



Congratulations! You will be using LabArchives in your course, putting you ahead of the curve when it comes to the best practices for research documentation. Here are a few important things to help you get started.

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

 **Tip:** If you've used LabArchives before, click on "Notebooks" to find your new course notebook.

The screenshots show the initial user experience. The first is an email from LabArchives addressed to a student user, mentioning their professor Hannah Clark. The second is the account creation form with fields for name, email, password, and institution. The third is the 'Student Notebook' sidebar menu showing a list of notebooks, including 'LabArchives 101 - User Number 1' and its sub-items like 'Welcome to LabArchives!', 'Lab 1', 'Prelab 1', 'Inlab 1', and 'Postlab 1'.

2 Complete Assignments

The screenshot shows the 'Prelab 1' assignment page. It includes a table with assignment details:

Assignment #	1
Name	Lab 1
Description	Complete before first day
Total Points	100
I worked in a group with	

Below the table is an 'Update and Submit' button. The page also shows a search bar, user information, and a sidebar with a file explorer.

- Add text 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 



Tip: Always check your notifications to know about new course content or grades.



3 Submit Assignments and View Grades

Assignment #	1
Name	Lab 1
Description	Complete before first day
Total Points	100
I worked in a group with	

[Update and Submit](#)



PAGE LOCKED - Assignment has been submitted

Note: You cannot edit this assignment after it has been submitted.

Assignment #	1
Name	Lab 1
Description	Complete before first day
Total Points	100
I worked in a group with	
Submitted on Aug 27, 2019 @10:24 AM EDT	



Note: You cannot edit this assignment after it has been graded.

Assignment #	1
Name	Lab 1
Description	Complete before first day
I worked in a group with	
Graded on Aug 27, 2019 @10:25 AM EDT	

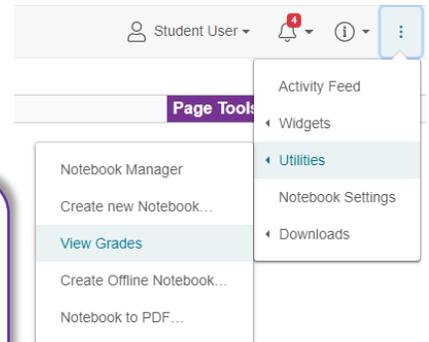
Grade	100 (out of 100)
-------	------------------



- **Submit assignments using the assignment entry.**
- **If you are working in a group, everyone should submit the assignment and indicate where the work is located.**

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

- **View your grade on the assignment entry**
- **Your instructor may add feedback on the page**



Tip: To view all grades, go to "View Grades" in Utilities.

4 Comments

- **Use Comments to communicate with other students, TA's or instructors. Use @ mentions to alert a user.**

Instructor Name This lab notebook looks great!
Aug 27, 2019 @10:26 AM EDT

[Add Comment](#)