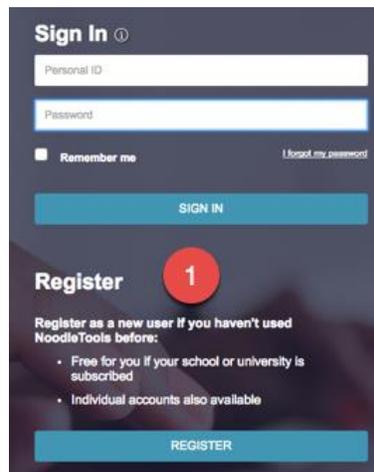# NoodleTools Quick Guide for Students

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
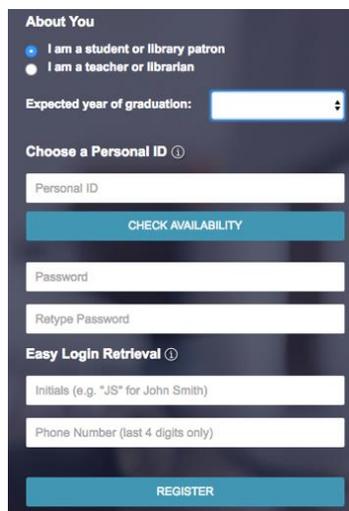
How to create a new account:

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.
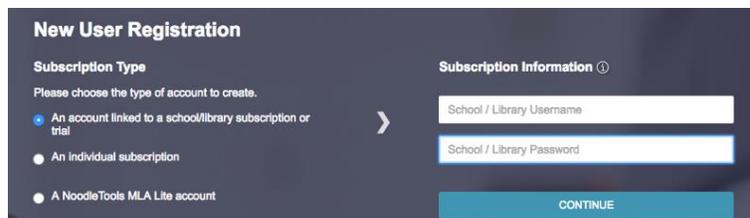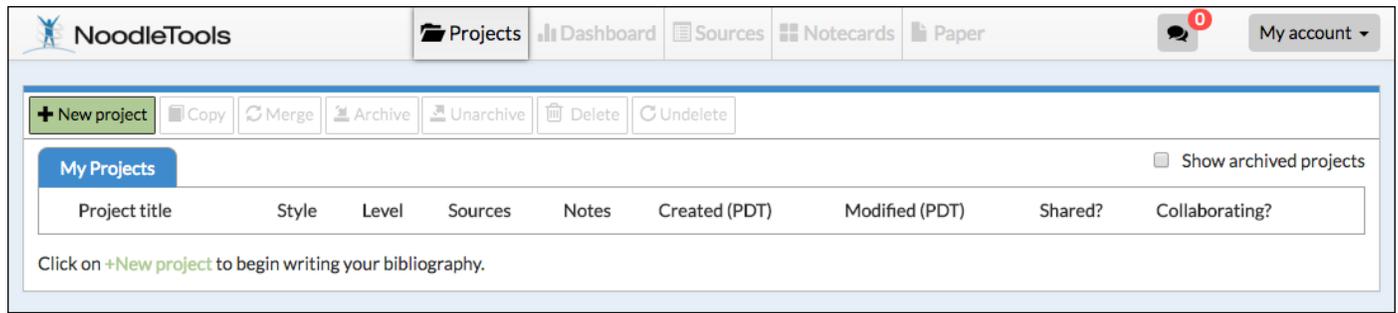

Click **Continue** and fill out information for your account, including your expected year of graduation. Please use your email as your Personal ID and create a password that you will remember. Click **Register**.

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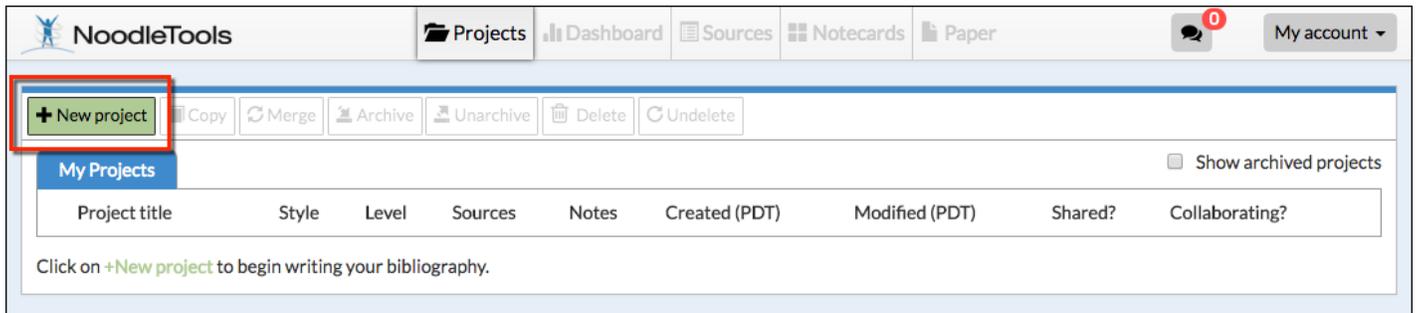

