

NoodleTools Quick Guide for Students

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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

1. How to create a new account

At the **Sign In page** (<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 2

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

OR

Access via Clever

Sign In with Clever

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

OR

Option 2:

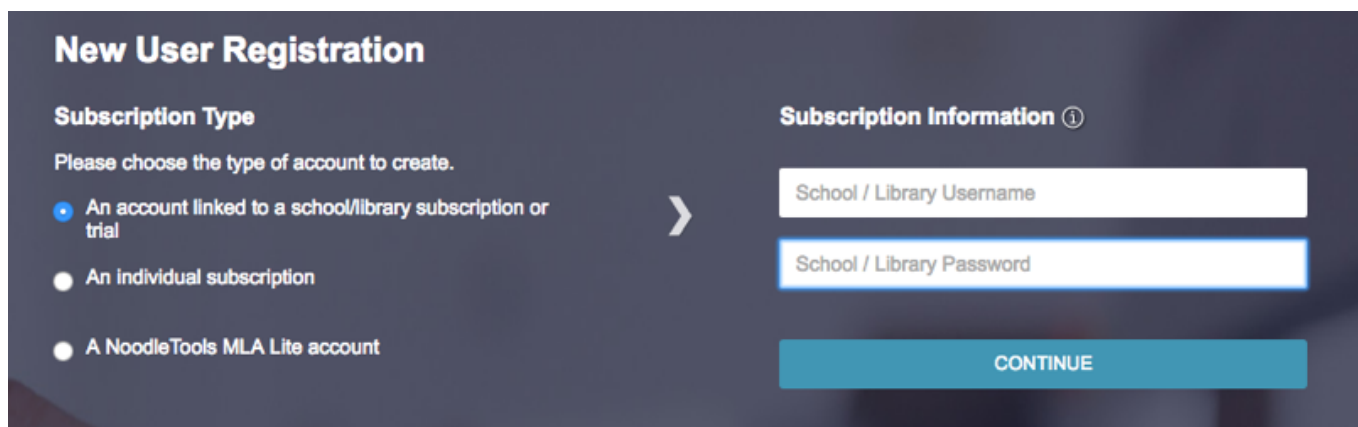
If your school has **Google Apps for Education** and has installed the NoodleTools app there, enter your Google account email in the field on the right and click **Sign In**.

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, 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 image shows a 'New User Registration' form with a dark blue 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 large right-pointing arrow is between the two sections. 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.

New User Registration

Subscription Type
Please choose the type of account to create.

- ☒ An account linked to a school/library subscription or trial
- ☐ An individual subscription
- ☐ A NoodleTools MLA Lite account

Subscription Information ⓘ

School / Library Username

School / Library Password

CONTINUE

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 ^①

CHECK AVAILABILITY

Easy Login Retrieval ^①

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

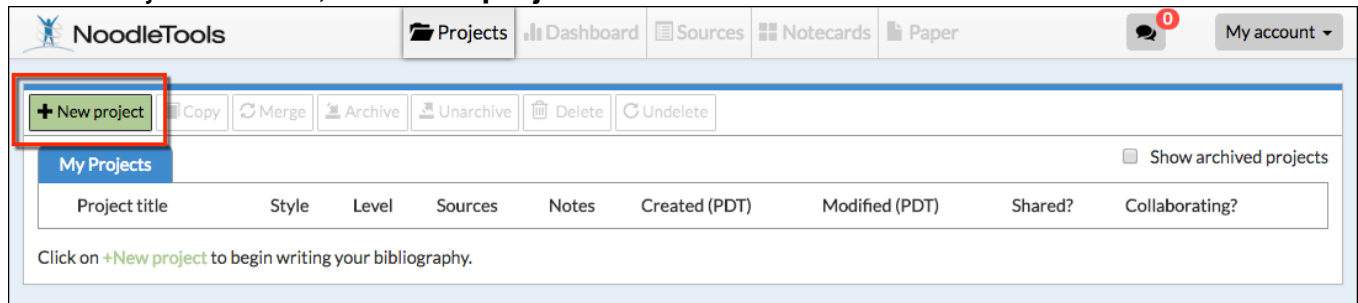
My Projects ☐ Show archived projects

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

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

2. 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.

Create a new project

Project title

For example, "History 101 report on George Washington"

Citation style

- ☐ MLA (MLA Handbook, 8th ed.)
- ☐ APA (APA Publication Manual, 6th ed.)
- ☐ Chicago/Turabian (Chicago Manual of Style, 16th ed.)

Citation level:

- ☐ Starter: Introduction to citing sources with 6 basic forms
- ☐ Junior: A small set of simplified citation forms
- ☐ Advanced: Comprehensive coverage of the style guides, 70+ forms

Submit

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.

NoodleTools Projects Dashboard Sources Notecards Paper

Frog Decline 0 My account ▼

+ Add comment

Project details

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:

Sharing and collaboration

Public view: ? ⚙️ Turn on public access

Sharing: ? Project inbox Paper

➔ Share with a project inbox

Student collaboration: ?

User	Type	Contribution	Paper
+ Add students			

To-do list ☑️ Show completed to-do items

To-do items	Due date	Completed (PDT)
+ Add to-do item		

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

NoodleTools Projects Dashboard Sources Notecards Paper

Frog Decline 0 My account ▼

+ Add comment

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 display

Media Type

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
Web Page	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.



