

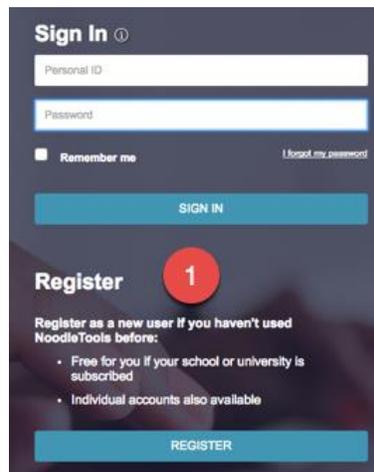
# NoodleTools Quick Guide for Students

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## This quick guide covers the following topics:

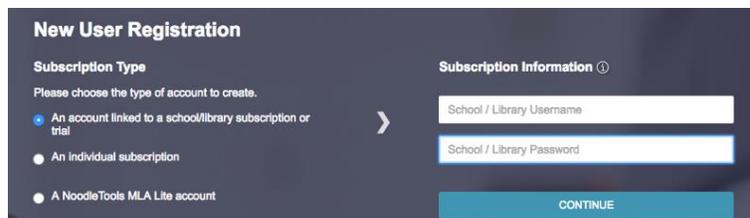
1. How to create a new account
  2. How to start a new project and a source list
  3. How to create notecards
  4. How to share a project with your teacher
  5. How to set up a project collaboration with your classmates
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## How to create a new account:



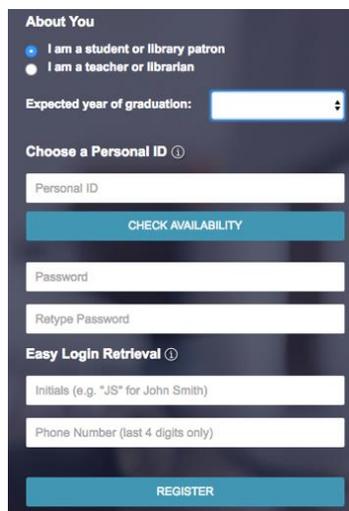
The screenshot shows the NoodleTools login and registration interface. At the top is the 'Sign In' section with fields for 'Personal ID' and 'Password', a 'Remember me' checkbox, and a 'SIGN IN' button. Below this is the 'Register' section, which is highlighted with a red circle containing the number '1'. The 'Register' section includes the text 'Register as a new user if you haven't used NoodleTools before:' and two bullet points: 'Free for you if your school or university is subscribed' and 'Individual accounts also available'. A 'REGISTER' button is located at the bottom of the registration section.

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.



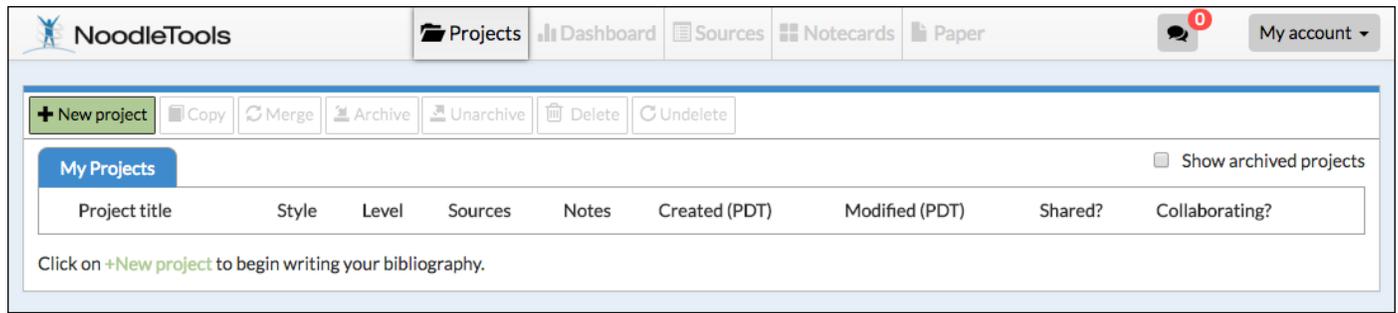
The screenshot shows the 'New User Registration' page. It is divided into two main sections: 'Subscription Type' and 'Subscription Information'. Under 'Subscription Type', there are three radio button options: 'An account linked to a school/library subscription or trial' (which is selected), 'An individual subscription', and 'A NoodleTools MLA Lite account'. Under 'Subscription Information', there are two text input fields: 'School / Library Username' and 'School / Library Password'. A 'CONTINUE' button is located at the bottom right of the form.

