NoodleTools Quick Guide for Librarians & Teachers

Modified on: Thu, Jul 21, 2016 at 9:09 AM

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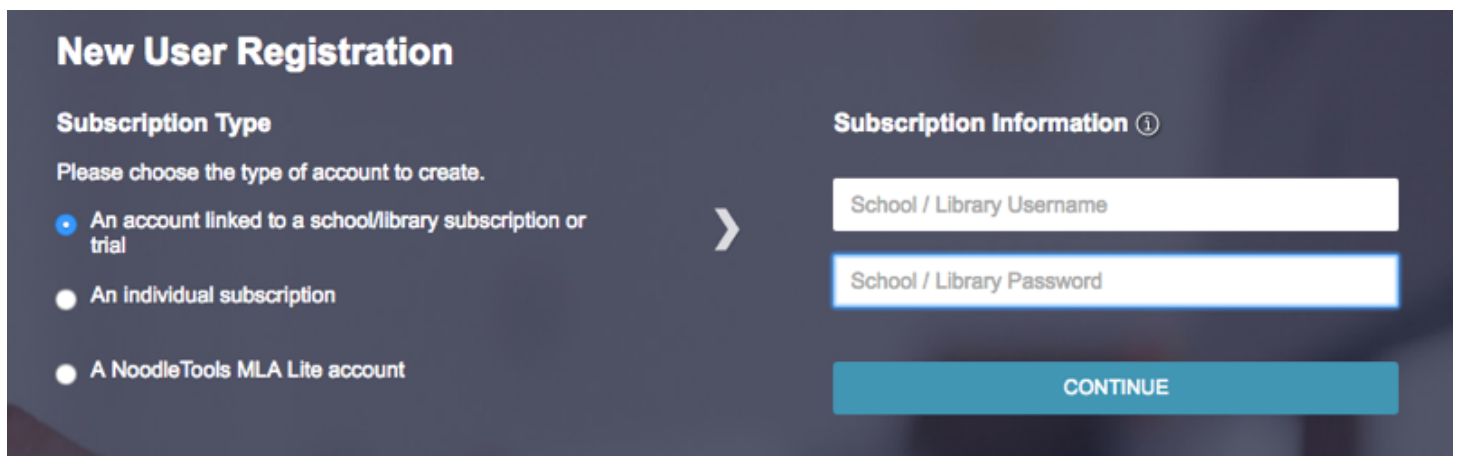
Option 1: If you are a new NoodleTools user, click **Register** to create a new account**.**

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).

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

About You
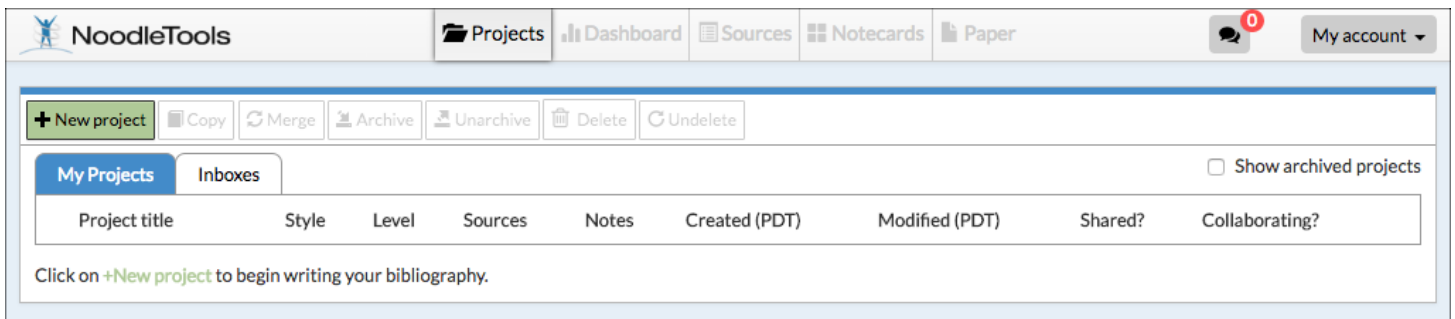
- I am a student or library patron
- ● I am a teacher or librarian

Expected year of graduation: Not Applicable ⇕

Choose a Personal ID ⓘ

[Personal ID]

[CHECK AVAILABILITY]

[Password]

[Retype Password]

Easy Login Retrieval ⓘ

[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 · 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?

