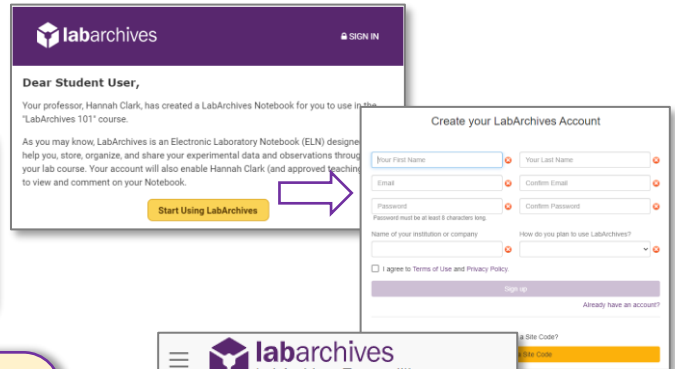



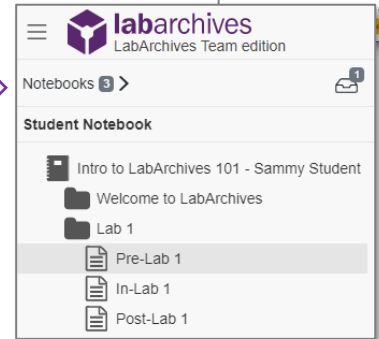
Congratulations! You will be using LabArchives in your course, putting you ahead of the curve when it comes to the best practices for research documentation. Here are a few important things to help you get started.

1 Access your Notebook

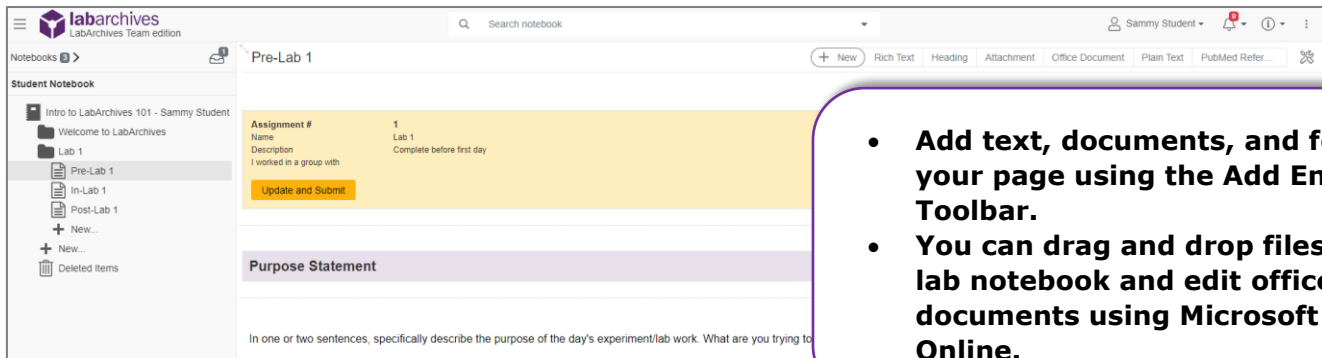
- **Your instructor may provide you with a link to sign up for LabArchives or you may receive an email.**
- **Your Course Notebook will be waiting for you after you create your account.**



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



2 Complete Assignments



- **Add text, documents, 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  from the entry toolbar.**



Tip: Always check your notifications for alerts about new course content or grades.

3 Submit Assignments and View Grades

Assignment #	1
Name	Lab 1
Description	Complete before first day
I worked in a group with	
Update and Submit	



🔒 PAGE LOCKED - Assignment has been submitted

- **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.**

Note: You cannot edit this entry after submission.

Assignment #	1
Name	Lab 1
Description	Complete before first day
I worked in a group with	
Submitted on	Dec 23, 2020 @11:38 AM EST



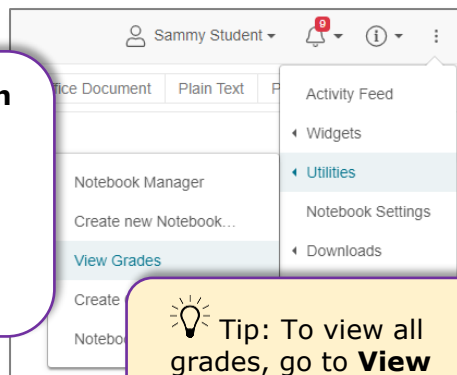
- **After you submit the assignment, the page may lock. It will become unlocked when the assignment is graded.**

Note: You cannot edit this entry after it is graded.

Assignment #	1
Name	Lab 1
Description	Complete before first day
I worked in a group with	
Graded on	Dec 23, 2020 @11:41 AM EST
Grade	100



- **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

Instructor Name This lab notebook looks great!
 Aug 27, 2019 @10:28 AM EDT

@Instructor_Name Thanks!

@

Add Comment

- **Use Comments from an entry to communicate with other students, TAs, or instructors. Use @ mentions to alert a user.**



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/>.