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**.



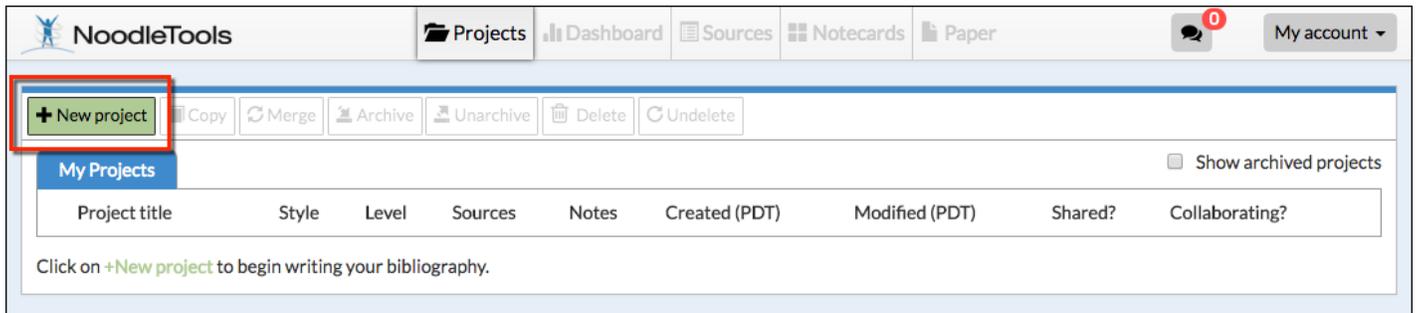
The screenshot shows the 'About You' registration page. It starts with two radio button options: 'I am a student or library patron' (selected) and 'I am a teacher or librarian'. Below this is a dropdown menu for 'Expected year of graduation:'. The next section is 'Choose a Personal ID', which includes a 'Personal ID' text input field, a 'CHECK AVAILABILITY' button, a 'Password' text input field, and a 'Retype Password' text input field. The final section is 'Easy Login Retrieval', which includes an 'Initials (e.g. "JS" for John Smith)' text input field and a 'Phone Number (last 4 digits only)' text input field. A 'REGISTER' button is located at the bottom of the form.

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**.

### Create a new project ➤

Project title

For example, "History 101 report on George Washington"

