NoodleTools Quick Guide for Students

This quick guide covers the following topics:

- 1. How to create a new account
- 2. How to start a new project and a source list
- 3. How to create notecards
- 4. How to share a project with your teacher
- 5. How to set up a project collaboration with your classmates

How to create a new account:

Personal ID		
Paseword		
Remember me		Libraul my passe
	SIGN IN	
Register	1	
Register Register as a ne NoodleTools bef	1 w user If you have ore:	n't used
Register Register as a ne NoodleTools bef • Free for yo subscribed	u If your school or u	n't used niversity Is

If you are a new NoodleTools user, click **Register** to create a new account. Enter the school's username and password given to you by the librarian to register as a new user.

New User Registration	
Subscription Type	Subscription Information ()
Please choose the type of account to create.	
 An account linked to a school/library subscription or trial 	School / Library Username
An individual subscription	School / Library Password
A NoodleTools MLA Lite account	CONTINUE

Click **Continue** and fill out information for your account, including your expected year of graduation. Please use your email as your Personal ID and create a password that you will remember. Click **Register**.

About You
 I am a student or library patron I am a teacher or librarian
Expected year of graduation:
Choose a Personal ID ③
Personal ID
CHECK AVAILABILITY
Password
Retype Password
Easy Login Retrieval ①
Initials (e.g. "JS" for John Smith)
Phone Number (last 4 digits only)
REGISTER

After you register, you will see the **Projects** screen:

NoodleTools		🖆 Projects	II Dashboard	I Sources	Notecards	• Paper		20	My account 👻
New project	💭 Merge 🛎 A	rchive 🔄 Unarchive	e 🛍 Delete 🖸	5 Undelete					
My Projects								Show a	archived projects
Project title	Style	Level Sources	Notes	Created (PDT)	Modified	I (PDT)	Shared?	Collabora	ting?

How to start a new project and a source list:

1. On the Projects screen, click **New project**.

NoodleTool	s	2	Projects	ll Dashboa	ard Sources	Notecards Paper			My account +
New project	y 💭 Merge 🗎	Archive	💆 Unarchive	Delete	C Undelete				
My Projects								Show :	archived projects
Project title	Style	Level	Sources	Notes	Created (PDT)	Modified (PDT)	Shared?	Collabora	ting?

2. On the Create a New Project screen, enter a name for your project and select the **JUNIOR** level. Click **Submit**.



3. The **Dashboard** screen appears. The Dashboard organizes your research. You can see assignments, create to-do lists, submit work, and act on feedback from teachers all in one place.

X NoodleTools	🚈 Pro	ojects II Dashboard	Sources	Notecards	Paper	_	My account 👻
Frog Decline 📵							Add comment
Project details							
Research question:	[Click to edit]						
Thesis / Main claim / Hypo	thesis: [Click to edit]						
History:	Project created : 07	//05/16 12:06PM Upd	ated : 07/05/1	6 01:16PM 30-0	day log of work done or	n this project	
Paper:	Start paper in Goog	le Docs					
Links:							
Sharing and collaboration					N		
Public view: ?	Turn on public access						
Sharing: 👔	Project inbox			Paper			
	Share with a project inbo	x					
Student collaboration:	User	Туре	Contribution	Paper			
	+ Add students						
To-do list					✓ Sł	how completed to-de	o items
To-do items				Due date	Completed (PDT)	+ Add to-do	item

4. To begin citing sources, click **Sources** in the navigation bar at the top.

X NoodleTools	Projects	Dashboard	Sources	Notecards	Paper	••	My account 👻
Frog Decline 🚯							Add comment

5. On the Sources screen, click **Create new citation** and select the best match for your source from the choices given.



6. On the next screen, depending on the citation type selected, a **Show Me** tutorial may be available to help you evaluate the source. Below is an example of a slide from the **Show Me** tutorial for Website, Junior level.

how Me: Web Site (Jr.)		< 8/10 >	X Close	
FACTCHECK.ORG	How	How do I evaluate the credibility of the author's argument?		
The Part of the International Part of the Control of Co	What Inform	Is the author's purpose (e.g. n, describe)? How do you kno	, persuade, ow?	
Does Immigration Cost Jobs? Economis suy immigration, legal or illegal, doesn't hurt American workers. Inscrete 11 also Serversally Serversally	Constant, A. 19. Constant, A. 19. Constant, A. 19. Constant in the constant wave wave approximate the constant wave wave approximate the constant wave and the	What is the author's thesis or main id How strong is the evidence supportin claims? Does the support consider other view		
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- 7. Click **Continue** to go to the next screen.
- 8. Fill in the citation form with information about your source. The sections with red stars are required.

