

# NoodleTools Quick Guide for Students

Modified on: Mon, Jul 25, 2016 at 10:27 AM

## 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:

The screenshot shows the NoodleTools Sign In page. On the left, there is a 'Sign In' section with a 'Personal ID' field, a 'Password' field, a 'Remember me' checkbox, and a 'SIGN IN' button. Below this is a 'Register' section with a 'REGISTER' button. A red circle with the number '1' is placed over the 'Register' button. On the right, there is an 'Access via Google for Education' section with a 'Google Account Email' field and a 'SIGN IN' button. A red circle with the number '2' is placed over the 'SIGN IN' button. At the bottom center, there is an 'OR' button.

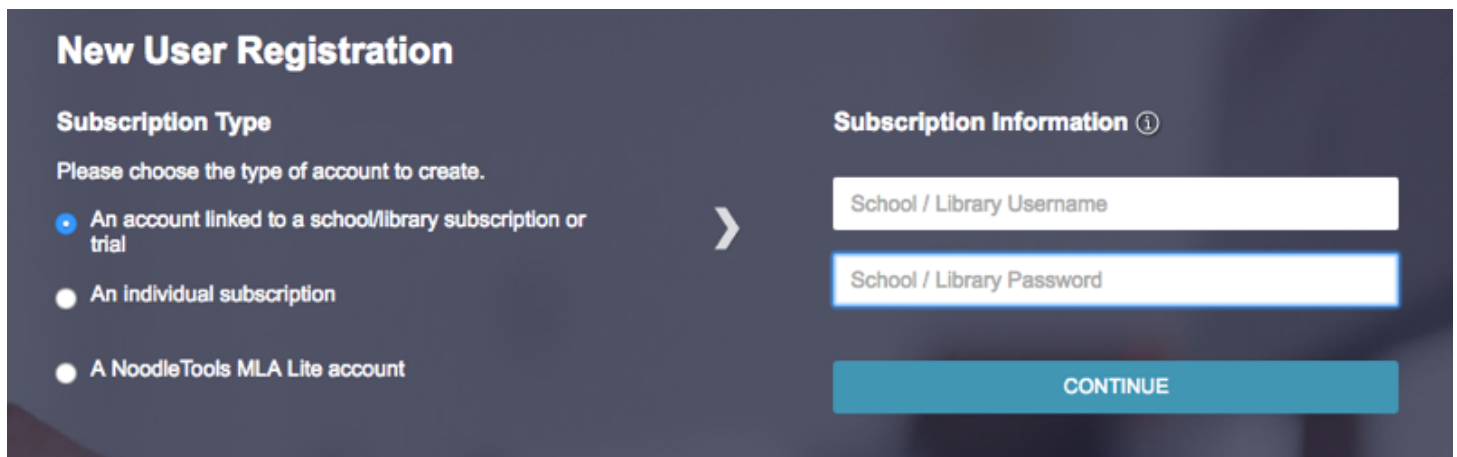
Option 1: If you are a new NoodleTools user, click **Register** to create a new account.

**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.



The screenshot shows a registration form titled "New User Registration" on a dark background. On the left, under "Subscription Type", there are three radio button options: "An account linked to a school/library subscription or trial" (selected), "An individual subscription", and "A NoodleTools MLA Lite account". A right-pointing chevron is between the options and the input fields. On the right, under "Subscription Information", there are two text input fields: "School / Library Username" and "School / Library Password". Below these fields is a teal "CONTINUE" button.

