

# 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

## 1. 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** ⓘ

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 G Suite / Office 365**

If your school uses G Suite for Education or Office 365 to access NoodleTools, sign in here:

Enter your Google or Office 365 email

Sign In with Google Sign In with Office 365

**Access via Clever**

Sign In with Clever

2

OR

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

**OR**

**Option 2:**

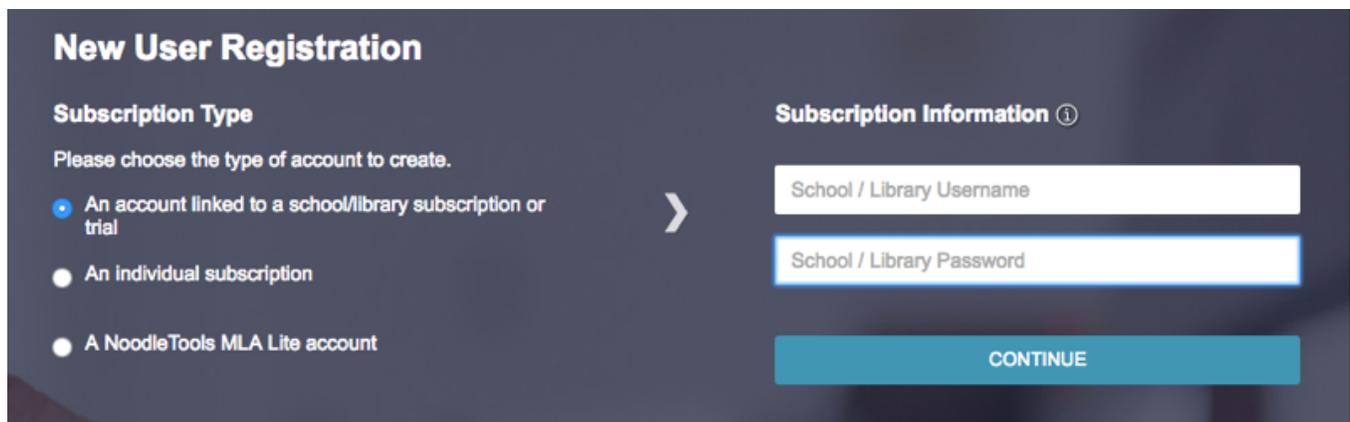
If your school has **Google Apps for Education** and has installed the NoodleTools app there, enter your Google account email in the field on the right and click **Sign In**.

If your school has **Office 365**, enter your Office account email in the field on the right and click **Sign In**.

If your school has **Clever**, click **Sign In with Clever**.

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 "New User Registration" form with two main sections. The "Subscription Type" section on the left has 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". A right-pointing chevron arrow is positioned between the two sections. The "Subscription Information" section on the right contains two 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. Be sure to select "I am a teacher or librarian." Click **Register**.

**About You**

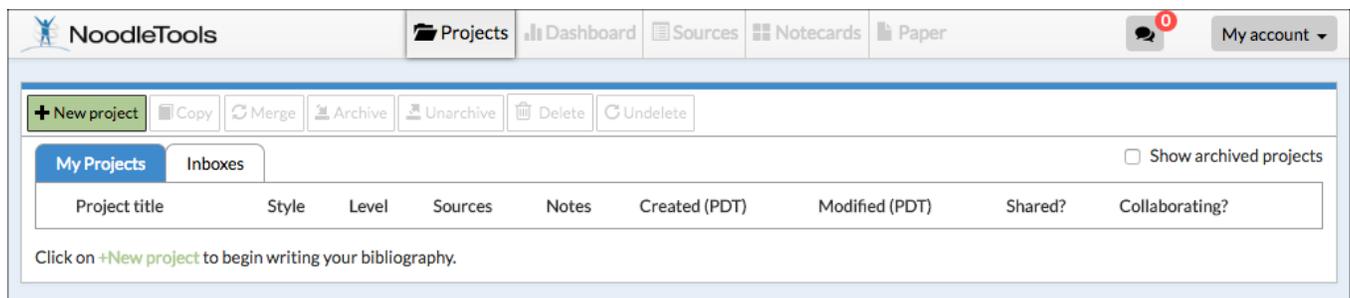
I am a student or library patron  
 I am a teacher or librarian

Expected year of graduation:

**Choose a Personal ID** ⓘ

**Easy Login Retrieval** ⓘ

After you register, you will see the Projects screen:



The screenshot shows the NoodleTools interface. At the top, there's a navigation bar with 'NoodleTools' logo and several menu items: 'Projects', 'Dashboard', 'Sources', 'Notecards', and 'Paper'. On the right side of the navigation bar, there's a notification icon with a red circle containing the number '0' and a 'My account' dropdown menu. Below the navigation bar is a toolbar with several action buttons: '+ New project' (highlighted in green), 'Copy', 'Merge', 'Archive', 'Unarchive', 'Delete', and 'Undelete'. The main content area has two tabs: 'My Projects' (which is active) and 'Inboxes'. Below the tabs is a table with the following columns: 'Project title', 'Style', 'Level', 'Sources', 'Notes', 'Created (PDT)', 'Modified (PDT)', 'Shared?', and 'Collaborating?'. To the right of the table, there is a checkbox labeled 'Show archived projects'. At the bottom of the main content area, there is a text prompt: '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.

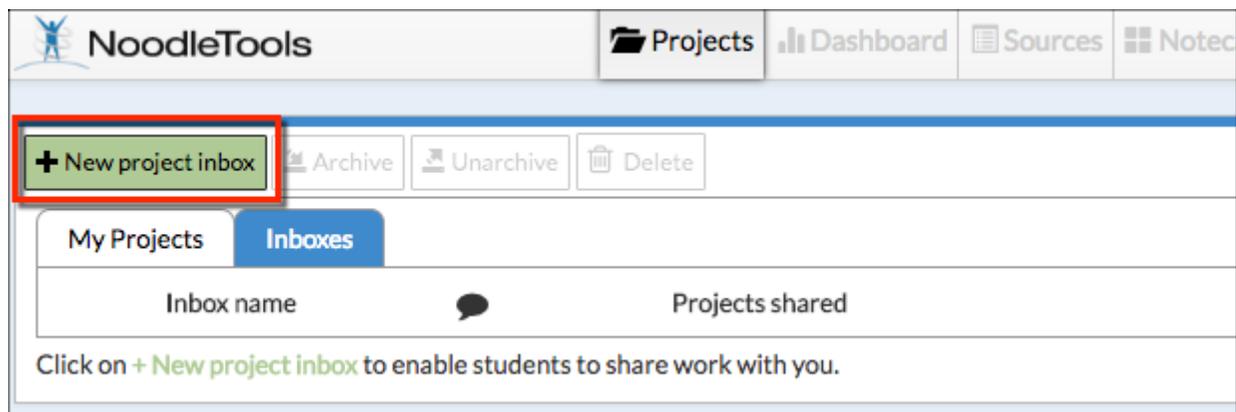
## 2. How to create a new project and add sources and notecards

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>)."

## 3. 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**.

**New project inbox** [X]

A project inbox allows your students to share projects with you, so that you can provide feedback and monitor progress.

**Inbox name:**  ?  
For example, Jones ENG115 2010 - Macbeth Paper

**Additional recipients:**  ?  
[+ Add more](#)

**Google Account ID:**  ?

**Modify notecard instructions:** [Show](#)

**Links to display to students (e.g., assignment sheet, LibGuide):**

**Description:**  **URL:**  ?  
[+ Add more](#)

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>)."

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>)" to understand the process by which students submit their projects to the inbox.