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

At the **Sign In page** **(https://my.noodletools.com/logon/signin)** you have two options:
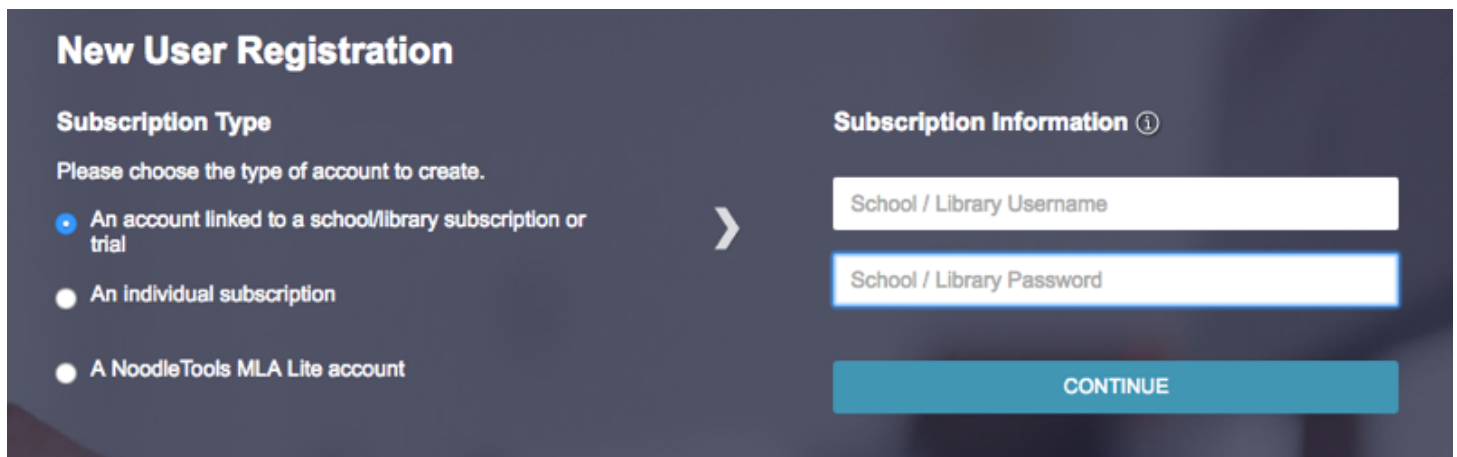
Option 1: If you are a new NoodleTools user, click **Register** to create a new account**.**

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 start a new project and a source list" 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 that your teacher or librarian provided.

Click **Continue** and fill out information for your account. Click **Register**.

About You

○ I am a student or library patron
○ I am a teacher or librarian
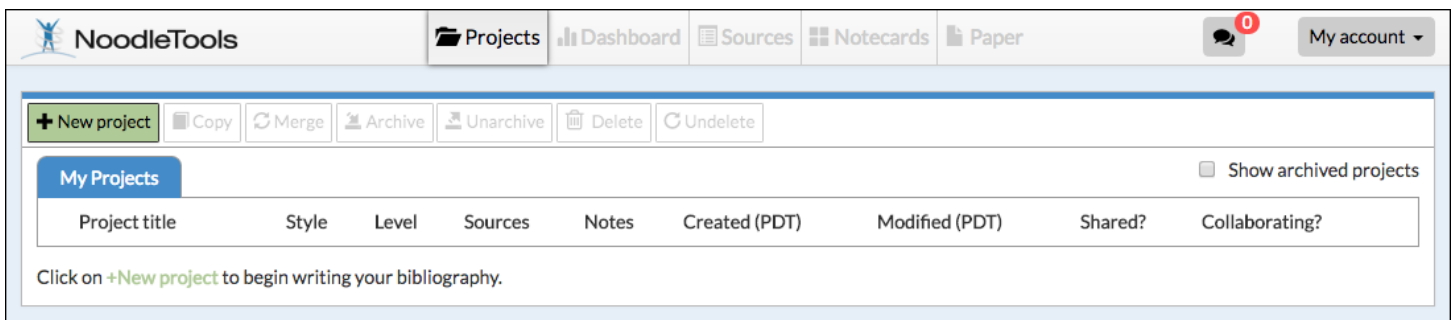
Expected year of graduation: [▲▼]

Choose a Personal ID ⓘ

[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:

Go to the next section to learn how to start a new project.