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:

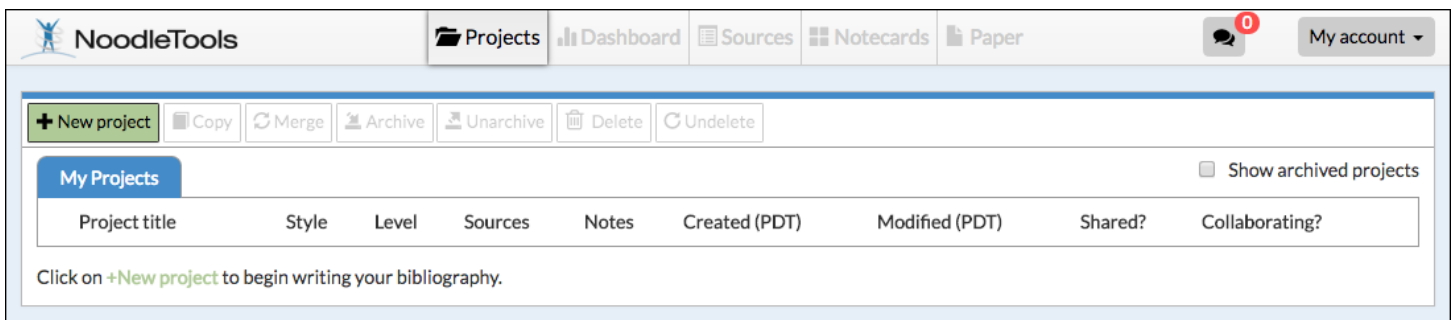
**Choose a Personal ID** ⓘ

**CHECK AVAILABILITY**

**Easy Login Retrieval** ⓘ

**REGISTER**

After you register, you will see the Projects screen:



**NoodleTools** Projects Dashboard Sources Notecards Paper 0 My account

**+ New project** Copy Merge Archive Unarchive Delete Undelete

**My Projects**  Show archived projects

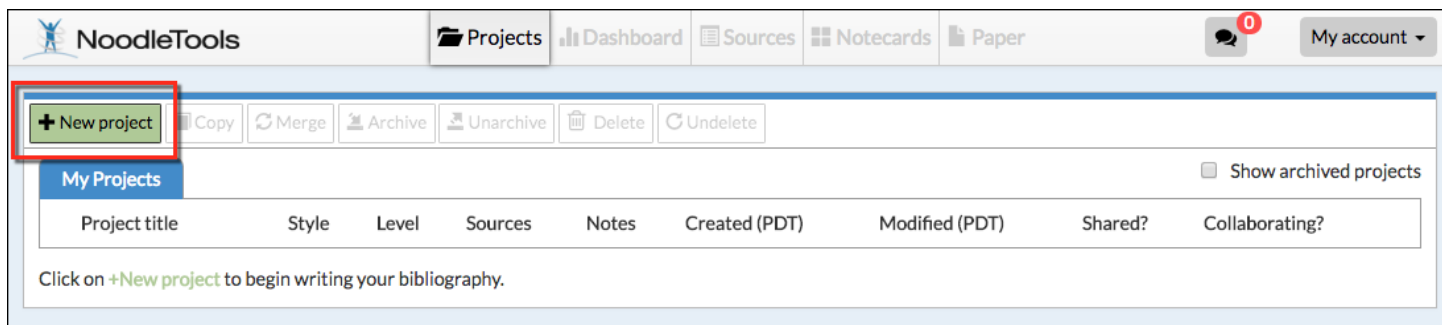
Project title	Style	Level	Sources	Notes	Created (PDT)	Modified (PDT)	Shared?	Collaborating?
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Click on **+New project** to begin writing your bibliography.

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.

The screenshot shows the NoodleTools interface for a project named "Frog Decline". The navigation bar at the top includes "Projects", "Dashboard", "Sources", "Notecards", and "Paper". The "Project details" section contains the following information:

- Research question: [Click to edit]
- Thesis / Main claim / Hypothesis: [Click to edit]
- History: Project created : 07/05/16 12:06PM | Updated : 07/05/16 01:16PM | [30-day log of work done on this project](#)
- Paper: [Start paper in Google Docs](#)
- Links:

The "Sharing and collaboration" section includes:

- Public view: [Turn on public access](#)
- Sharing: [Project inbox](#) and [Paper](#). A button [Share with a project inbox](#) is also present.
- Student collaboration: A table with columns "User", "Type", "Contribution", and "Paper". A button [Add students](#) is located below the table.

