

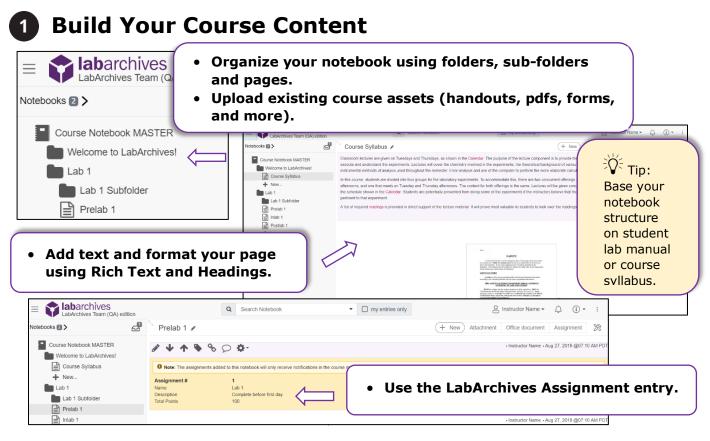
QUICK START GUIDE FOR INSTRUCTORS

1915 Aston Ave., Carlsbad, CA 92008 / 760.579.0342 / www.labarchives.com

US Server- Rev 1.2

wizard to create your course.

Begin using LabArchives in your course in 3 easy steps. First, create your LabArchives account by going to <u>https://mynotebook.labarchives.com</u> and click on **Create New Account**. Then select "I'm an Instructor" and follow these steps to create your course.



Benefits of the Assignment feature:

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

2 Create Course and Add Students							
Click on th Archives.	e Course Man a	ager icon 🔄 to begin cre	ating your course in Lab				
Course Manager		Add New Course	✓ Save Course and Exit (④ Cancel New Course				
Update Student Notebooks							
Course Information	Sections	Teaching Assistants	Follow the course creation				

abarchives Research Notebook

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3

Indate Student Notebooks last update - Aug 27, 2019 @11:36 AM PDT		Add sections if needed.				
Course Information	Sections 2	Teaching Assistants	Sign-up URLs	up	Tip: Sign- URL works est for large	
Section Name Section Description	Enter the section name Enter the section Update Student Notebooks Add Course Information	isst update - Aug 27, 2019 (§11.36 AM POT Sections	Teaching Assistants	Sign-up URLs	students	
ick	Student Sign-up URLs Back				ite students using	
		udents to create their accounts and notebook for your course. Inks to your students, you should NOT add them in the Course		link mai	gn-up URL, HTML , or add students nually.	
		ves.com/self_signup/MjAzNy4xMDAvMDAvMDAvMDAvMDAvdDAvI	Copy Allittat. URL	ves.com/self_sign	l teaching istants.	

• 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.

Interact with Students' Notebooks

Once students submit assignments, you can provide feedback and assign grades.

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Course Information	Students			T-V	🕂 Add Studen	• TIP: Give
Sections	Remove from Course Re-send Email	Send Announcement			Search:	feedback using
Feaching Assistants	□ ↓† Student Name ↓	Email J	Activities	Last Activity	.↓↑ View	comments
Sign-up URLs		student@email.com	0			feature or edit students'
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rades	Assignment Navigator	ter, Mary Go to assign r: Course Chem Lab	ment: (1) Lab 1	Assignment Status Select a status		entries to provide inline
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	Lab 2	Assign Grade	─ •	Grade students'	-	
	Lab 3 + New			Assignment entr	у.	9 @07:10 AM PDT