How to start a new project and a source list

1. On the Projects screen, click **New project**.
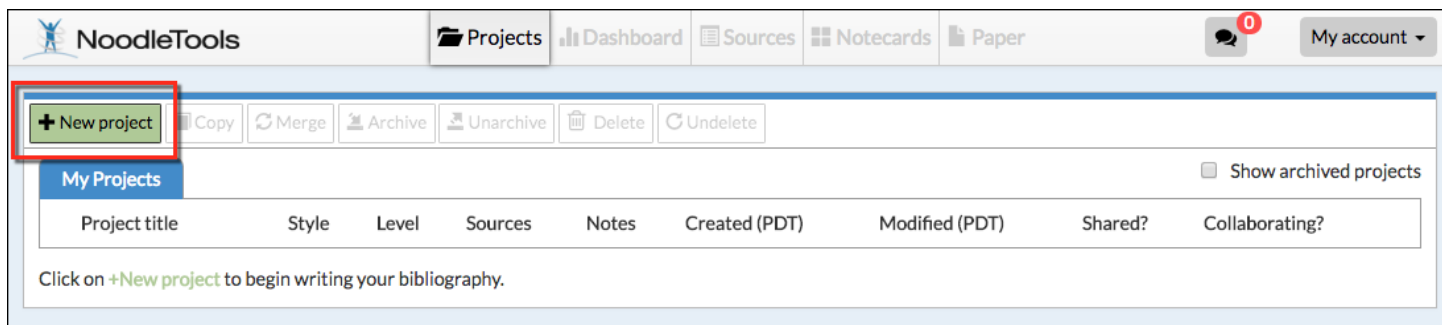
2. On the Create a New Project screen that pops up, enter a name for your project and select the appropriate citation style and level. Click **Submit**. NOTE: Once you create a project, you will be able to switch seamlessly between styles and levels. So what you set up now can be changed later with one click.

