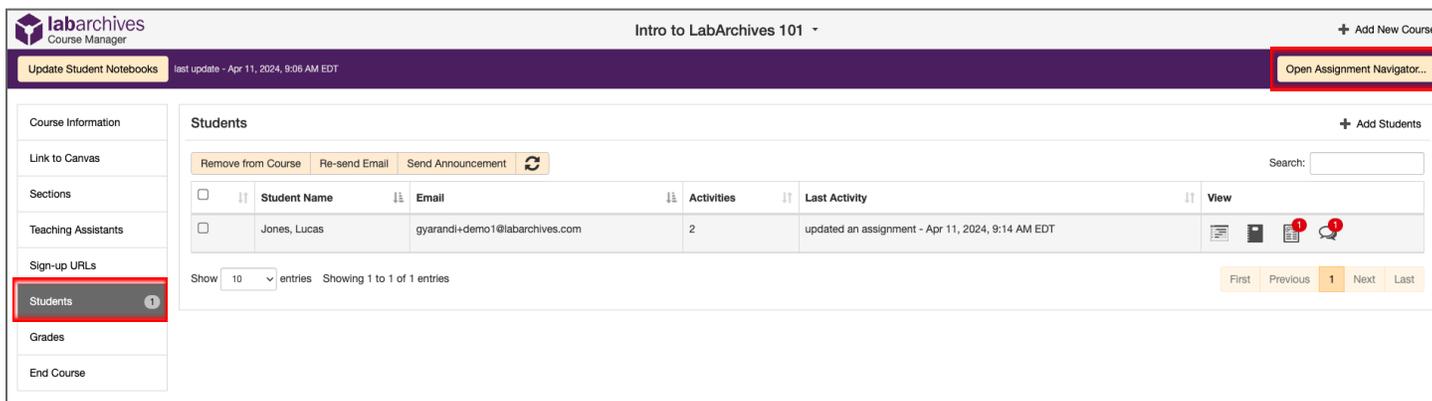


If your institution or course has enabled the **LabArchives LMS LTI integration**, select from our list of partners to learn how LabArchives works with [Canvas](#), [Moodle](#), and [Blackboard](#).

4. Interact with Student Notebooks

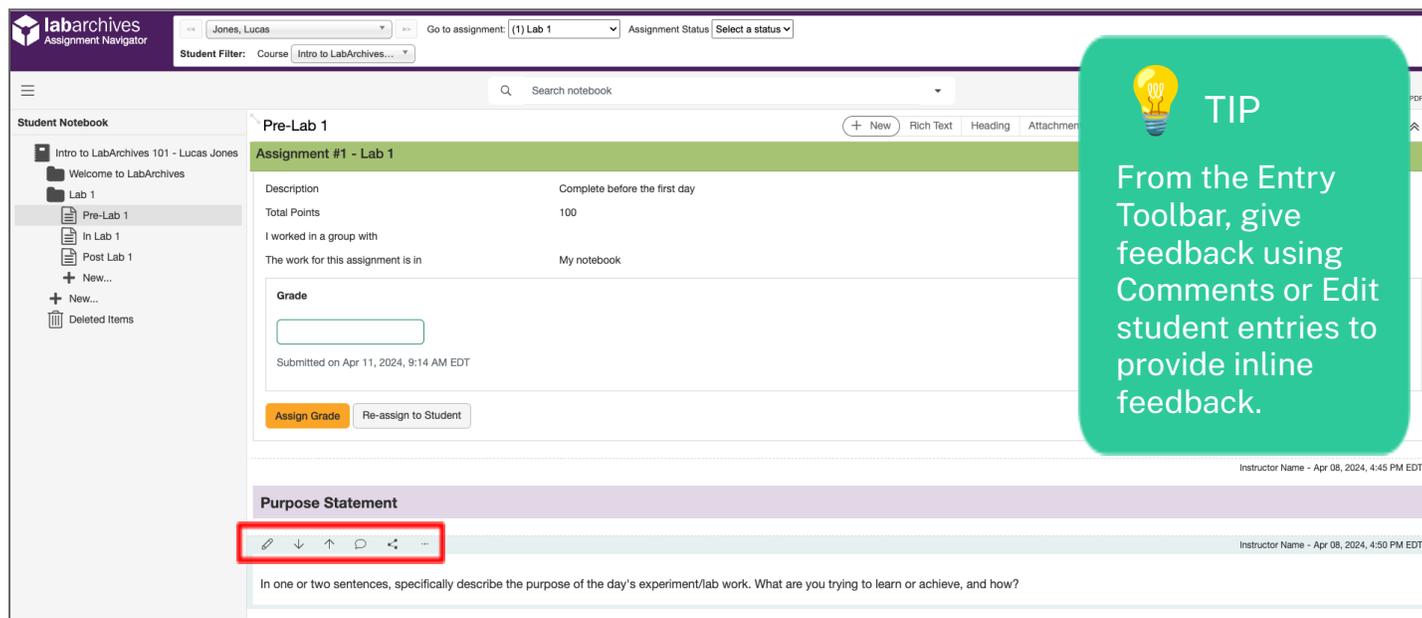
Once students submit their assignments, you can provide feedback and assign **grades** through the **Course Manager**.

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



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

Grade students' work using the **Assignment entry**.



The screenshot displays the LabArchives Assignment Navigator interface. At the top, there is a navigation bar with the user name 'Jones, Lucas', a dropdown for 'Go to assignment: (1) Lab 1', and an 'Assignment Status' dropdown. Below this is a 'Student Filter' dropdown set to 'Course | Intro to LabArchives...'. The main content area shows a 'Student Notebook' view for 'Pre-Lab 1'. The notebook entry for 'Assignment #1 - Lab 1' includes a description, total points (100), and a grade field. Below the grade field, there is a 'Purpose Statement' section with a red box highlighting the toolbar icons (edit, undo, redo, comment, share, and refresh). A green tip box on the right side of the interface contains a lightbulb icon and the text: 'TIP From the Entry Toolbar, give feedback using Comments or Edit student 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 [regional webinars](#) to attend a live training session hosted by a LabArchives trainer.