

NoodleTools Quick Guide for Librarians & Teachers

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This quick guide covers the following topics:

1. How to create a new account
2. How to create a new project and add sources and notecards
3. How to set up a project inbox to receive student work and provide feedback

How to create a new account

At the [Sign In page \(https://my.noodletools.com/logon/signin\)](https://my.noodletools.com/logon/signin) you have two options.

Sign In ①

Personal ID

Password

Remember me [I forgot my password](#)

SIGN IN

Register ①

Register as a new user if you haven't used NoodleTools before:

- Free for you if your school or university is subscribed
- Individual accounts also available

REGISTER

Access via Google for Education ②

If your school or district uses Google Apps for Education (GAFE) to access NoodleTools, sign in here:

Google Account Email

SIGN IN

OR

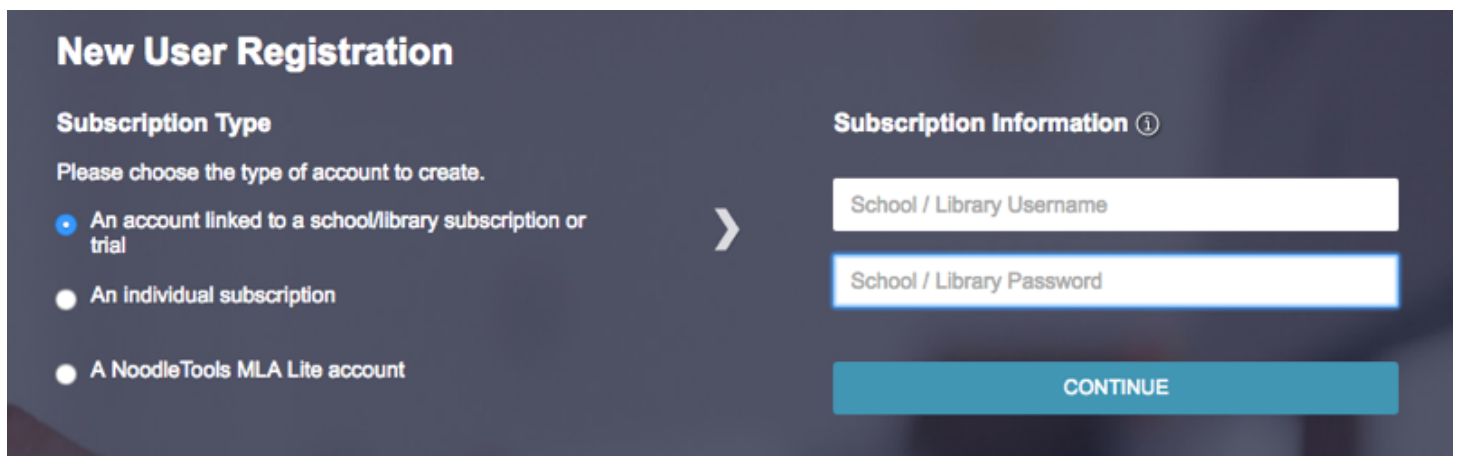
Option 1: If you are a new NoodleTools user, click **Register** to create a new account.

OR

Option 2: If your school has Google Apps for Education and has installed the NoodleTools app there, enter your Google account email in the field on the right and click **Sign In**.

If you are using Option 2 (Google Apps), skip to "How to create a new project, source list, and notecards" on this page. Otherwise, continue the registration process...

NOTE: Depending on how NoodleTools is set up at your school, you may next see a screen asking you to enter your school's username and password to register as a new user. Enter the subscription username and password (ask your NoodleTools admin if you don't know them, or else contact us via the help desk).



The screenshot shows a registration form titled "New User Registration". It is divided into two main sections: "Subscription Type" and "Subscription Information".

Subscription Type
Please choose the type of account to create.

- An account linked to a school/library subscription or trial
- An individual subscription
- A NoodleTools MLA Lite account

A right-pointing chevron arrow is positioned between the two sections.

Subscription Information ⓘ

School / Library Username

School / Library Password

CONTINUE

Click **Continue** and fill out information for your account. Be sure to select "I am a teacher or librarian." Click **Register**.

About You

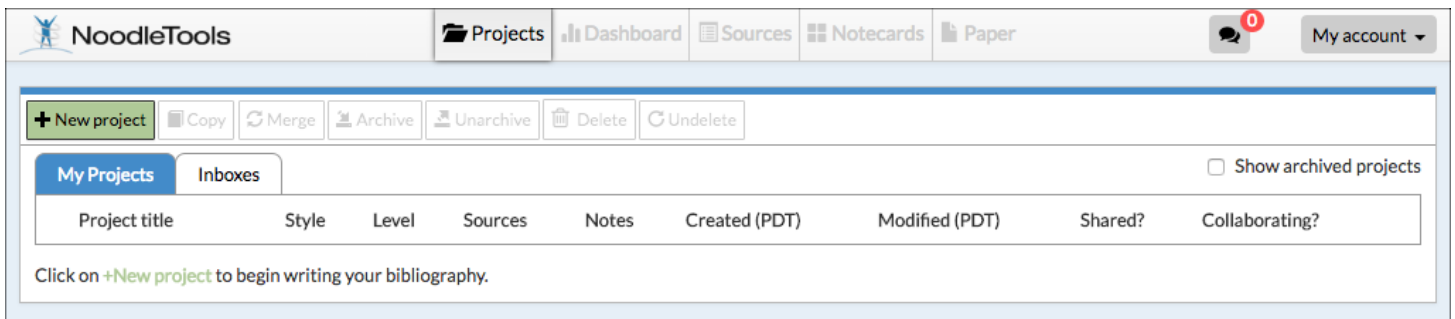
I am a student or library patron
 I am a teacher or librarian