3. The Dashboard screen appears. The Dashboard organizes your work environment for effective research. You can see assignments, create to-do lists, submit work, and act on feedback from teachers in an organized way, and 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. The lessons are differentiated based on which level you are in: Starter, Junior, or Advanced. 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. If your source is a book, you can locate the book in **WorldCat** (via an ISBN number or title/author search) and it will automatically fill in the form with the book's details, checked and revised for accuracy by NoodleTools.
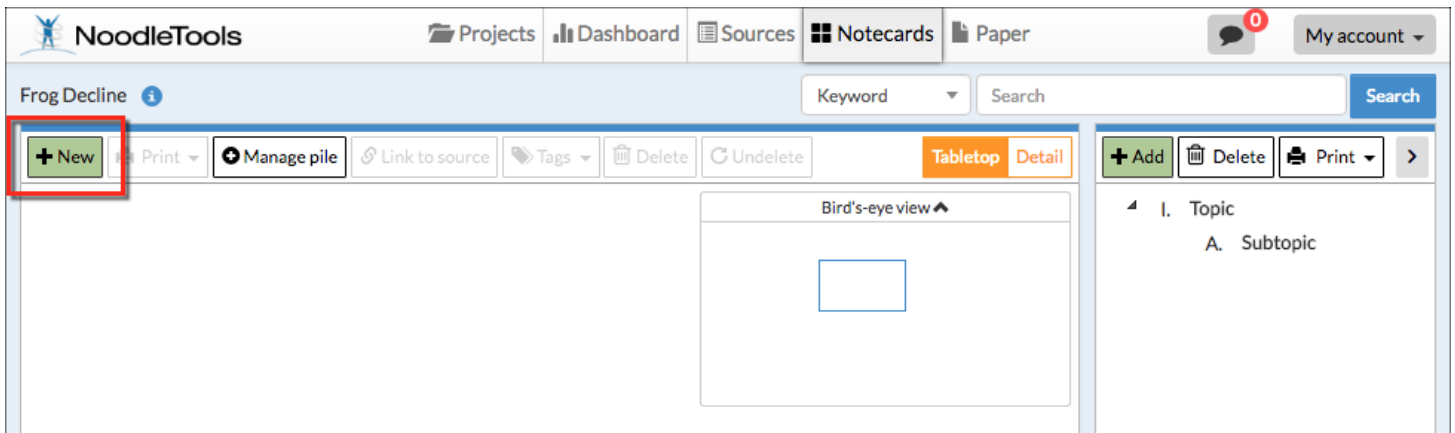
9. After you finish entering information about your source, click **Submit** to save your new citation.
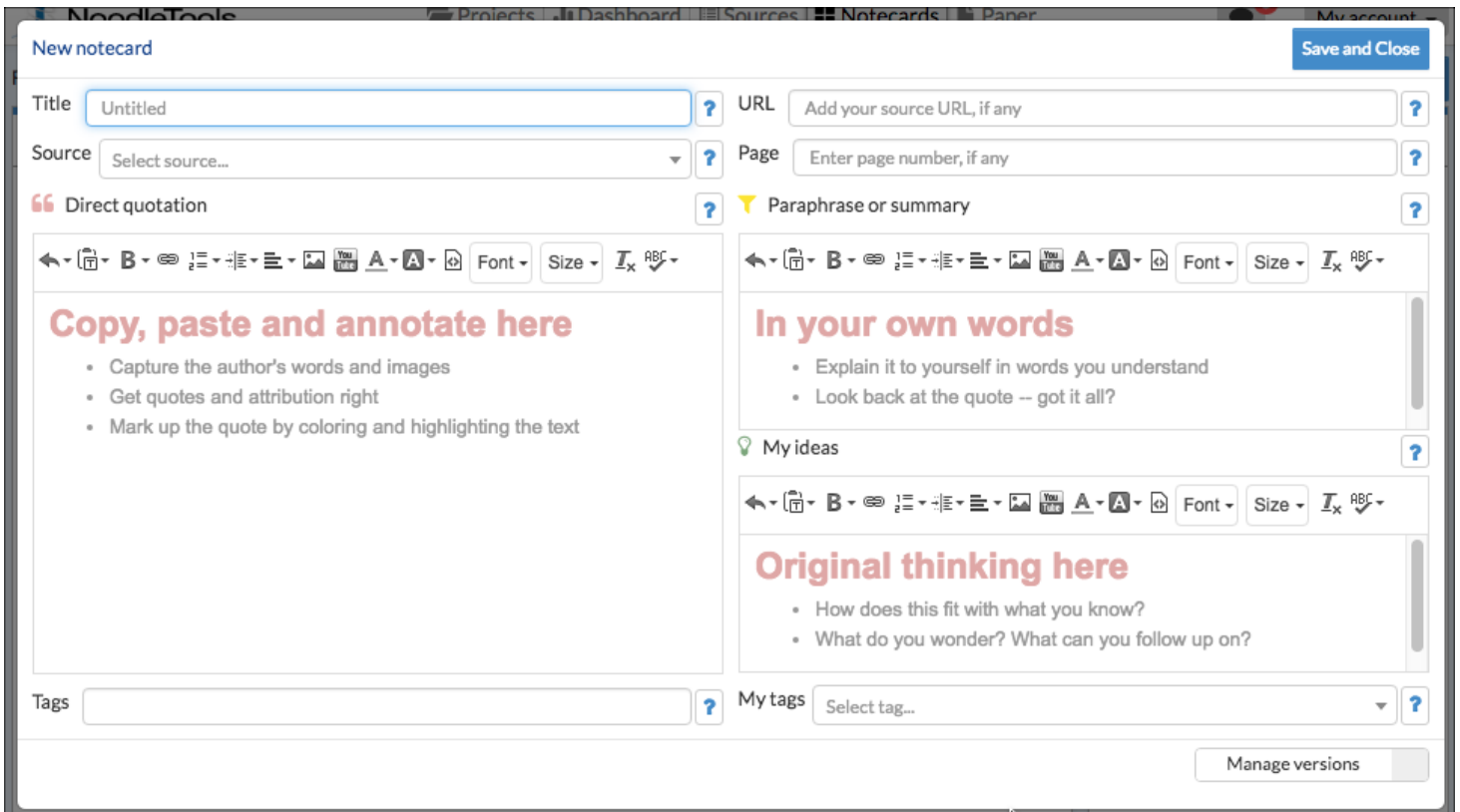
How to create notecards

