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.

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

   - To edit an entry, click the **...** from the entry toolbar.
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.

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 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/.