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 edit icon from the entry toolbar.

   ![Tip: Always check your notifications for alerts about new course content or grades.]
3 Submit Assignments and View Grades

- 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 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. Register for one of our Weekly webinars to attend a live training session hosted by a LabArchives trainer.