


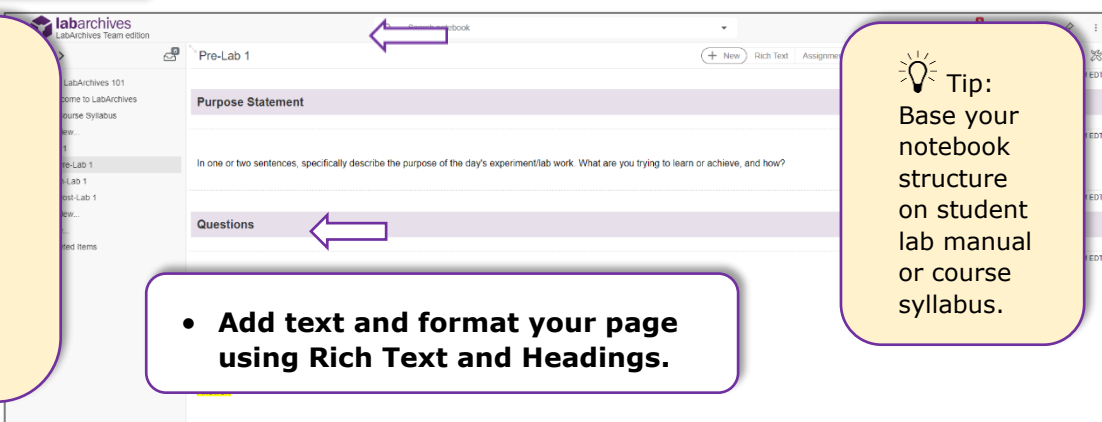
Begin using LabArchives in your course in three easy steps. If you do not have an account yet, create your LabArchives account by going to <https://au-mynotebook.labarchives.com>. If your institution has enabled Single Sign-On, select from the **Sign in through your institution** dropdown list. If you would like to create a free account, click **Sign up for Free**. If you are prompted to select how you plan to use LabArchives, select **I'm an instructor** and follow these steps to create your course. An Activation Link will be sent to your email. If you do not receive the Activation email, please check your Spam folder.


1 Build Your Course Content



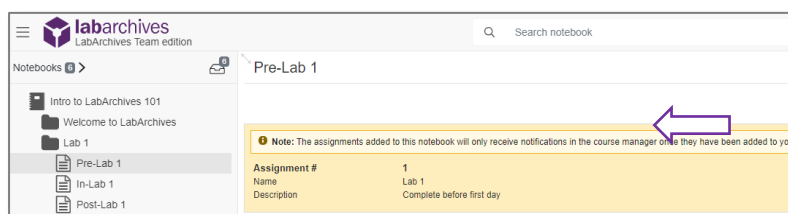
- **Organize your notebook using folders, sub-folders, and pages.**
- **Upload existing course assets (handouts, pdfs, forms, and more).**

 **Tip:** Use the open-source library of course content found in Lab Builder to copy and add materials in your course such as labs, protocols, and course packs. Find Lab Builder through the Notebooks menu.



 **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 on pages that contain work your students need to submit.**

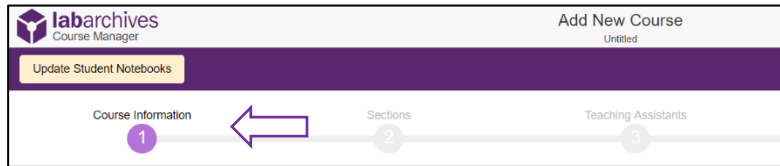
Benefits of the Assignment feature:

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

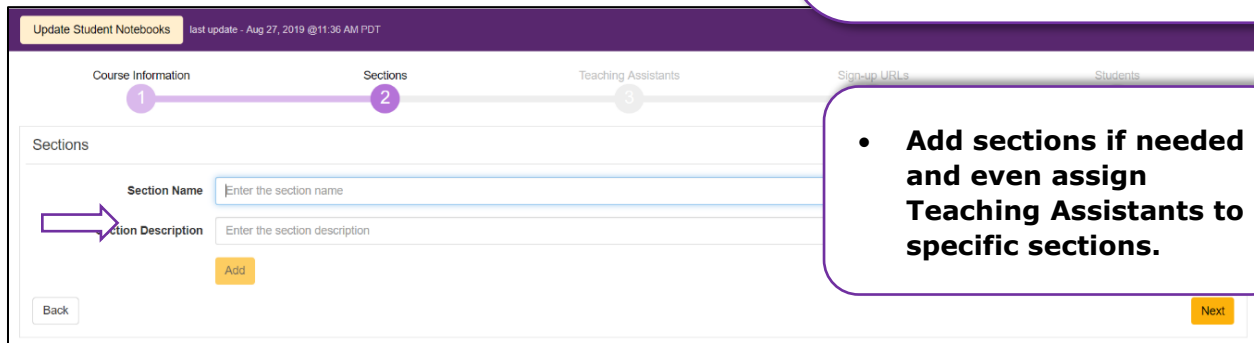


2 Create a Course and Add Students

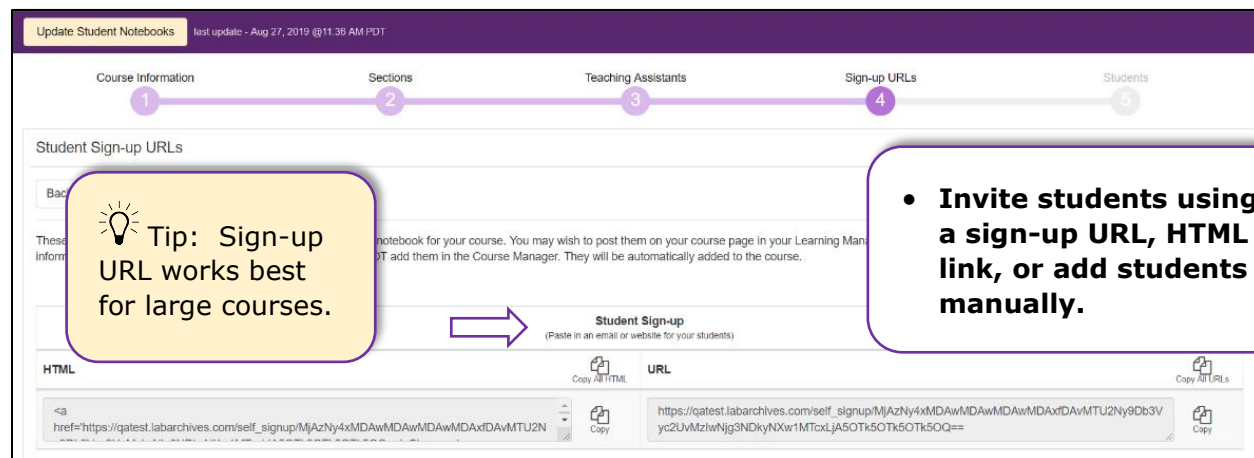
- Click on the **Course Manager** icon  to begin creating your course in LabArchives or through the triple-dot menu, choose **Utilities** and **Course Manager**.



- Follow the course creation wizard to create your course.
- Be sure to select the correct instructor notebook to share with students.



- Add sections if needed and even assign Teaching Assistants to specific sections.

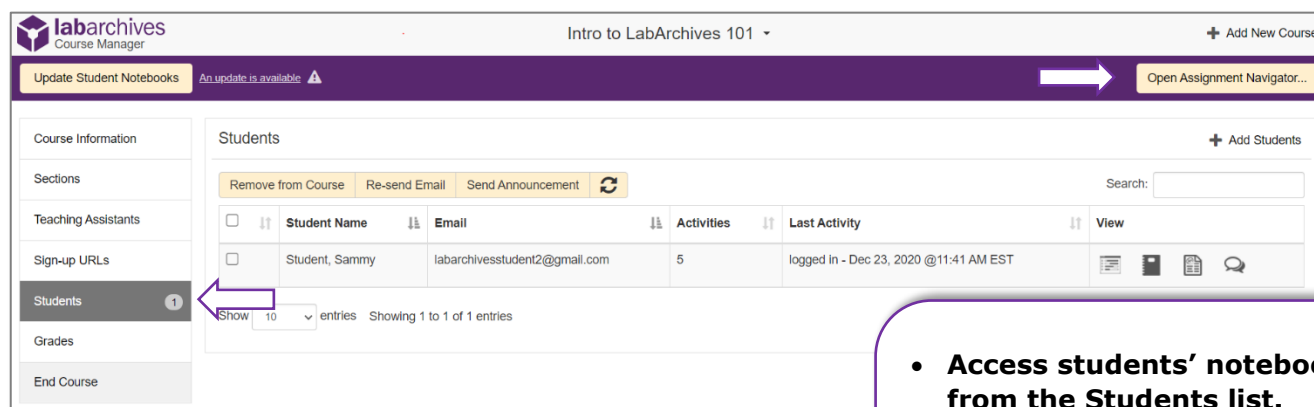


- Invite students using a sign-up URL, HTML link, or add students manually.

- 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**.
- If your institution or course has enabled the **LabArchives LMS LTI integration**, please find additional information on using LabArchives with Canvas, Moodle, and Blackboard here: <https://labarchives.kayako.com/Knowledgebase/List/Index/305/9-course-manager>.

