**Final Report—December, 2010**

**Updating the laboratory notebook: electronic documentation software in teaching and research**

**Original goals:**

1) The PI and Co-PI plan to initially deploy LabTrack electronic notebook in their research laboratories starting in Spring, 2010.

2) The faculty members and their research students will retire their paper notebook and use the electronic notebook exclusively to get familiar with the software, including the construction of various templates to guide notebook entries.

3) The faculty members will also build templates for their chemistry, biology and forensic science teaching labs and perform mock-runs to ensure that LabTrack can be used in their Fall, 2010 teaching with minimum glitches.

4) Workstations will be deployed in various teaching laboratories to provide both the LabTrack electronic notebook software and additional software packages to enhance the interface with scientific instruments and the laboratory environment.

5) The teaching labs will be evaluated by science faculty who are familiar with information technology.

**Status of goals and Impact:**

Goal 1: Compatibility issues between the software, Windows 7 OS and Pace security regulations delayed the deployment of the software on specific workstations until late March 2010. We accomplished the deployment of software through Pace servers in the summer.

Goal 2: Individual user accounts were set up in the PI's laboratory. Our research students used the electronic notebook in summer research and identified glitches. We optimized the protocols on using this system accordingly.

Goal 3: The faculty members built templates for their biology and forensic science teaching labs and perform mock-runs in the summer. LabTrack were successefully used in their Fall, 2010 teaching of FOR615 Chemical Separations Lab (8 students) and BIO231 Lab (~75 students). Research assistants (4 in chemistry) of the faculty members also used LabTrack during the Fall semester of 2010 in their chemistry related research. There was some initial resistance from the students. However, once they got more familiar with the system and once they realized the benefits of it, they said it is the right direction to go for keeping lab records.

LabTrack will used in chemistry teaching labs in the Spring, 2011 semesters. We will continue to ask our students to use LabTrack in biology, forensic science and chemistry teaching and research labs since this system is now up and running. Due to the delay described in Goal #1, we are introducing LabTrack to other faculty members in Spring, 2011.

Goal 4: We acquired six Dell desktops and six carts and the LabTrack software in January 2010. At present, all six desktops were installed in the carts for easy use at different labs and at different instrument stations.

Goal 5: Delayed due to goal #1. We will evaluate the teaching labs starting in Spring, 2011.