The "To-do list" section has a checkbox for "Show completed to-do items" and a table with columns "To-do items", "Due date", and "Completed (PDT)". A button [Add to-do item](#) is located to the right of the table.

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

The screenshot shows the NoodleTools navigation bar with the "Sources" tab highlighted by a red box. The navigation bar includes "Projects", "Dashboard", "Sources", "Notecards", and "Paper". The "Sources" tab is the active tab, and the "Add comment" button is visible in the top right corner.

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

NoodleTools Projects Dashboard Sources Notecards Paper My account

Frog Decline

## APA References

+ Create new

Analysis

Notecard disp

Media Typ

Create new citation

Where is it?

Database Website Print or in-hand Viewed/heard live File, app, e-book Other

What is it?

Blog	Reference Source	Conference Proceedings
Electronic Mailing List	Religious Work	Dissertation or Thesis
E-Mail	Report (Technical/Research)	Historical Work in an Archive
Microblog (Tweet, Status Update)	Reprinted Article	Letter or Memo
Newsgroup	Advertisement or Commercial	Review
Software	Audio Clip (Online)	Unpublished Paper or Data
Web Forum (Message Board)	Audio Podcast	Court Case
<b>Web Page</b>	Cartoon or Comic Strip	Government Publication
Wiki	Chart, Table, Infographic (Born Digital)	State Bill or Resolution
Conference Proceedings	Film or Video Recording	State Committee Hearing/Testimony
Journal	Map or Chart (Born Digital)	State Report or Document
Magazine	Map or Chart, Published or in an Archive	State Statute
Newsletter	Musical Score or Libretto	U.S. Bill or Resolution
Newspaper	Photo or Illustration	U.S. Committee Hearing/Testimony
Reprinted Article	Photo or Image (Born Digital)	U.S. Congressional Debate
Anthology/Collection	Radio Program	U.S. Constitution
Bible	Sound Recording (CD, Record, etc.)	U.S. Executive Order/Proclamation
Book	Television Program	U.S. Patent
Conference Proceedings	Video Clip (Online)	U.S. Report or Document
Pamphlet or Brochure	Video Podcast	U.S. Rule or Regulation
Press Release	Work of Visual Art	

Electronic/Online
Nonperiodicals
Unpublished

Periodicals
Audio, Video, Images
Legal and Government Sources


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.

The screenshot shows a web browser window titled "Show Me: Web Site (Jr.)" with a "Close" button. The main content is a FactCheck.org article titled "Does Immigration Cost Jobs?" with the subtitle "Economists say immigration, legal or illegal, doesn't hurt American workers." The article includes a "Summary" section and an "Analysis" section. To the right of the article is a sidebar with the heading "How do I evaluate the credibility of the author's argument?" and a list of questions: "What is the author's purpose (e.g., persuade, inform, describe)? How do you know?", "What is the author's thesis or main idea?", "How strong is the evidence supporting the claims?", "Does the author consider other views?", "Whose perspective might be missing?", and "Do the conclusions follow logically from the analysis? Could I interpret things differently?". Below these questions is another heading "How does this source fit?" with two more questions: "Does this source add a different point of view?" and "Does this make sense, given what I already know?". At the bottom of the browser window, there is a navigation bar with several small thumbnail images of other web pages.

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.

**Citing:** Chapter or Section  **from:** Book

**Quick cite:** [Copy & paste a citation](#) **Import:** ISBN   

**Print** | **Web Site** | **Database** | **eBook File** | **Microform**

DOI:

**Chapter or Section** **Change to:** Select...

**Leave this section blank** if (a) you are citing the entire book, or (b) the author of the chapter/part is also the author and only contributor to the book as a whole.

