UNSW eNotebook (LabArchives) - Moodle LTi integration
getting started for course coordinators

Research Technology Services

Step-by-step process:

1. Go to https://aushib.labarchives.com/select_institution and select “University of New South Wales” in the dropdown options under “I want to login to my LabArchives account through my institution.”

2. Log in with zID and password.
3. After selecting your preferred information release consent duration option, click “Accept”.

4. If you have not logged into LabArchives before, click “I do not have a LabArchives account and need to create or activate one”.
5. Review the pre-populated email address and click “Create New Account”.

**IMPORTANT:** the email address here MUST be the same as the email listed in your Moodle account. To check your email address in Moodle, go to Moodle → Name → Profile

6. Click “Yes” and you will create a new LabArchives account that is linked to your UNSW credentials.

**Note:** this process only needs to be done once and on subsequent visits, your zID credentials are used to access LabArchives.
**IMPORTANT**: if you already have a LabArchives account linked with your institutional login details, log into LabArchives using your zID credentials and check that you have the same email address as your Moodle account. If not, update the email address in your LabArchives account.
7. Once logged into LabArchives using your zID and verified that the email address of your LabArchives account is the same with the Moodle account, create a master notebook, that is, the notebook you will distribute to each of the student in your course. For more information on setting up the master notebook, please click HERE.

8. The notebook must have at least one assignment entry for the LTi to work. Create an assignment entry in a page of your choice. If you do not already have a page, you must first create a page under a suitable folder by clicking “+ New”. For more information about setting up an assignment, please click HERE.
9. Create a course by clicking on the Ellipsis on the top right corner → Utilities → Course Manager → Add New Course

10. Select “Yes” to “Do you want to link your course to Moodle?”
11. Create a new course by having an appropriate course title (having the same course name as in Moodle is recommended) and select the master notebook for “Base student notebooks on” dropdown options. Sections and Teaching Assistants can be added now or later. Click next until you reach the final page and click “Save Course and Exit”. Now the preparation for LabArchives LTi has been completed.
12. Now in Moodle, add an external tool as an activity and select the pre-configured LabArchives tool. Then click “Select Content”. Select the assignment created in LabArchives and save the external tool as an activity.
13. When a student accesses this assignment within Moodle, they will not be prompted to log in separately to LabArchives. Instead, their authentication details into Moodle is passed through to LabArchives via LTi and the course coordinator is then able to see the enrolment details populated in LabArchives Course Manager.

**Important considerations:**

1. When adding the activities via the LTi, your (course coordinator; the one who is adding the LabArchives activity in Moodle) UNSW eNotebook (LabArchives) email address must match the Moodle email address.
2. Before attempting to add the LabArchives activity in Moodle, you must first create a course in LabArchives.
3. The master notebook should at least have one assignment. Each Moodle activity is linked to one LabArchives assignment.

**Resources and help:**

For more information regarding setting up LabArchives notebook, please visit the help page. If you need any technical support, contact support@labarchives.com