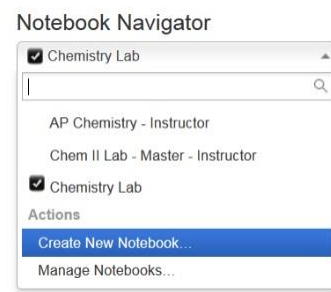


## Signing up for LabArchives®


- If you already have a LabArchives account, log onto [www.mynotebook.labarchives.com](http://www.mynotebook.labarchives.com)
- To create a free Classroom Trial Edition account, follow this link: [https://mynotebook.labarchives.com/sitesignup?site\\_code=CE-2013](https://mynotebook.labarchives.com/sitesignup?site_code=CE-2013)
- After signing up, an Activation Link will be sent to your email. (If you do not receive the Activation email, please check your Spam folder).
- If you have already created a LabArchives account, and would like the Classroom Edition, please contact [support@labarchives.com](mailto:support@labarchives.com)

## Using LabArchives in Your Course

- The first step in using LabArchives in your course is to create a course notebook. Think of this as your 'Master Notebook'. Each student will have their own 'copy' of this notebook.
- The second step is to access the Course Manager module to set up and manage your course. This module allows you to name a course, select a course notebook, add students and TAs to the course (which is how they get their copy of the course notebook), and other administrative privileges.

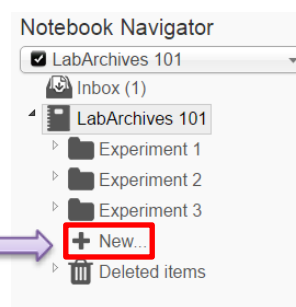


## Creating a Course Notebook

- In the Notebook Navigator, click the dropdown arrow  and select "Create New Notebook".
- Enter a name, and then press "Create Notebook." You have now created your first master course notebook! Now it's time to add content.

## Organizing Your Course Notebook

Your newly created Lab Notebook will be prepopulated with a variety of empty folders which you can use, rename, move or delete based on your needs. Structure your notebook to follow your course syllabus. You can name folders and pages to mirror the organization of your course.



- To create a new folder or page, click on "Add New Item" in your Notebook Navigator to see options to "Add New Folder" or "Add New page". To begin adding content to your notebook, you will first need to add a page and name it.
- To add content to your new page in the notebook, use the toolbar located at the top and bottom of the page.

**Add Entry** Attachment Office document Rich Text Fire Diamond Wi... Widget Plain Text More ▾

## The most frequently used entry types are explained below:

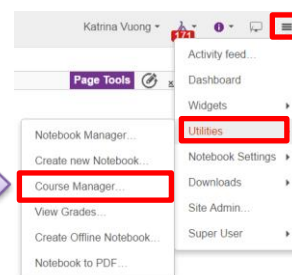
- **Rich Text:** Allows for text formatting such as color and sizing. You may also embed images and links.

- **Attachment:** Upload any file format via attachment or drag and drop. With Microsoft Word, PowerPoint, Excel, or PDF a preview will be shown. Most image formats will also appear such as a .jpg, .gif, .tiff, .bmp, etc.
- **Office Document:** This entry allows the user to create and edit Microsoft Office compatible documents, including Word, PowerPoint, and Excel files.
- **Heading:** Allows you to divide a Notebook Page and to make it more readable and visually appealing.
- **Widget:** A feature that enables users to extend the capabilities of LabArchives. You can create forms, templates, and even custom programs that operate within your Notebooks. It is worth noting that LabArchives regularly offers webinar training on building widgets. Visit [www.labarchives.com/webinars.php](http://www.labarchives.com/webinars.php) to learn more.