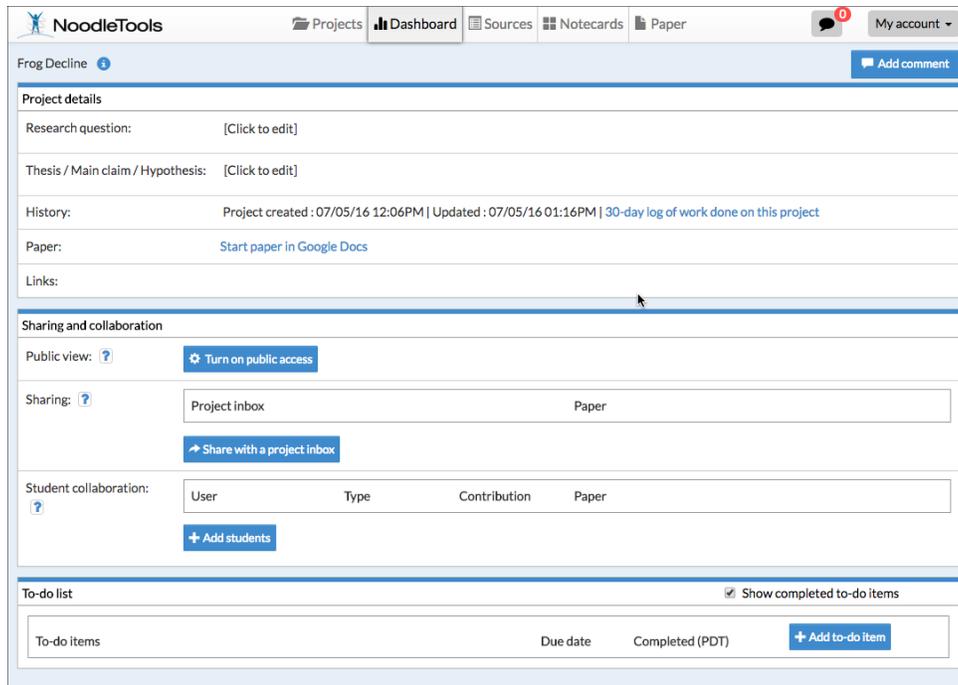
Citation style

- MLA (MLA Handbook, 8th ed.)
- APA (APA Publication Manual, 6th ed.)
- Chicago/Turabian (Chicago Manual of Style, 16th ed.)

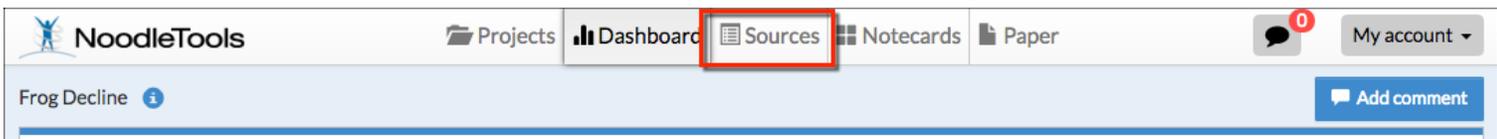
Citation level:

- Starter: Introduction to citing sources with 6 basic forms
- Junior: A small set of simplified citation forms
- Advanced: Comprehensive coverage of the style guides, 70+ forms

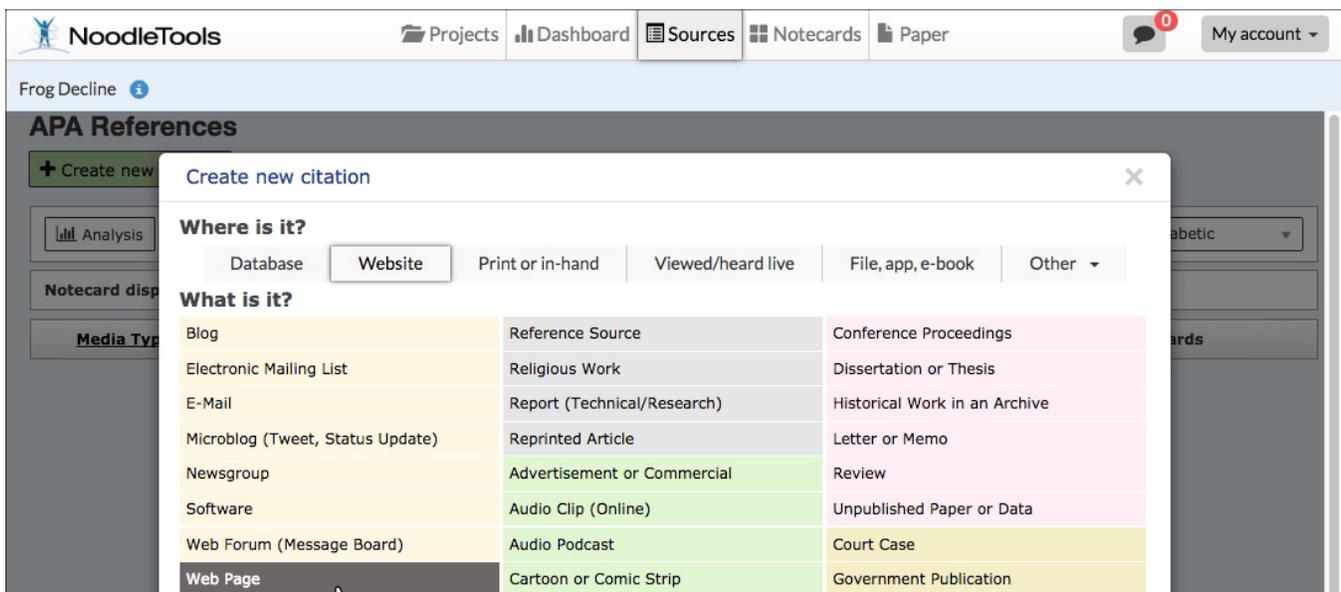
- The **Dashboard** screen appears. The Dashboard organizes your research. You can see assignments, create to-do lists, submit work, and act on feedback from teachers all in one place.



