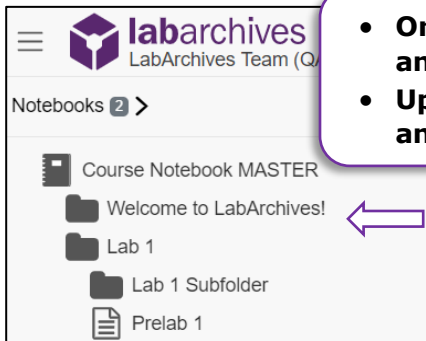
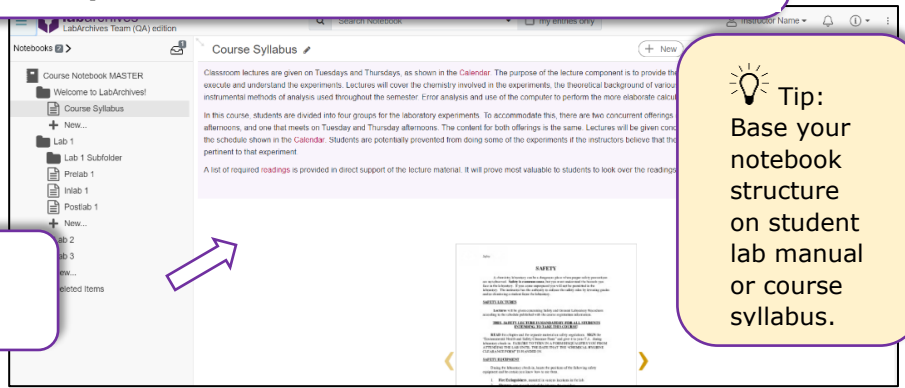


Begin using LabArchives in your course in 3 easy steps. First, create your LabArchives account by going to <https://mynotebook.labarchives.com> and click on **Create New Account**. Then select "I'm an Instructor" and follow these steps to create your course.

1 Build Your Course Content

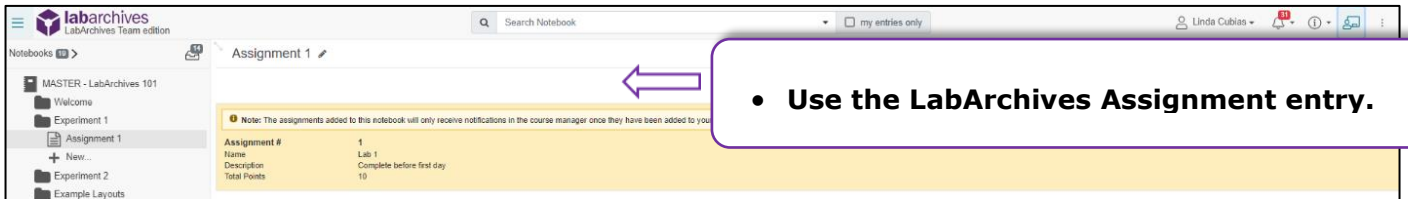


- **Organize your notebook using folders, sub-folders and pages.**
- **Upload existing course assets (handouts, pdfs, forms, and more).**



Tip:
Base your notebook structure on student lab manual or course syllabus.

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



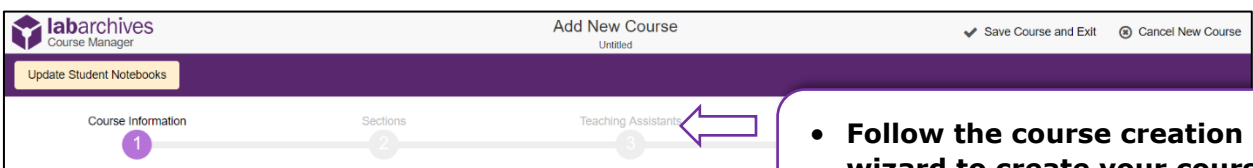
- **Use the LabArchives Assignment entry.**