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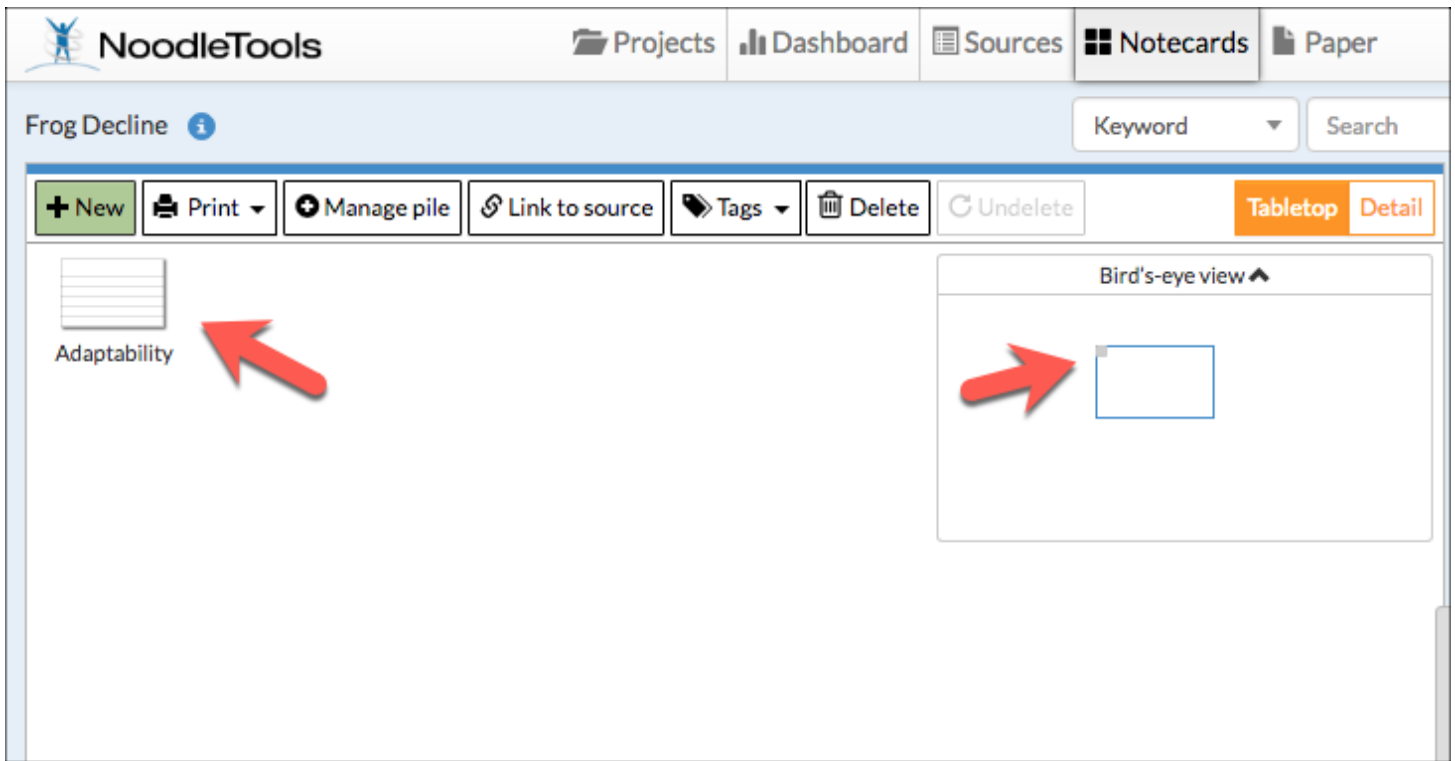
2. On the Notecard Tabletop, click **New**.

