

# LabArchives

## Quick Start Guide for Classroom Edition Users



## Welcome to Lab Archives Classroom Edition!

A special version of our powerful Electronic Laboratory Notebook specially designed for instructors and students



1915 Aston Ave. Carlsbad, CA 92008

**Phone Toll Free:** (800) 653-5016

**Outside the US & Canada:** +1 (760) 579-0342

**Fax:** (509) 352-9699

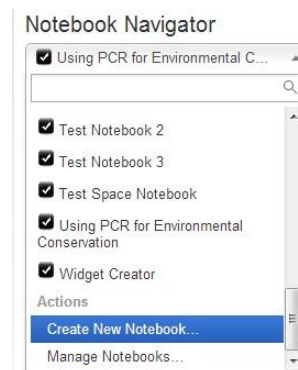
[www.labarchives.com](http://www.labarchives.com)

## Signing up for Lab Archives

- Log onto [www.mynotebook.labarchives.com](http://www.mynotebook.labarchives.com)
- Select “Create an Account”.
- 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).
- Upon Activation, you will be directed to your Lab Archives Dashboard.

## Creating a Course Notebook

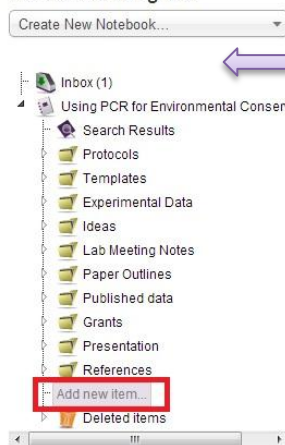
- Log on to your Lab Archives dashboard
- Look for the Notebook Navigator on the left hand side of the screen. Click on the drop-down menu and under “Actions” select “Create New Notebook.”
- Once selected, a new window will appear asking you to name your new Notebook.
- Select a name, and then press “Create Notebook.”
- You have now created your first master course notebook!



## Organizing Your Course Notebook

Once your Lab Notebook has been created, it is time to organize it for your class. This is usually dependent upon how you teach your course. It is usually best to try and make it organized to your courses syllabus.

Notebook Navigator



• We provide a variety of folders which you can use, rename, move, or delete based on your needs. To create a new folder or page, click on “Add New Item” in your Notebook

• You will be presented with three options: Adding a new folder, adding a new page, or creating a copy of a page based on an existing one.

• Subfolders can also be created within other folders to better organize your lab’s information.

• If a folder is placed somewhere accidentally, all folders and pages can be dragged and dropped, depending on where you want that item to be placed.



## Adding Entries to Your Notebook

There are many ways to add data to your Notebook. Information added to a Notebook is known as an “entry.” Entries can be added by using the toolbar at the top and bottom of the Lab Notebook.



Add Entry · Attachment · Office document · Heading · Rich Text · PubMed References · Plain Text More ▾

# Types of Entries

- Rich Text:** Allows for text formatting such as color and sizing. You may also embed images and links.
- Attachment:** Any file format can be uploaded. If a Microsoft Word, PowerPoint, Excel, or PDF is being uploaded, a preview will be shown. Most image formats will also appear, such as a .jpg, .gif, .tiff, .bmp, and other recognized file types.
- 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
- Plain Text:** Simple text if no stylistic attributes are needed.
- PubMed Ref:** Import and store references directly from PubMed. A pop-up search will appear when selecting this option
- Widget:** A new feature that enables users to extend the capabilities of LabArchives. You can create forms, templates, and even custom programs that operate within your Notebooks.

## Edit an Entry

To edit or delete an entry, simply move the cursor over the entry and select edit or delete from the menu that appears. Note that data cannot be removed from your Lab Archives notebook, therefore a “deleted entry” will still remain viewable in “Revisions”.

## Creating a Course

Once the Master Course Notebook has been completed for your students, it can then be used to create a course. To do this, it will take a few steps.

- First, click on the "Utilities" button on the main Navigation Bar and choose the “Course Manager”. Once this is open, click the "Create New Course" button and fill in the Course Title and Description Boxes.

- Then choose the Master Course Notebook you created from the list of courses. (Note: Make sure the correct one is chosen, since this cannot be changed later.)

The screenshot shows the 'Create new Course' dialog box. At the top, there is a yellow button labeled 'Create new Course'. Below it, there are two tabs: 'Class Biotech' (selected) and 'Untitled'. The main area is titled 'Course Information' and contains the following fields:

- Course Title: Untitled
- Course Description: (empty text box)
- Base student notebooks on: Biomedical Research Notebook (dropdown menu)
- Allow students to share their notebooks

At the bottom, there are two buttons: 'Save changes' and 'Delete Course'.

- Once these items have been filled out, click "Save Changes", and your course has been created!

## Adding Students to a Course

Once the course has been created, students can be added in bulk or individually. To do this, go to the “Course Manager”.

- Scroll down to find a purple box titled “Add Students to this Course”.
- In the empty space, input each student's e-mail address (separated by a comma or semi-colon) then click “Add”. These students will now be enrolled in this course.
- Each student will receive an e-mail with an activation link where they can create their student account and will have access to a copy of the teachers master course notebook.
- Once a student has activated their account, the teacher will be able to see the student's notebook listed under the notebook navigator. This allows the teacher to view each individual's progress.

**Add Students to this Course** Add... Test...

Add students below by entering or pasting a list of student **email addresses** separated by commas, semi-colons or new lines. Large lists of emails could take up to 10 minutes to process.

## Other Notable Features

- Linking:** Create links from any entry within your Notebook to any other entry or page within your Notebook by clicking “Edit Links” when editing an entry.
- Revision Tracking:** Click “Revision” to view the entry or page history by user, time, or IP address.
- Sharing:** Share with other users within your class or across the globe by using the “Share” function. This can be accessed by entry, page, folder, or notebook and through the “Notebook User Management”.

## Find Lab Archives Online



**Website**  
[www.labarchives.com](http://www.labarchives.com)



**Twitter**  
[www.twitter.com/labarchives/](http://www.twitter.com/labarchives/)



**Facebook**  
[www.facebook.com/pages/labarchives](http://www.facebook.com/pages/labarchives)



**LabArchives Blog**  
[labarchives.wordpress.com](http://labarchives.wordpress.com)