Expected year of graduation:

Choose a Personal ID ⓘ

Easy Login Retrieval ⓘ

After you register, you will see the Projects screen:



NoodleTools

Projects Dashboard Sources Notecards Paper My account

+ New project Copy Merge Archive Unarchive Delete Undelete

My Projects Inboxes Show archived projects

Project title	Style	Level	Sources	Notes	Created (PDT)	Modified (PDT)	Shared?	Collaborating?
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Click on +New project to begin writing your bibliography.

The Projects screen in the teacher account has two tabs:

1. **My Projects** displays projects that you as a teacher create for yourself, perhaps as demonstration projects to show students. Your students will create their own projects or group projects in their own NoodleTools accounts.

2. **Inboxes** is a classroom management system in teacher accounts only. In this area, you can do two things: 1) Look at work that's been submitted to you for a particular assignment, and 2) create a new assignment for a group of students or class.

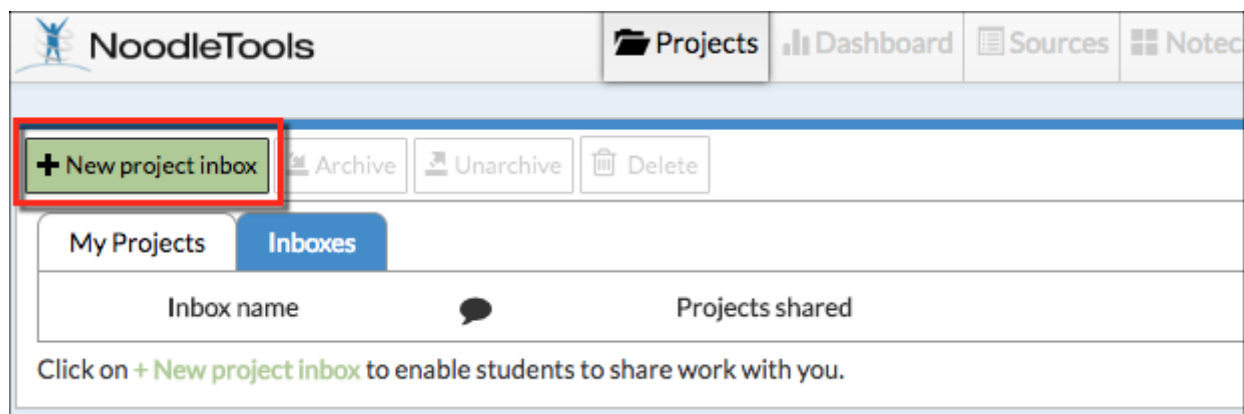
How to create a new project and add sources and notecards

To learn how to create a new project and add sources and notecards, please refer to "**[NoodleTools Quick Guide for Students](https://noodletools.freshdesk.com/solution/articles/6000053400-noodletools-quick-guide-for-students)** (<https://noodletools.freshdesk.com/solution/articles/6000053400-noodletools-quick-guide-for-students>)."