3. Input notes about your source.

4. 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.
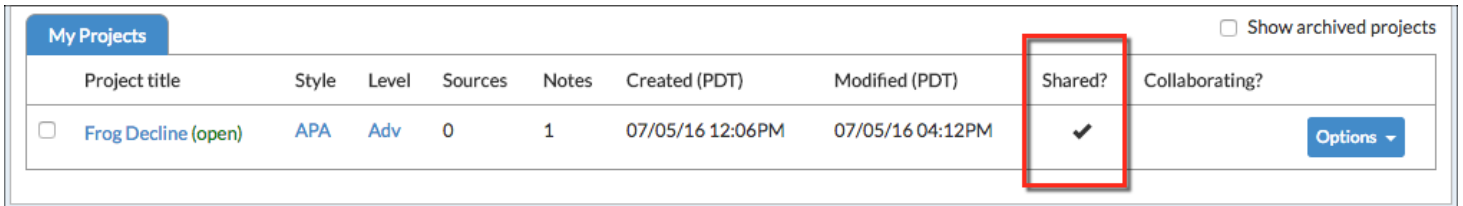

3. Enter your name so that your teacher can identify you (if not clear from your username).

4. If you already linked a Google Doc to your project via Paper in the top navigation, you can check **Share linked Google Doc**.

5. Click **Done**.

6. On the Dashboard screen you will now see the inbox's name under **Project inbox**.

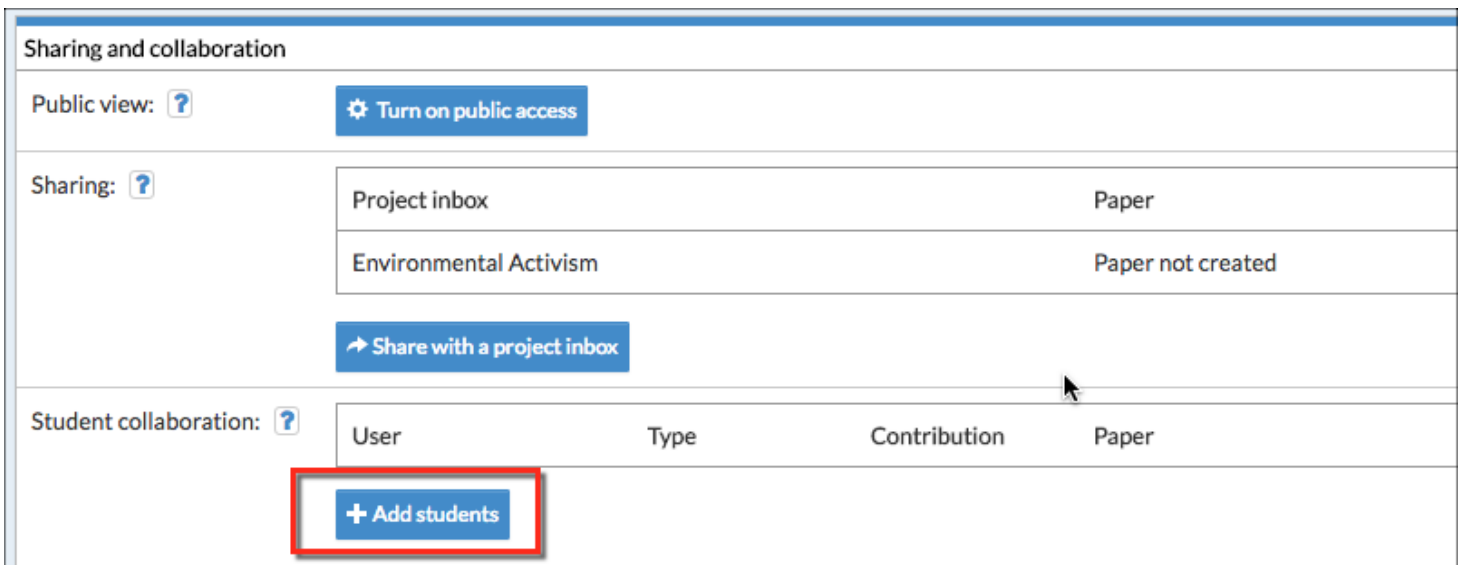7. On the Projects screen, you will see a checkmark in the **Shared?** column.

How to set up a project collaboration with your classmates

1. On the project's Dashboard screen, under **Student Collaboration**, click **Add students**.

2. In the field that opens up, enter the collaborator's Personal ID. You can select **Full collaborator** if you wish to allow full add/edit/delete access, or **Peer-**

reviewer if you want to share it as read-only (with just the ability to receive comments). If you need to add more collaborators, click **Add more**.

3. Click **Done**.

4. All collaborators added are displayed on the dashboard for the project.