Citing: Boo	k		v		Submit Cancel
Quick cite:	Copy & paste a citation	Import: ISBN	×	Search	So WorldCat
Print	Website	Database	E-book File Mic	roform	
+ Chapter	or Section				
Book	_	_	Change	to: Select	~
	Role	First name	Middle name	Last name or group	Suffix
				+ Add an	other contributor
* Title of boo	k or multivolume work: e in multivolume set (if in	dividually titled): Vo	olume: Total # volumes:		
Publisher:	Year:	(
Publication cit	y (if needed):				
Edition:					

9. After you finish entering information about your source, click **Submit** to save your new citation.

How to create notecards:

- 1. Click **Notecards** in the navigation bar at top.
- 2. On the Notecard Tabletop, click **New**.

X NoodleTools	Projects	Dashboard	Sources	Notecards	Paper	My account 🗸
Frog Decline 3				Keyword	▼ Search	Search
+ New 14 Print - O Manage pile	S Link to source	「ags ▼ 🗊 Delete	C Undelete	. т	abletop Detail	+Add 🛍 Delete 🖨 Print 🗸 🔸
				Bird's-eye view 🗸	·	▲ I. Topic
						A. Subtopic

3. Input notes about your source.

le Untitled	?	URL	Add your source URL, if any	
urce Select source	?	Page Enter page number, if any		
Direct quotation	?	🕇 Paraj	phrase or summary	
		* • (Ē)	• B • @]= • : E • E • I II II • D Font • Size • I * *	
Copy, paste and annotate here Capture the author's words and images Get quotes and attribution right Mark up the quote by coloring and bioblighting the text		In y	/OUR OWN WORDS Explain it to yourself in words you understand Look back at the quote got it all?	
- many up the quote by coloning and highlighting the text		𝒱 Myid	leas	
		* - (- B - ∞ 1= - 1= - 1= 1 → A - 1 - 10 Font - Size - I _× +8:-	
		Ori	ginal thinking here How does this fit with what you know? What do you wonder? What can you follow up on?	
es	2	My tags	Select tag	

5. Your notecard gets saved automatically as you add information. When you are done, click **Save and Close** to save your final changes and close the window. New notecards appear in the upper left corner of your tabletop and in the **bird's eye view**.

X NoodleTools	Projects	II Dashboard	Sources	Notecards	Paper
Frog Decline 🚯				Keyword	▼ Search
+ New ♠ Print → OManage pile & Link	to source 🔊 1	Tags ▾ 🛍 Delete	C Undelete	·	abletop Detail
				Bird's-eye view 4	•
Adaptability			7		

TIP: Once you've created multiple notecards, you can pile them. Drag a notecard and drop it on another notecard to create a new pile, or use the **Manage pile** option above the tabletop to manage existing and create new piles with selected notecards. Notecard piles become the basis of organization within the Outline panel next to the Notecard Tabletop.

How to share a project with your teacher:

1. On your project's Dashboard screen, under Sharing, click Share with a project inbox.

Sharing and collaboration							
Public view: 👔	Turn on public access						
Sharing:	Project inbox			Paper	k		
	\rightarrow Share with a project inbox						
Student collaboration: ?	User	Туре	Contribution	Paper			
	+ Add students						

2. In the **Project inbox** field, enter the name of the inbox (as provided by your teacher). When the first letter of the inbox's name is entered, a drop-down menu will appear and the name of the drop box can be selected.

Sharing and collaboration		
Public view: ?	Turn on public access	
Sharing: 🕐	Project inbox	Paper
	✤ Share with a project inbox	
	Project inbox :	Environmental Activism
	Your name :	Environmental Activism [Ms. Andersen]
	(Share linked Google Doc
	✓ Done X Close	

- 3. Enter your name so that your teacher can identify you (if not clear from your username).
- 5. Click Done.
- 6. On the Dashboard screen you will now see the inbox's name under Project inbox.
- 7. On the Projects screen, you will see a checkmark in the **Shared**? column.

1	My Projects								Show archived projects	
	Project title	Style	Level	Sources	Notes	Created (PDT)	Modified (PDT)	Shared?	Collaborating?	
	Frog Decline (open)	APA	Adv	0	1	07/05/16 12:06PM	07/05/16 04:12PM	*	Options -	

PLEASE USE THE HELP LINK LOCATED UNDER MY ACCOUNT AT THE TOP RIGHT OF THE PAGE ON YOUR DASHBOARD FOR ADDITIONAL NOODLETOOLS SUPPORT.