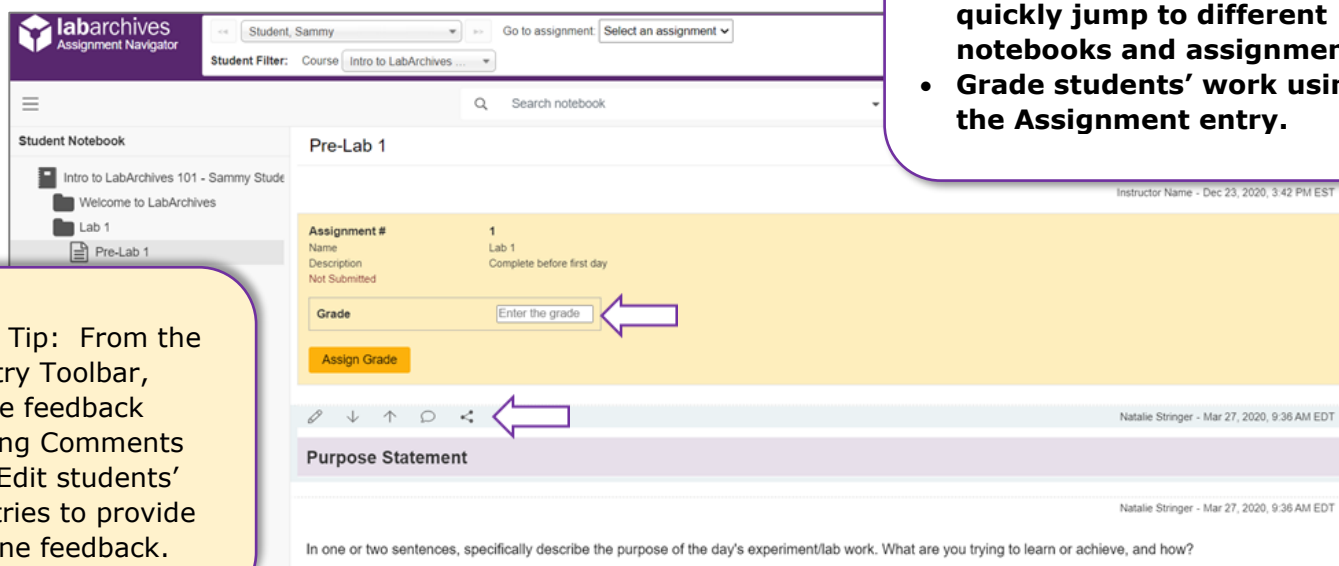
3 Interact with Students' Notebooks

- Once students submit assignments, you can provide feedback and assign grades through the **Course Manager**.




The screenshot shows the 'Course Manager' interface for 'Intro to LabArchives 101'. A purple navigation bar at the top contains 'Update Student Notebooks' (with a notification 'An update is available'), 'Open Assignment Navigator...', and '+ Add New Course'. On the left, a sidebar lists 'Course Information', 'Sections', 'Teaching Assistants', 'Sign-up URLs', 'Students' (highlighted with a notification icon), 'Grades', and 'End Course'. The main area displays a 'Students' list with columns for 'Student Name', 'Email', 'Activities', 'Last Activity', and 'View'. A table entry shows 'Student, Sammy' with email 'labarchivesstudent2@gmail.com', '5' activities, and a last activity of 'logged in - Dec 23, 2020 @11:41 AM EST'. A purple arrow points from the 'Students' list to the 'Assignment Navigator' button in the top bar.

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



The screenshot shows the 'Assignment Navigator' interface for 'Student, Sammy'. It features a search bar, a 'Student Filter' set to 'Course: Intro to LabArchives...', and a 'Search notebook' field. The main content area displays a 'Pre-Lab 1' assignment entry. The entry includes an 'Assignment # 1', 'Name: Lab 1', and 'Description: Complete before first day'. A 'Grade' field is present with a text input 'Enter the grade' and an 'Assign Grade' button. Below the assignment, there is an 'Entry Toolbar' with icons for edit, delete, up, down, and share. A purple arrow points from the 'Assign Grade' button to the 'Grade' field. Another purple arrow points from the 'Entry Toolbar' to the 'Purpose Statement' section below.

 **Tip:** From the Entry Toolbar, give feedback using Comments or Edit students' entries to provide inline feedback.

Additional Help and Support Resources

While in the LabArchives Notebook, find help through the **Information** icon and visit the **Knowledgebase** to browse by support topic, view **Video tutorials** or submit a question directly to our **Support team** at support@labarchives.com. Register for one of our **Weekly webinars** to attend a live training session hosted by a LabArchives trainer: <https://www.labarchives.com/webinars/>.

Looking to connect with the LabArchives Community and ask for advice from fellow Instructors? Create an account on our Instructor User Forum at <https://www.labarchives.com/boards/>.