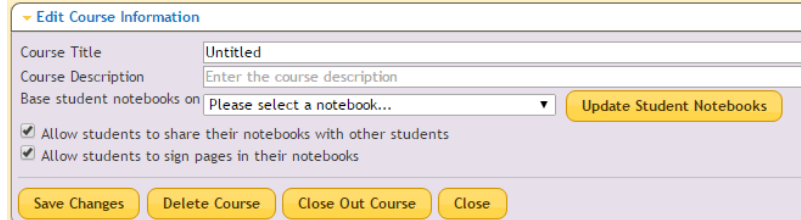
**Best Practices Tips:** It is not necessary to build out the course notebook completely before the course starts. Continue to add new material as the course progresses. See Best Practices Tip under Creating a Course for additional information.

## Creating a Course

- Locate the ☰ in the upper right corner of your LabArchives screen. Navigate to Utilities => Course Manager.




- With the Course Manager Module open, click the "Create New Course" button. Expand the Edit Course Information section.


 A screenshot of the 'Edit Course Information' form. The form has a title bar 'Edit Course Information'. It contains several fields: 'Course Title' with the value 'Untitled', 'Course Description' with the placeholder 'Enter the course description', and 'Base student notebooks on' with a dropdown menu showing 'Please select a notebook...'. There is a yellow 'Update Student Notebooks' button. Below the fields are two checked checkboxes: 'Allow students to share their notebooks with other students' and 'Allow students to sign pages in their notebooks'. At the bottom are four buttons: 'Save Changes', 'Delete Course', 'Close Out Course', and 'Close'.

- Enter a Course Title, Course Description if desired, and select your Course Notebook from the drop-down list. Once the course details have been filled out, click "Save Changes".

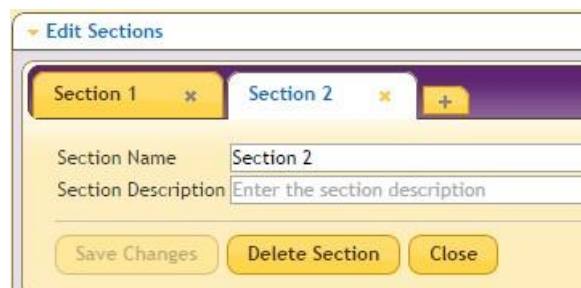
The Delete Course and Close Out Course buttons are used when your course is completed, and have different functions. **Delete Course** removes everything associated with the course: Title, Description, Course notebook, Sections, and students. **Close Out Course** retains the course details: Title, Description, and the Course notebook. All other components of the course (Students, Grades, and the Course End Date) are removed. You will be given additional choices to retain Sections and TAs if you so choose. The notebooks also transfer over to the students.

**Best Practice Tip:** Before adding a new group of students, ALWAYS click the Update Student Notebooks button while your class roster is empty. This will ensure that your master notebook modifications have been recorded. Whenever you wish to push out new notebook material to your students, click the Update Student Notebooks button and your students will receive any new material you added to the master notebook.

**Note:** As long as at least one course resides in your Course manager, you will have access to the Course Manager icon  located in the upper right corner of your screen. If you remove all your courses, then the icon will not be present.

## Creating Course Sections

To create sections for your course, expand the "Edit Sections" area. Enter the Section Name and the Description, if necessary. To add more sections, click the "+" tab.



- There is no limit to how many sections can be created. If you would like to delete a section, just click the "X" next to the section's name in the tab. However, please keep in a mind a section cannot be recovered once deleted.

## Creating Student Signup URL's

If you will be using a Learning Management System (LMS) – such as Moodle, Blackboard, and so forth, it may be useful to post a unique URL for students to click on to enroll themselves into your course. LabArchives automatically creates a unique URL for each section you created in the previous step. Simply copy & paste the appropriate URL to your LMS. If you choose to add students to your course in this way, it will not be necessary to manually add students to your Course Manager, as described in the next step.