How to start a new project and a source list:

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

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.
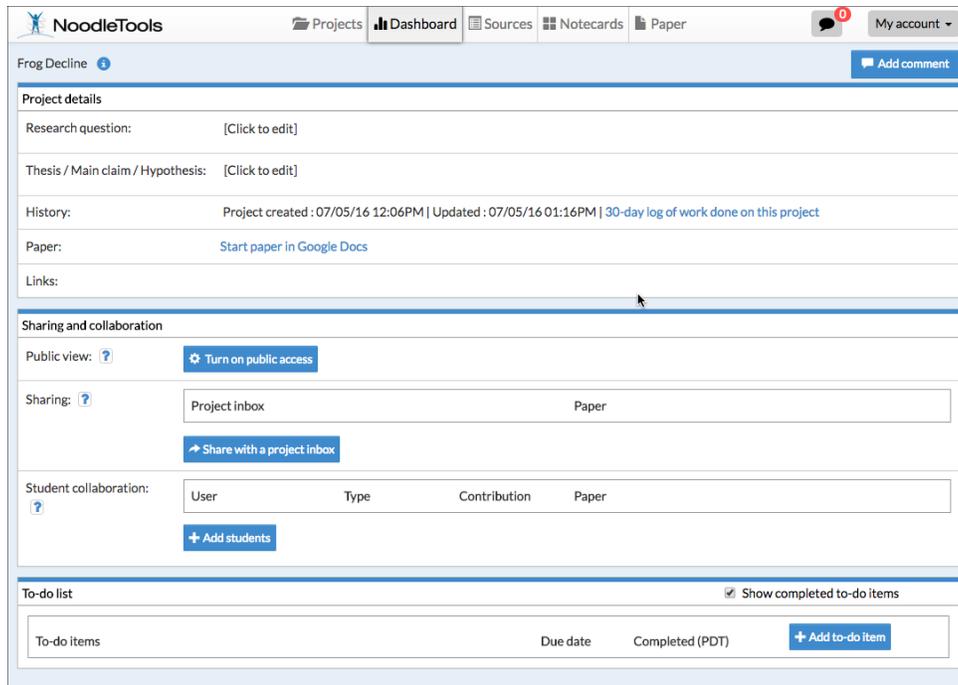
4. To begin citing sources, click **Sources** in the navigation bar at the top.
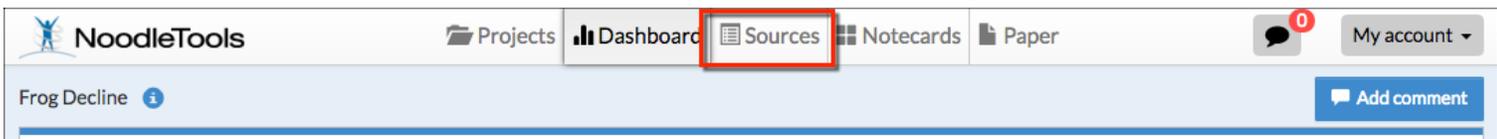
5. On the Sources screen, click **Create new citation** and select the best match for your source from the choices given.

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.

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.