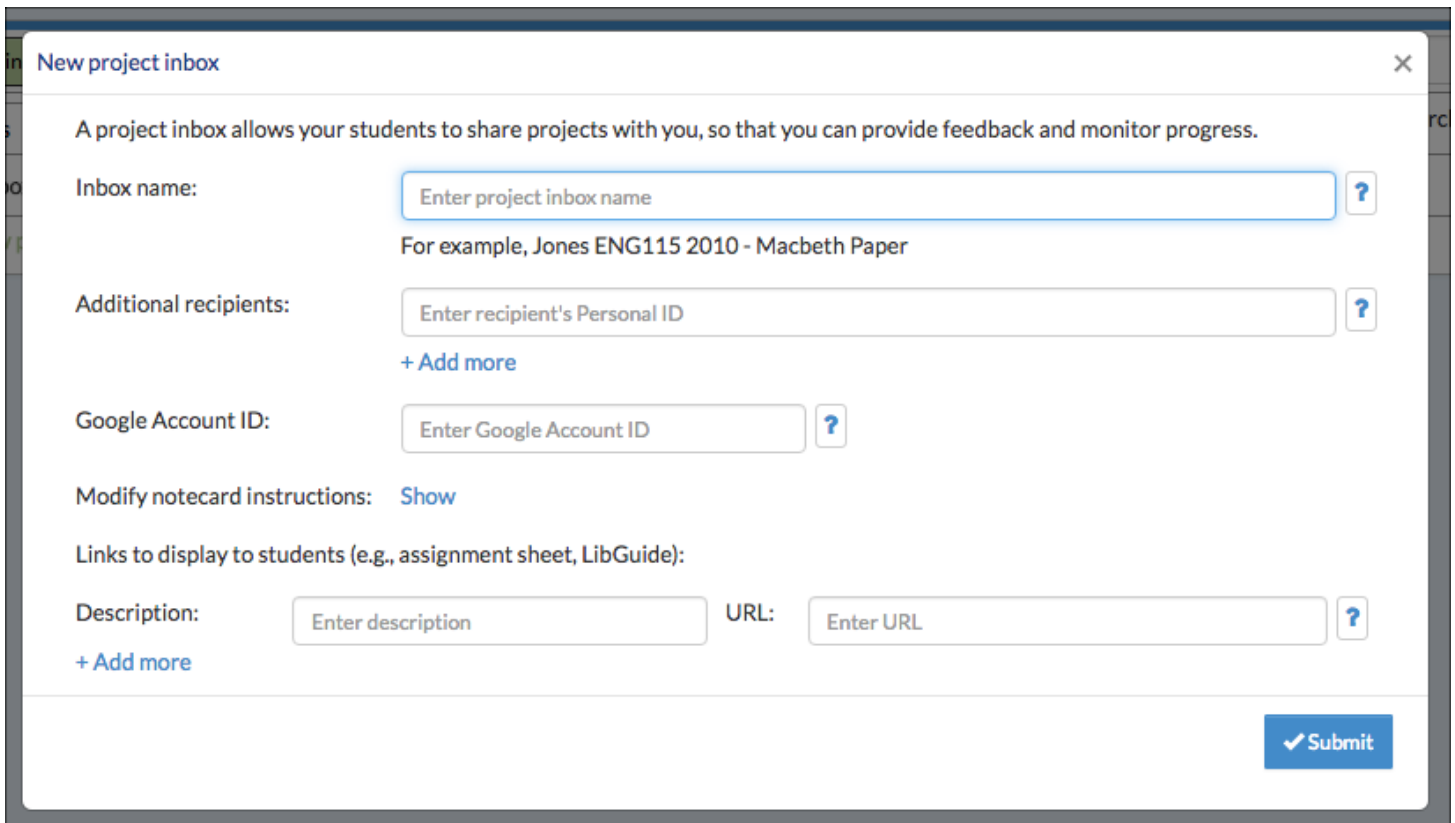
How to set up a project inbox to receive student work and provide feedback

An inbox is where students submit a specific project for your review so that you can monitor progress and provide feedback on their work.

1. Click the **Inboxes** tab and **New project inbox**.



2. In the **New project inbox** screen enter a name for your inbox. In the **Additional recipients** field, teachers' IDs can be added to allow them to view and provide feedback on projects submitted to this inbox. Click **Submit**.



The screenshot shows a 'New project inbox' form with the following fields and options:

- Inbox name:** A text input field with the placeholder 'Enter project inbox name' and a help icon. Below it, an example is provided: 'For example, Jones ENG115 2010 - Macbeth Paper'.
- Additional recipients:** A text input field with the placeholder 'Enter recipient's Personal ID' and a help icon. Below it, there is a '+ Add more' link.
- Google Account ID:** A text input field with the placeholder 'Enter Google Account ID' and a help icon.
- Modify notecard instructions:** A link labeled 'Show'.
- Links to display to students (e.g., assignment sheet, LibGuide):** A section containing:
 - Description:** A text input field with the placeholder 'Enter description' and a '+ Add more' link.
 - URL:** A text input field with the placeholder 'Enter URL' and a help icon.

A blue 'Submit' button with a checkmark icon is located at the bottom right of the form.

3. The new inbox now appears under **Inboxes** on your Projects screen.

4. Share the name of the new inbox with your students.

For more details on setting up your inbox, please see "**[How to set up an inbox and work with projects shared with you](https://noodletools.freshdesk.com/solution/articles/6000055996-how-to-set-up-an-inbox-and-work-with-projects-shared-with-you)**

[\(https://noodletools.freshdesk.com/solution/articles/6000055996-how-to-set-up-an-inbox-and-work-with-projects-shared-with-you\)](https://noodletools.freshdesk.com/solution/articles/6000055996-how-to-set-up-an-inbox-and-work-with-projects-shared-with-you)."

See "**[How to share your project with a teacher](https://noodletools.freshdesk.com/solution/articles/6000055975-how-to-share-your-project-with-a-teacher)**

[\(https://noodletools.freshdesk.com/solution/articles/6000055975-how-to-share-your-project-with-a-teacher\)](https://noodletools.freshdesk.com/solution/articles/6000055975-how-to-share-your-project-with-a-teacher)" to understand the process by which students submit their

projects to the inbox.