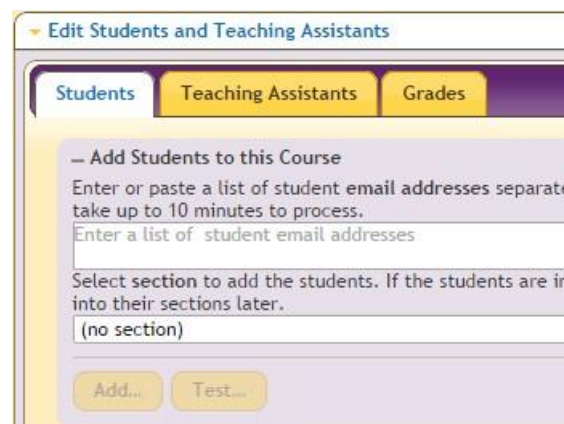
**Note:** TAs cannot be added via a URL. They must be added manually as described in "Adding Students and TAs to a Course".

Section	Student Sign-up URL (Paste this URL in an email or website for your students)
(No section)	<a href="https://mynotebook.labarchives.com/self_signup/MjczOS4xfDUxODIyLzlxMDcvQ291cnNlLzE1MzkyODg4NzN8Njk1My4x">https://mynotebook.labarchives.com/self_signup/MjczOS4xfDUxODIyLzlxMDcvQ291cnNlLzE1MzkyODg4NzN8Njk1My4x</a>
Section 1	<a href="https://mynotebook.labarchives.com/self_signup/MjczMi42fDUxODIyLzlxMDIvU2VjdGlvbi8yNzc5NjQ0NDE4fDY5MzYuNg==">https://mynotebook.labarchives.com/self_signup/MjczMi42fDUxODIyLzlxMDIvU2VjdGlvbi8yNzc5NjQ0NDE4fDY5MzYuNg==</a>
Section 2	<a href="https://mynotebook.labarchives.com/self_signup/MjczMy45fDUxODIyLzlxMDMvU2VjdGlvbi8xMz11MjQ3ODkzfDY5MzkuOQ==">https://mynotebook.labarchives.com/self_signup/MjczMy45fDUxODIyLzlxMDMvU2VjdGlvbi8xMz11MjQ3ODkzfDY5MzkuOQ==</a>

## Adding Students and TAs to a Course

If you do not use the Student Sign-up URL, you can add students to your course manually. To do this, expand the "Edit Students and Teaching Assistants" section.

- **Students:** In the designated text box, copy and paste a list of students' e-mail addresses, select a Section if appropriate, and then click "Add". These students will now be enrolled in the course and must click the activation link sent to their email address.




- **TAs:** TAs cannot be added via a URL. Therefore, input each TAs e-mail address in the empty space. The option to add them to a section is also available at this time. Choose the section, and then click "Add". The TAs will now be associated with the course and section.

(**Note:** Students and TAs can also be added to a section after being added to the course.)

## Other Important Features

- **Comments** - Add comments to individual entries by clicking the "bubble" icon in the top right hand corner of each entry. This allows instructors to leave feedback or other students to peer review each other's work. **Note:** These "bubble" comments are not a permanent record in the notebook and thus will not be printed out. If you wish to have your comments recorded in the notebook, then add a Rich Text Entry on a page and record your comments.
- **Revision History** - On any given notebook page, the page Tools: Refresh • Revisions • Print" options will be located at the top of the page. "Revisions will show the history by user, time, or IP address, enabling you to revert back to a previous page version. **Note:** Reverting back to another version records another revision event in the revision table.
- **Assignment Entries** - the Assignment entry works like a bookmark to identify and grade assignments. We highly recommend you attend one of our free Classroom Edition webinars, or contact support (see below) to learn how to incorporate this important feature into your course notebook.

## Extra Help Resources

- **Webinars:** We offer free webinars every week to help you get started with the Classroom Edition. If none of these times fit your schedule, we are also happy to set up a free one-on-one training session. Please contact [support@labarchives.com](mailto:support@labarchives.com) for more information.
- **Help Section:** Visit our help section to get you started with learning about all the features LabArchives has to offer. It includes step by step instructions and help videos. Locate the  in the upper right corner of your LabArchives screen and select the appropriate form of assistance.
- **Contact Support:** If at any time you have any other questions, please contact [support@labarchives.com](mailto:support@labarchives.com) and we will be happy to help however possible.