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**.
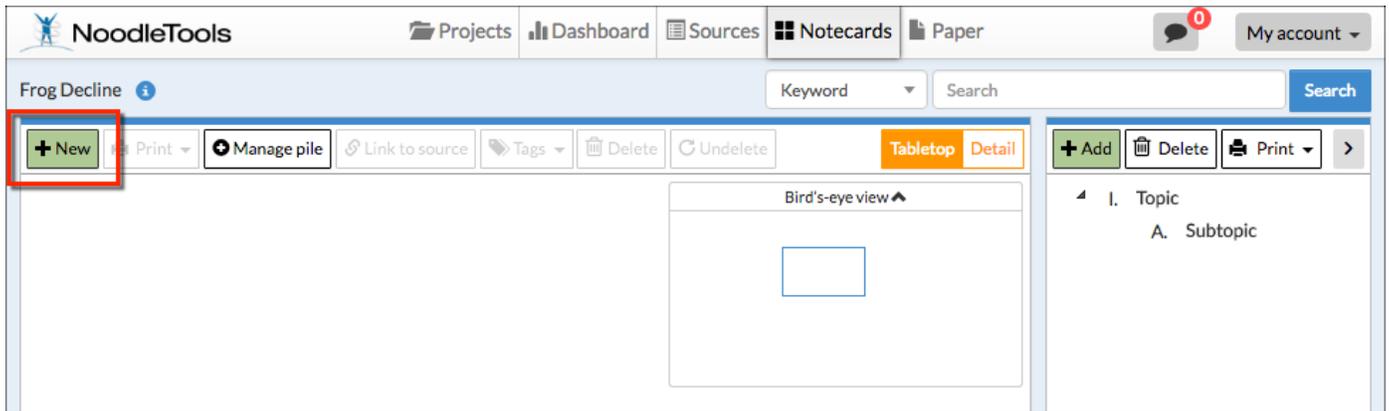
3. Input notes about your source.

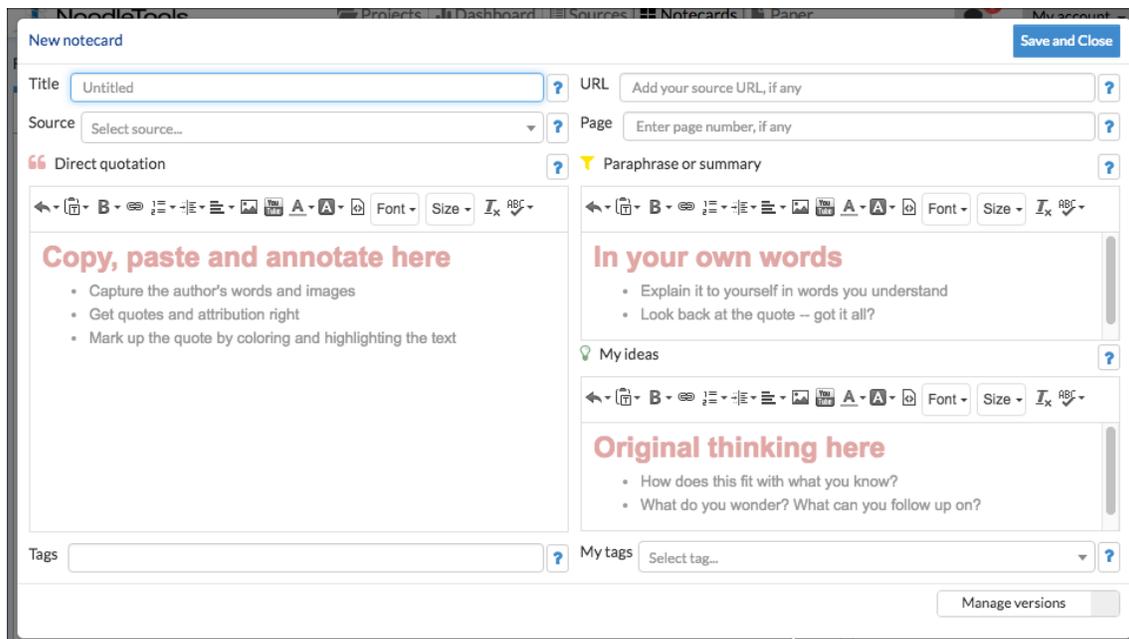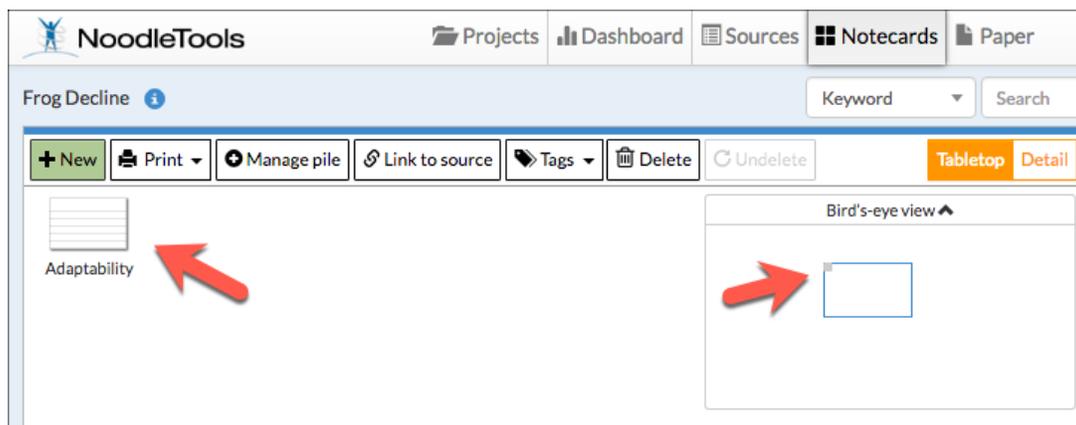5. Your notecard gets saved automatically as you add information. When you are done, click **Save and Close** to save your final changes and close the window. New notecards appear in the upper left corner of your tabletop and in the **bird's eye view**.