Contributors to section:

Role	First name	Middle name	Last name or group	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[+ Add another contributor](#)

Type of chapter/section:

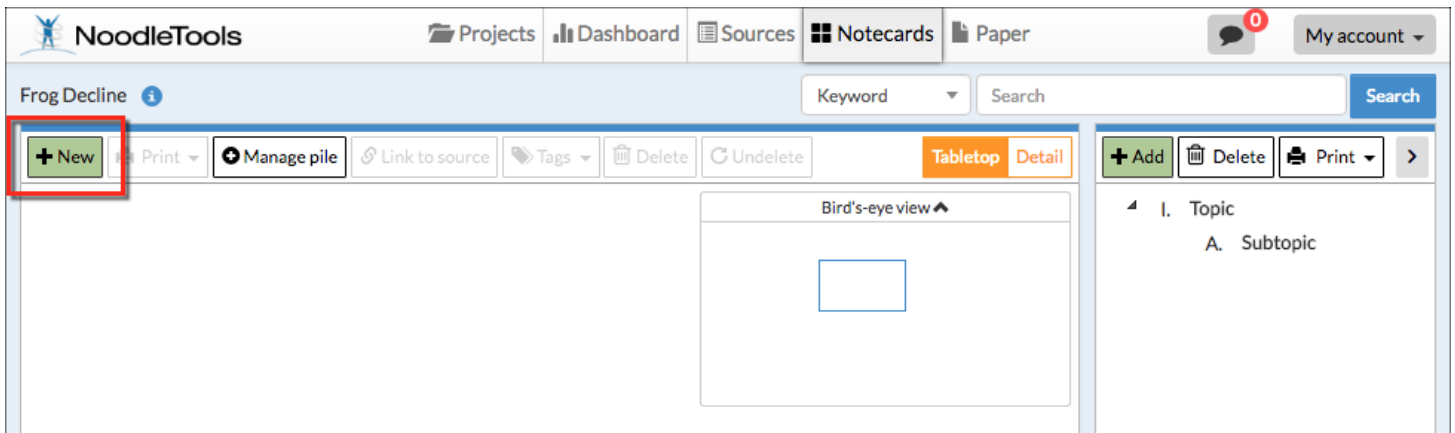
Section title:

9. After you finish entering information about your source, click **Submit** to save your new citation.

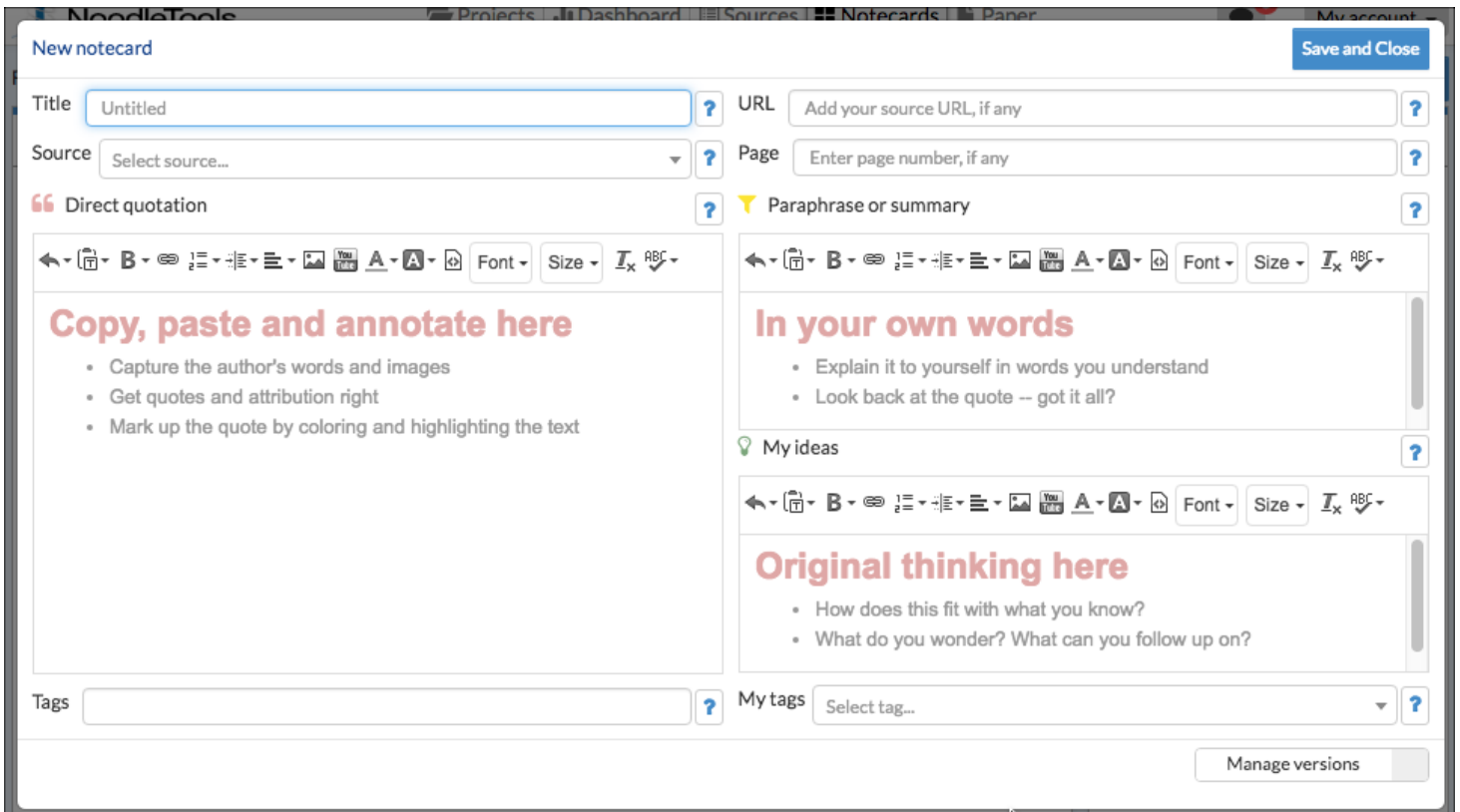
## How to create notecards

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

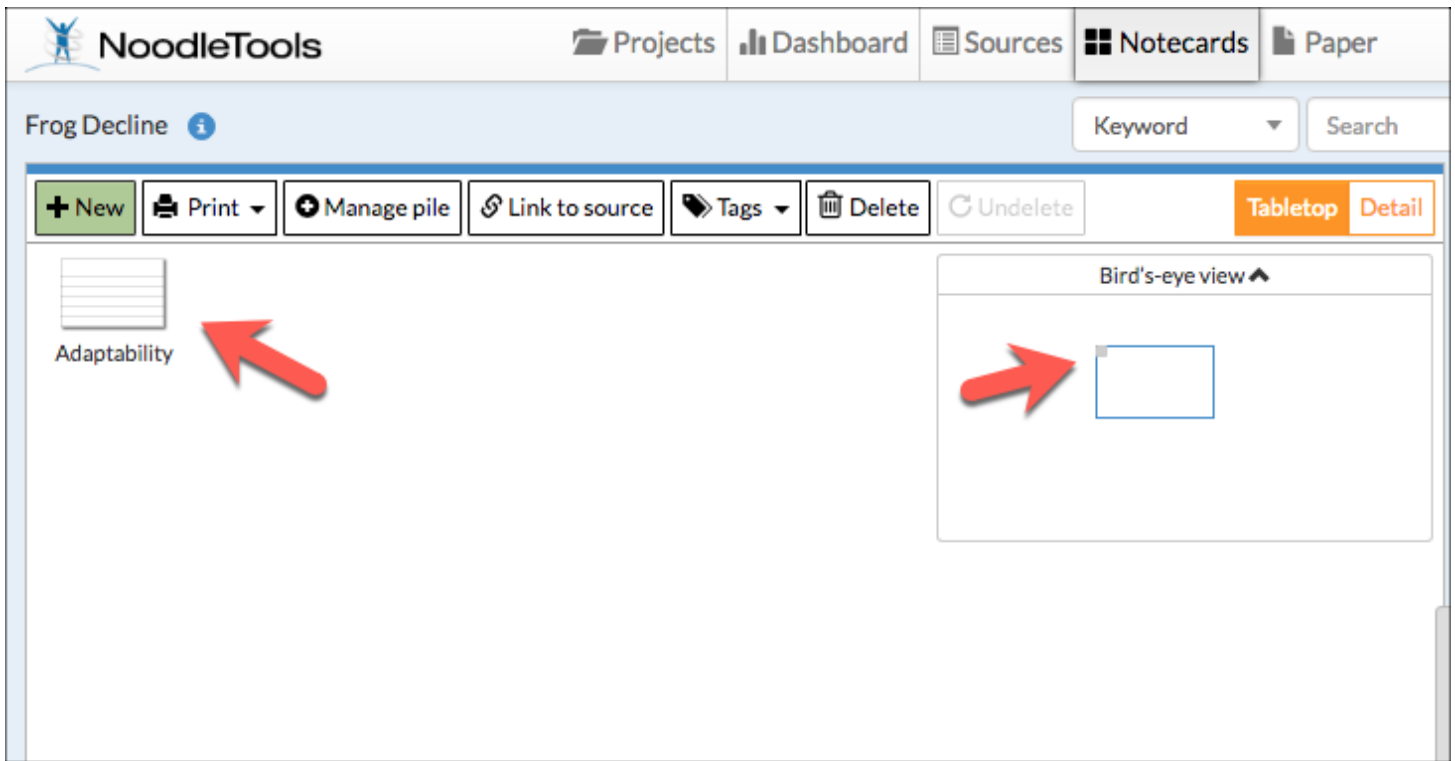




3. Input notes about your source.



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**.

Sharing and collaboration

Public view: ? [Turn on public access](#)

Sharing: ? Project inbox Paper

[Share with a project inbox](#)

Student collaboration: ?

User	Type	Contribution	Paper