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.
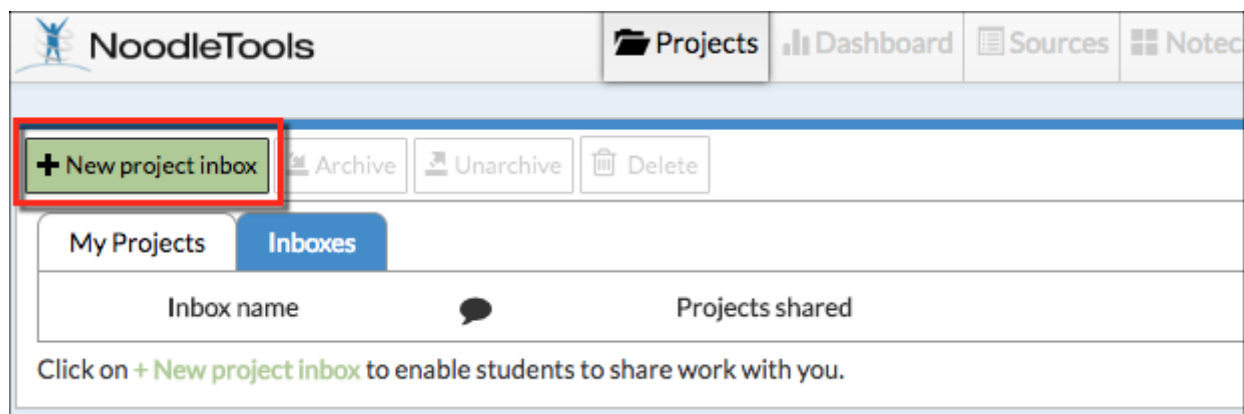
How to create a new project and add sources and notecards

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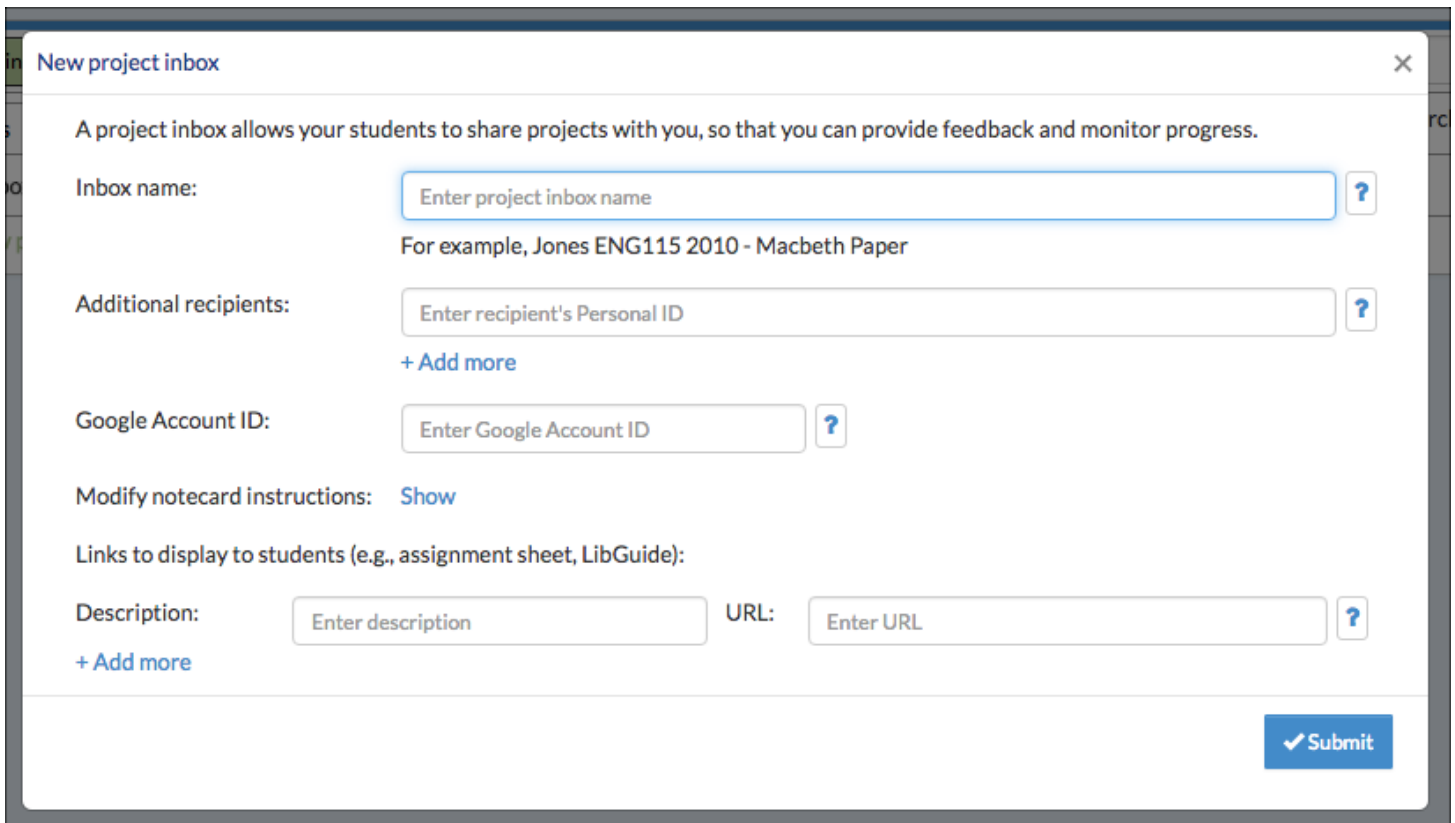
How to set up a project inbox to receive student work and provide feedback

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**.

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)."

See "**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.