US Server- Rev 1.2

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

1 Build Your Course Content

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

- **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.**

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 the **Course Manager** icon to begin creating your course in Lab Archives.

- **Follow the course creation wizard to create your course.**

- **Add sections if needed.**

Update Student Notebooks last update - Aug 27, 2019 @11:36 AM PDT

Course Information — 1
Sections — 2
Teaching Assistants — 3
Sign-up URLs — 4

Sections

Section Name — Enter the section name
Section Description — Enter the sectio...
Add
Back

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

Update Student Notebooks last update - Aug 27, 2019 @11:36 AM PDT

Course Information — 1
Sections — 2
Teaching Assistants — 3
Sign-up URLs — 4
Students — 5

Student Sign-up URLs

Back

These URLs will enable your students to create their accounts and notebook for your course. You may wish to post them on your course page in your Learning Ma... information. If you provide the links to your students, you should NOT add them in the Course Manager. They will be automatically added to the course.

Student Sign-up
(Paste in an email or website for your students)

HTML — Copy All HTML — URL

`<a href="https://qatest.labarchives.com/self_signup/MjAzNy4xMDAwMDAwMDAxfDAvMTU2N` — Copy — https://qatest.labarchives.com/self_sign yc2UvMzlwNjg3NDkyNXw1MTcxLjA5O7...

- **Invite students using a sign-up URL, HTML link, or add students manually.**
- **Add teaching assistants.**

- 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.

③ Interact with Students' Notebooks

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

Update Student Notebooks last update - Aug 27, 2019 @11:36 AM PDT — Open Assignment Navigator...

| | Course Information |
| Sections |
| Teaching Assistants |
| Sign-up URLs |
| Students — 2 |
| Grades |
| End Course |

Students

Remove from Course | Re-send Email | Send Announcement | ↻ — Search: — + Add Studen...

	Student Name	Email	Activities	Last Activity	View
☐		student@email.com	0		
☐	Monster, Mary	labarchivesstudent@gmail.com	1	logged in - Aug 27, 2019 @01:41 PM PDT	

💡 Tip: Give feedback using comments feature or edit students' entries to provide inline feedback.

labarchives Assignment Navigator — Monster, Mary — Go to assignment: (1) Lab 1 — Assignment Status: Select a status
Student Filter: Course Chem Lab...

Search Notebook

Student Notebook

📓 Chem Lab 201 - Mary Monster
📁 Welcome to LabArchives!
📁 Lab 1
  📁 Lab 1 Subfolder
  📄 Prelab 1
  📄 Inlab 1
  📄 Postlab 1
  ➕ New...
📁 Lab 2
📁 Lab 3
➕ New...

Prelab 1 ✏️

Assignment #	1
Name	Lab 1
Description	Complete before first day
Total Points	100
Not Submitted	

Grade — Enter the grade

Assign Grade

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