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



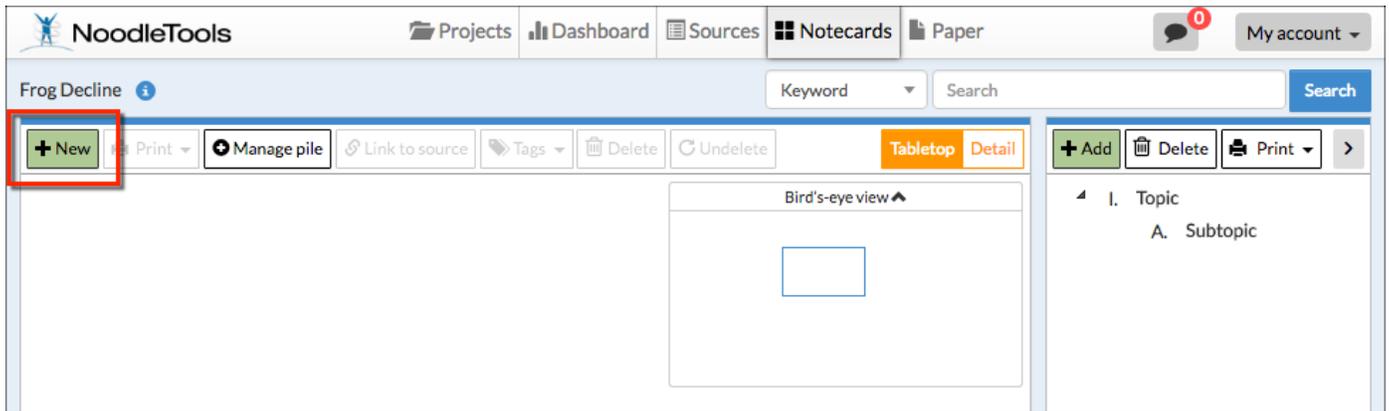
- On the Sources screen, click **Create new citation** and select the best match for your source from the choices given.



