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) 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 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).

Click **Continue** and fill out information for your account. Be sure to select "I am a teacher or librarian." Click **Register**.
After you register, you will see the Projects screen:

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)."

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.
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.