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

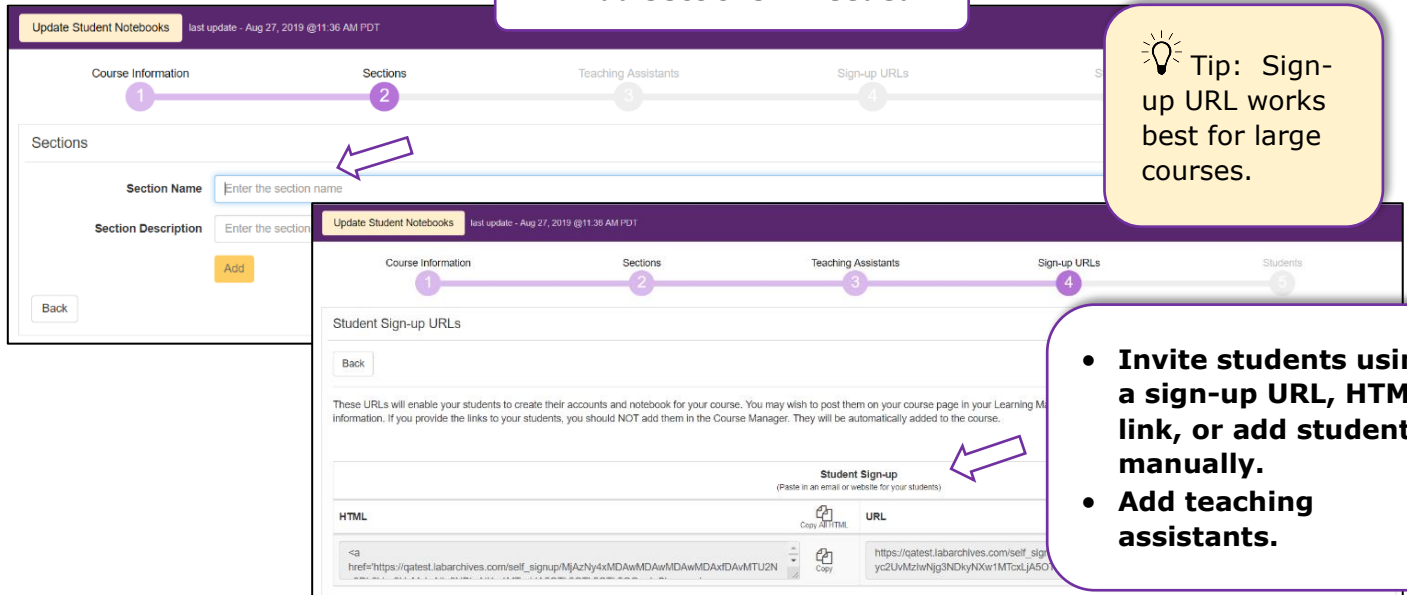
- Click on the **Course Manager** icon  to begin creating your course in Lab Archives.



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

- **Add sections if needed.**

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




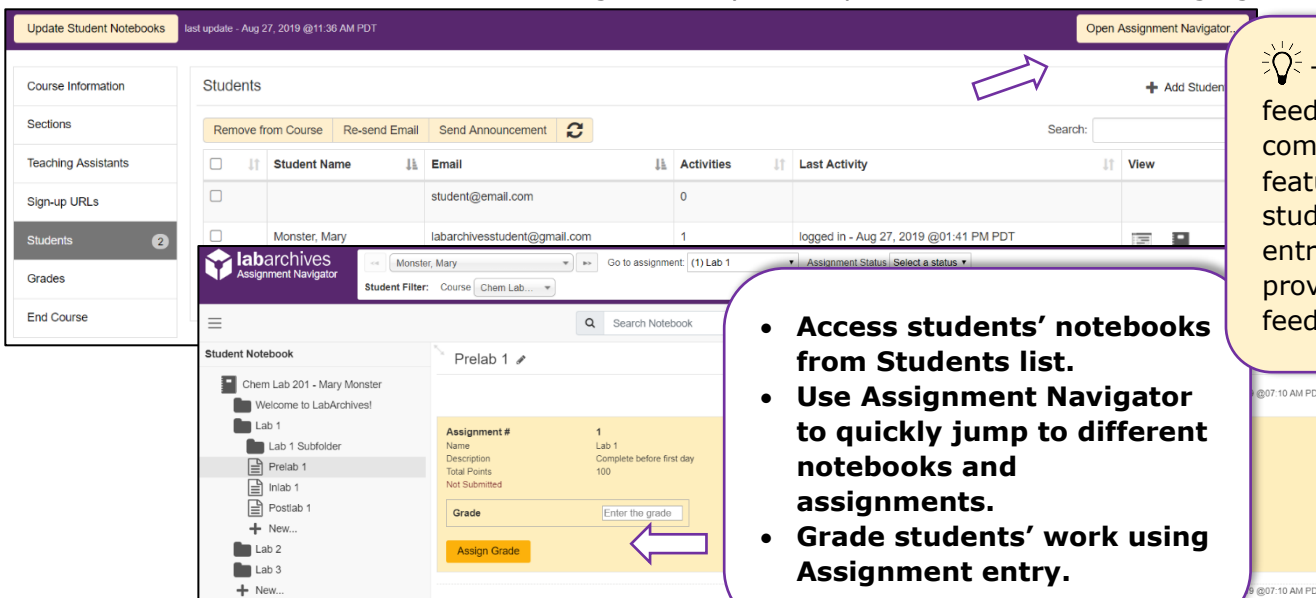
- **Invite students using a sign-up URL, HTML link, or add students manually.**
- **Add teaching assistants.**

- 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.

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



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