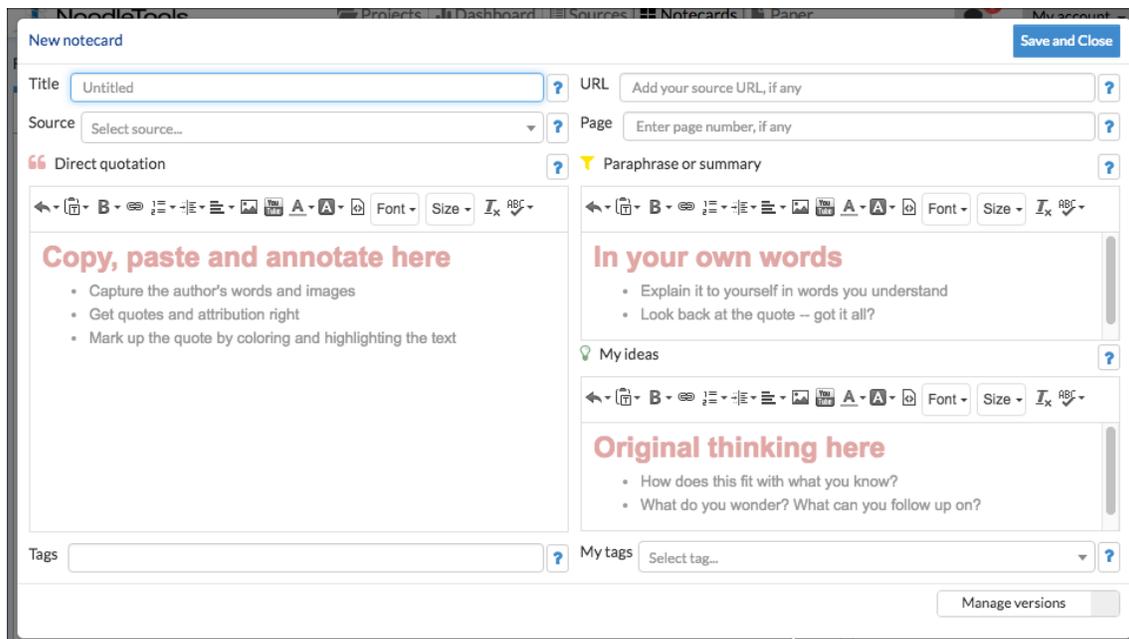


## How to create notecards:

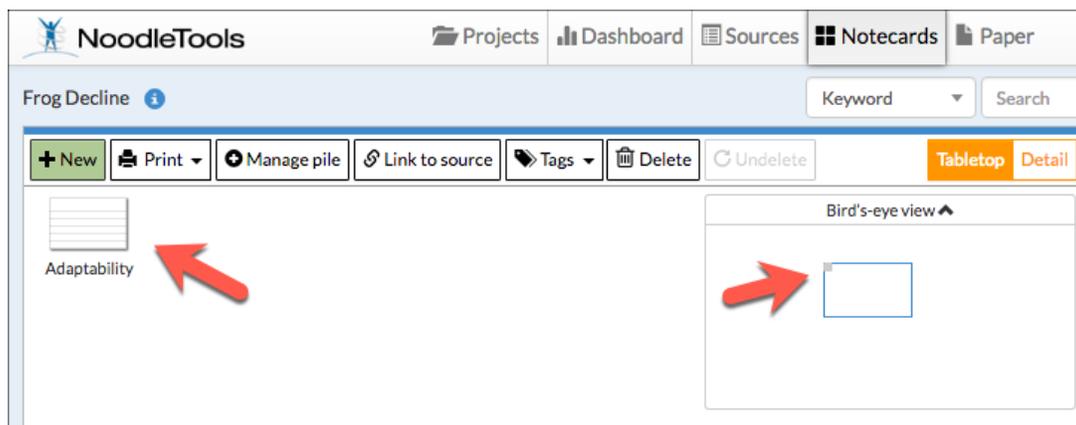
1. Click **Notecards** in the navigation bar at top.
2. On the Notecard Tabletop, click **New**.