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[+ Add students](#)

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.

Sharing and collaboration

Public view: ? [Turn on public access](#)

Sharing: ? Project inbox Paper

[Share with a project inbox](#)

Project inbox: Environmental Activism

Your name: Environmental Activism [Ms. Andersen]  
ENTER YOUR NAME

Share linked Google Doc

[Done](#) [Close](#)

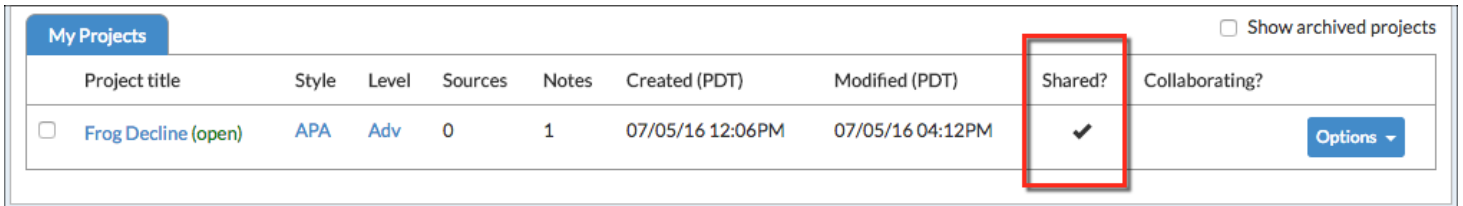
3. Enter your name so that your teacher can identify you (if not clear from your username).

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.

