
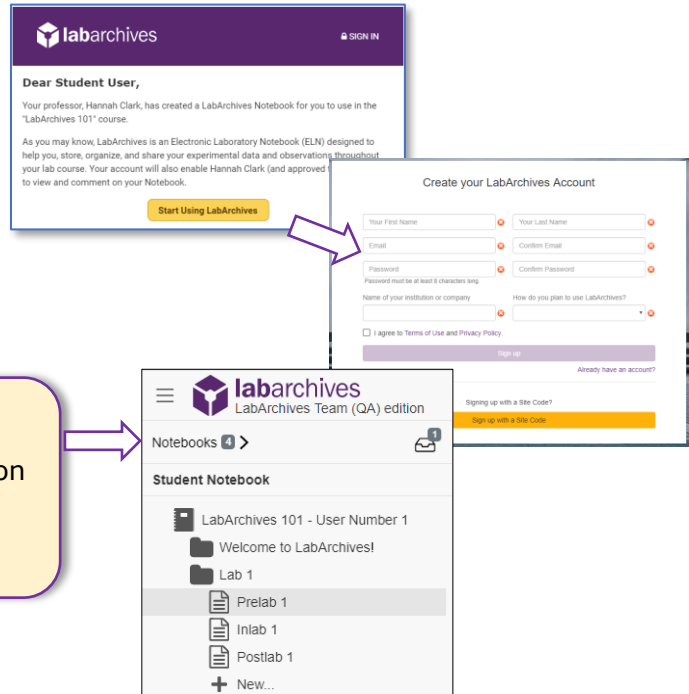


Congratulations! You will be using LabArchives in your course, putting you ahead of the curve when it comes to the best practices for research documentation. Here are a few important things to help you get started.

## 1 Access your Notebook

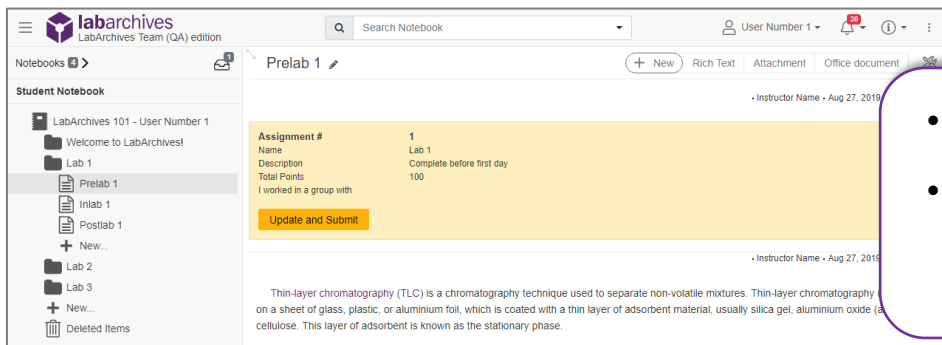
- Your instructor may provide you with a link to sign up for LabArchives or you may receive an email.
- Your Course Notebook will be waiting for you.

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



The image shows a sequence of three screenshots. The first is an email notification from LabArchives: "Dear Student User, Your professor, Hannah Clark, has created a LabArchives Notebook for you to use in the 'LabArchives 101' course." It includes a "Start Using LabArchives" button. The second screenshot is the "Create your LabArchives Account" form, which includes fields for First Name, Last Name, Email, Password, and Institution Name, along with a "Sign up" button. The third screenshot shows the LabArchives interface with the "Notebooks" menu open, highlighting the "Student Notebook" section which contains "LabArchives 101 - User Number 1" and its sub-items: "Welcome to LabArchives!", "Lab 1", "Prelab 1", "Inlab 1", "Postlab 1", and "New...".

## 2 Complete Assignments



The screenshot shows the LabArchives interface for a "Prelab 1" assignment. The left sidebar shows the "Student Notebook" structure. The main content area displays the assignment details: "Assignment # 1", "Name Lab 1", "Description Complete before first day", and "Total Points 100". There is an "Update and Submit" button. Below the assignment details, there is a text entry area with a placeholder text about Thin-layer chromatography (TLC).

- 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.




The toolbar contains four buttons: "+ New", "Rich Text", "Attachment", and "Office document".

- To edit an entry, click the 



The toolbar for editing an entry includes icons for: edit (pencil), down arrow, up arrow, comment (speech bubble), share, and a menu (three dots).

 **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](#)

- **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.**



 **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	

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

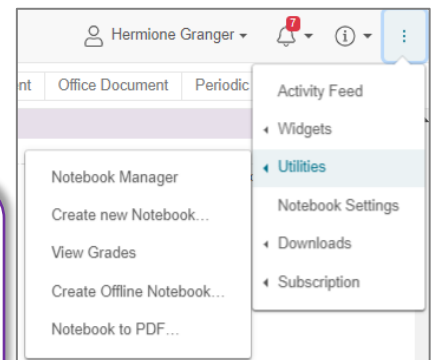



**Note:** You cannot edit this assignment after it has been graded.

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)
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- **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](#)