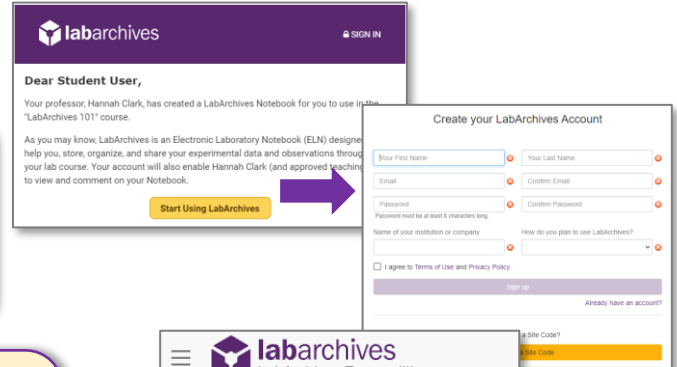



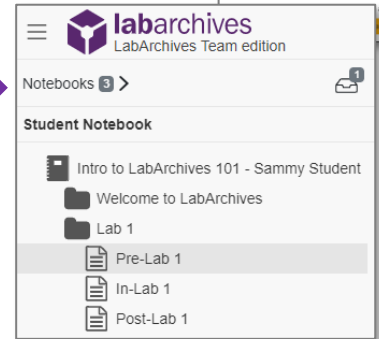
Congratulations! You will be using LabArchives™ in your course, putting you ahead of the curve when it comes to the best practices for research documentation. Here are a few important things to help you get started.

1 Access your Notebook

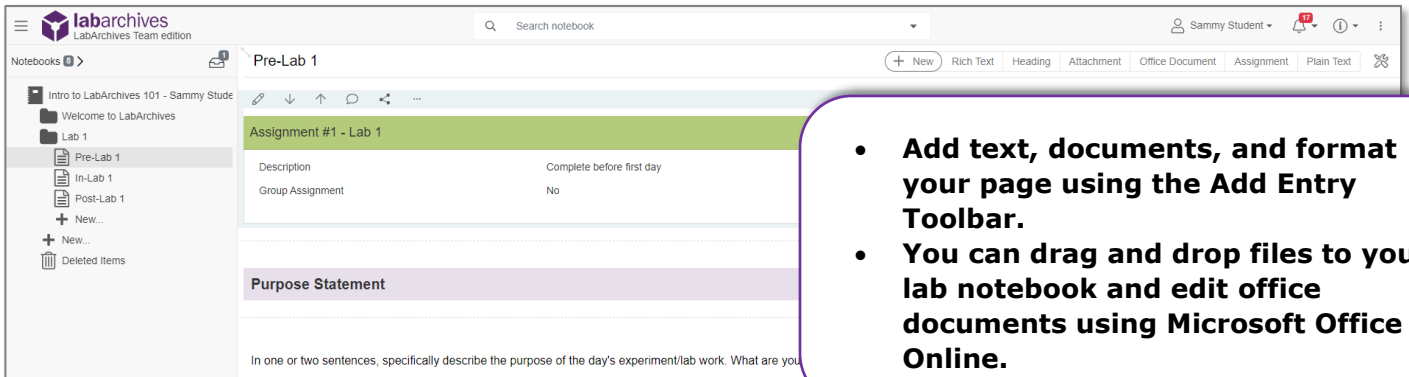
- **Your instructor may provide you with a link to sign up for LabArchives or you may receive an email.**
- **Your Course Notebook will be waiting for you after you create your account.**



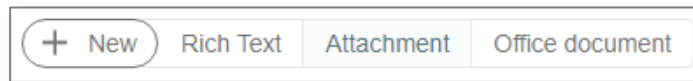
 **Tip:** If you have used LabArchives before, click on **Notebooks** to find your new course notebook.



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 - Lab 1

Description	Complete before first day
Total Points	100
I worked in a group with	
The work for this assignment is in	My notebook

[Update and Submit](#)

- **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.**

Assignment Entry Editor

Assignment #	1
Assignment Name	Lab 1
Description	Complete before first day
Total Points	100
I worked in a group with	
The work for this assignment is in	My notebook

[Submit](#) [Save and not Submit](#) [Cancel](#)

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

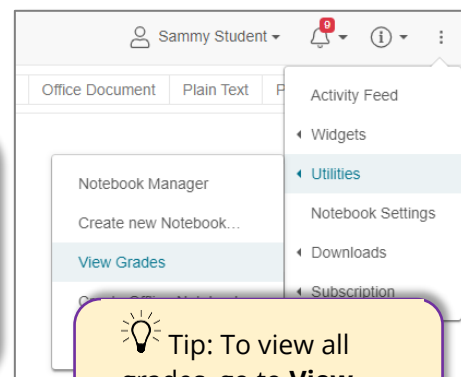
🔒 PAGE LOCKED - Assignment has been submitted

Assignment #1 - Lab 1

ⓘ You cannot edit this entry after it is graded.

Description	Complete before first day
I worked in a group with	
The work for this assignment is in	My notebook
Grade	100 / 100
Graded on Jul 16, 2021, 03:09 PM EDT	

- **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](#). Register for one of our [Weekly webinars](#) to attend a live training session hosted by a LabArchives trainer.