3. Input notes about your source.



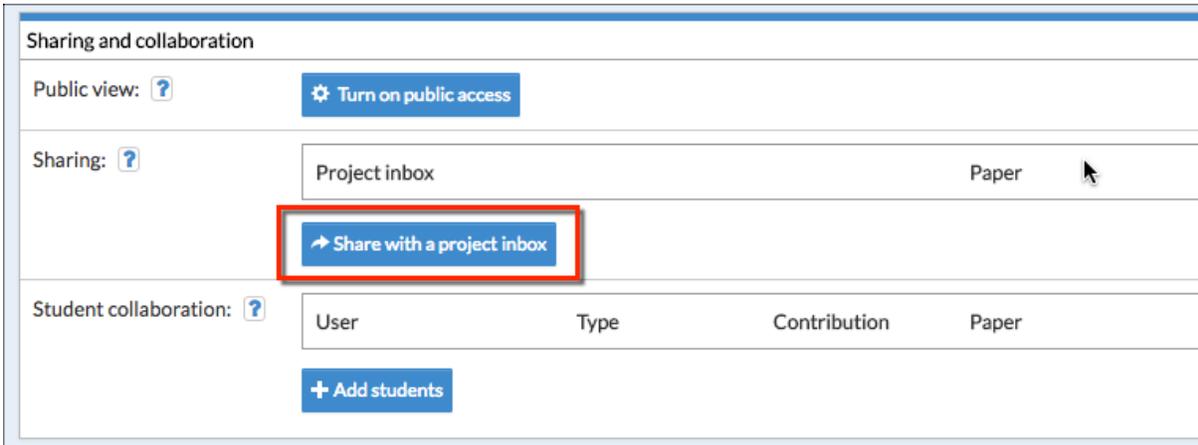
5. Your notecard gets saved automatically as you add information. When you are done, click **Save and Close** to save your final changes and close the window. New notecards appear in the upper left corner of your tabletop and in the **bird's eye view**.



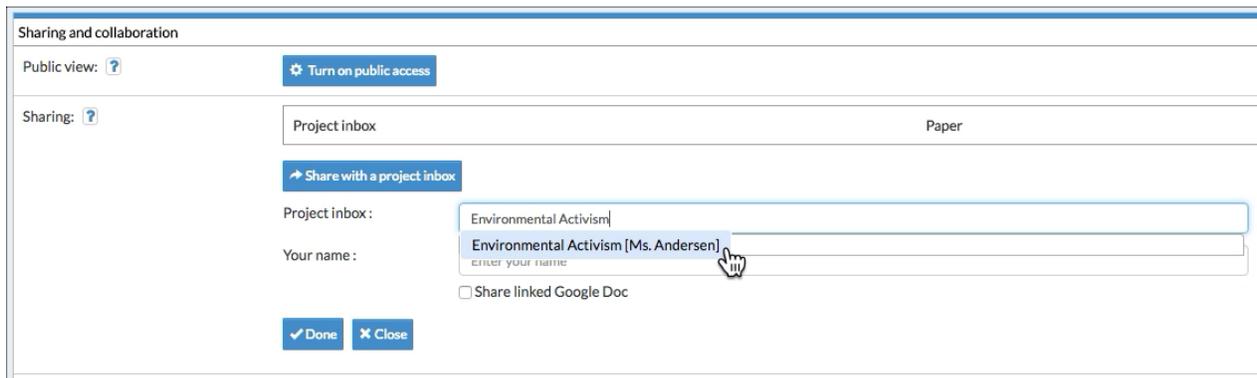
TIP: Once you've created multiple notecards, you can pile them. Drag a notecard and drop it on another notecard to create a new pile, or use the **Manage pile** option above the tabletop to manage existing and create new piles with selected notecards. Notecard piles become the basis of organization within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

The screenshot shows the 'My Projects' table. The 'Shared?' column for the 'Frog Decline' project has a checkmark, which is highlighted with a red box. The table has columns for 'Project title', 'Style', 'Level', 'Sources', 'Notes', 'Created (PDT)', 'Modified (PDT)', 'Shared?', and 'Collaborating?'. There is also a 'Show archived projects' checkbox and an 'Options' button.

Project title	Style	Level	Sources	Notes	Created (PDT)	Modified (PDT)	Shared?	Collaborating?
<input type="checkbox"/> Frog Decline (open)	APA	Adv	0	1	07/05/16 12:06PM	07/05/16 04:12PM	<input checked="" type="checkbox"/>	

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