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.**
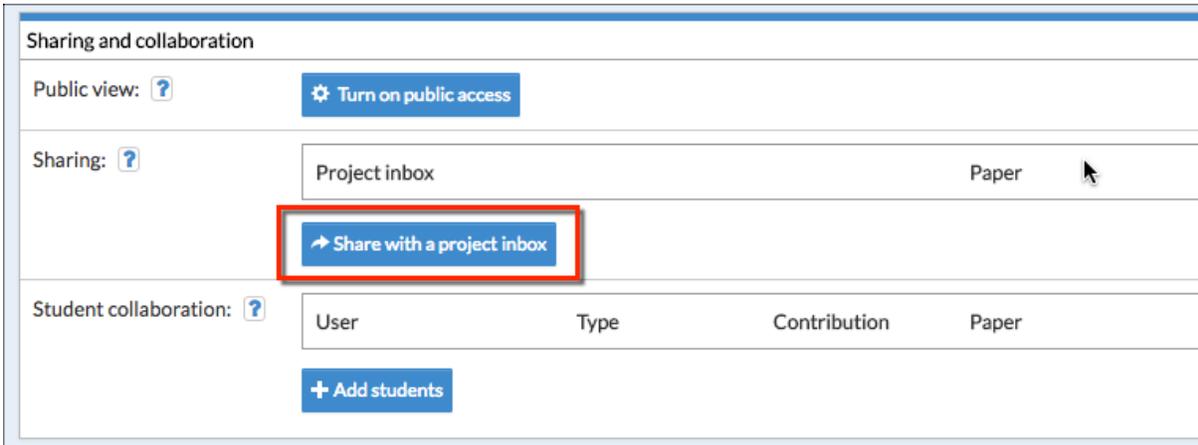
2. In the **Project inbox** field, enter the name of the inbox (as provided by your teacher). When the first letter of the inbox's name is entered, a drop-down menu will appear and the name of the drop box can be selected.
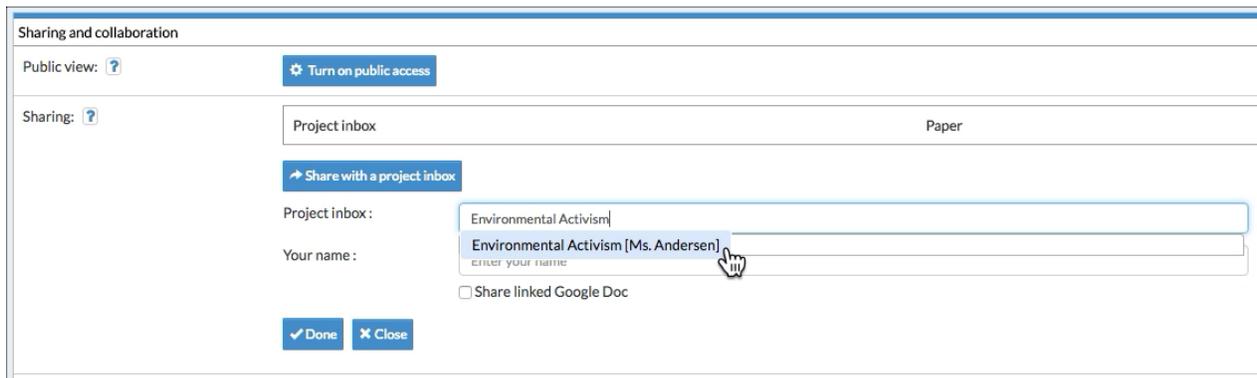
3. Enter your name so that your teacher can identify you (if not clear from your username).

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.

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