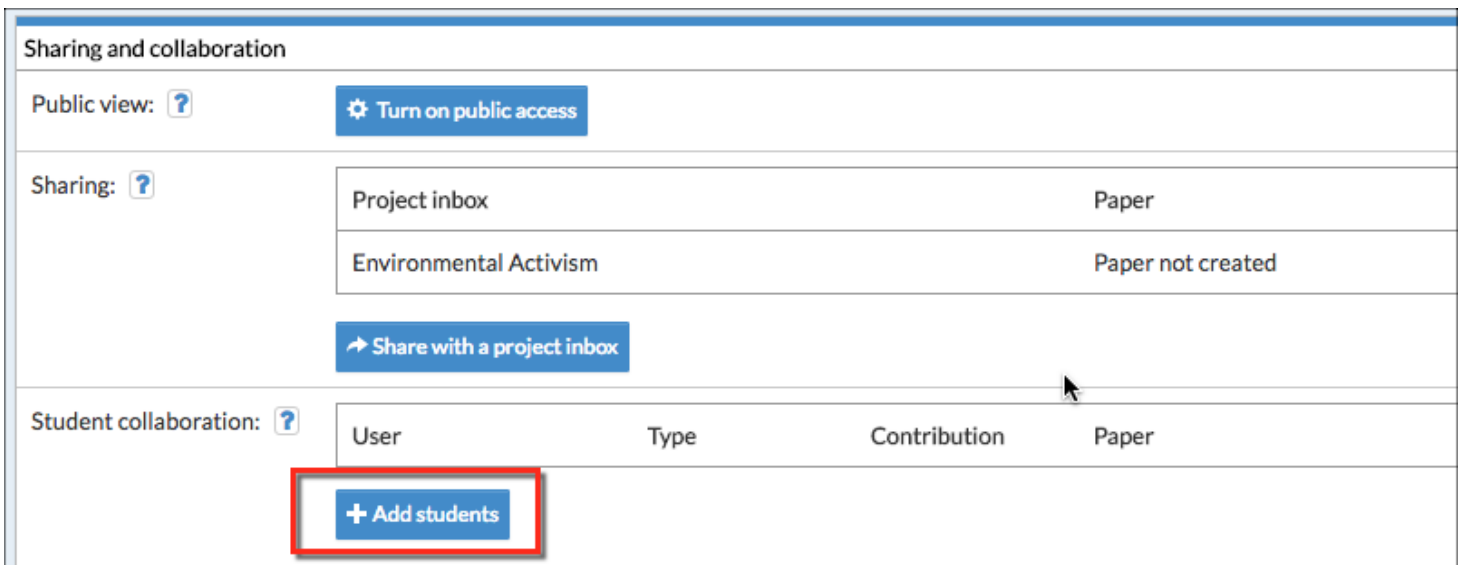


The screenshot shows a table titled "My Projects" with a "Show archived projects" checkbox in the top right. The table has columns for Project title, Style, Level, Sources, Notes, Created (PDT), Modified (PDT), Shared?, and Collaborating?. A single row is visible for the project "Frog Decline (open)", which has a checkmark in the "Shared?" column. An "Options" button is located at the end of the row.

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	✓	

## How to set up a project collaboration with your classmates

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



The screenshot shows the "Sharing and collaboration" settings page. It includes sections for "Public view" (with a "Turn on public access" button), "Sharing" (with a table of shared items), and "Student collaboration" (with a table of collaborators and an "Add students" button highlighted with a red box).

Project inbox	Paper
Environmental Activism	Paper not created

User	Type	Contribution	Paper
<input type="button" value="+ 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**.

Student collaboration: ?

User	Type	Contribution	Paper
<a href="#">+ Add students</a>			
<input type="text" value="ptsweeney"/>	<input checked="" type="radio"/> Full collaborator ?	<input type="radio"/> Peer-reviewer ?	
<a href="#">+ Add more</a>			
<a href="#">✓ Done</a> <a href="#">✕ Close</a>			

3. Click **Done**.

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

Student collaboration: ?

User	Type	Contribution	Paper
You	Full collaborator	0   1   0	No Google ID
ptsweeney	Full collaborator	0   0   0	Paper not created <a href="#">Remove</a>
<a href="#">+ Add students</a>			