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 **Submit** **Cancel**

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



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"/>

+ Add another contributor

Type of chapter/section:

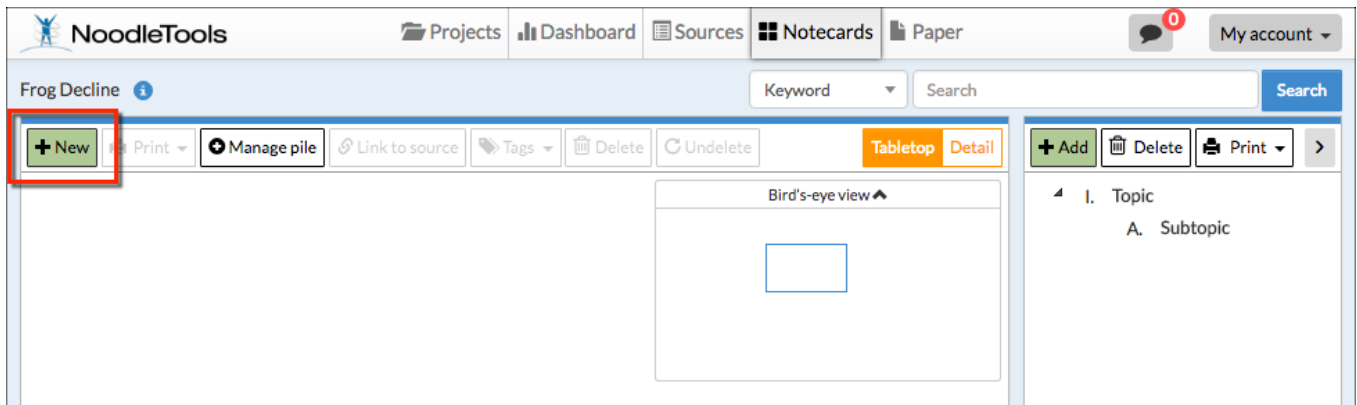
Section title:

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

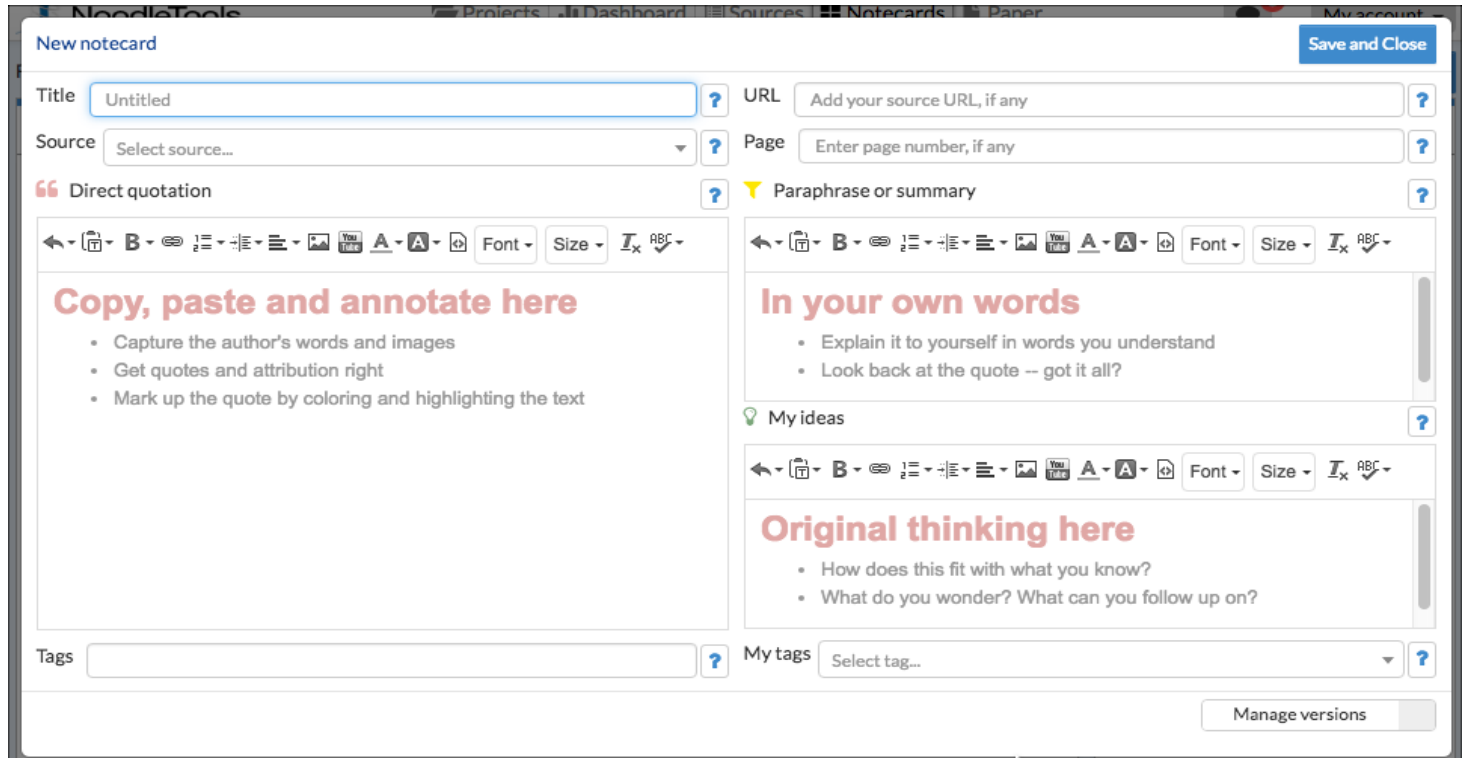
3. How to create notecards

1. Click **Notecards** in the navigation bar at top.

2. On the Notecard Tabletop, click **New**.

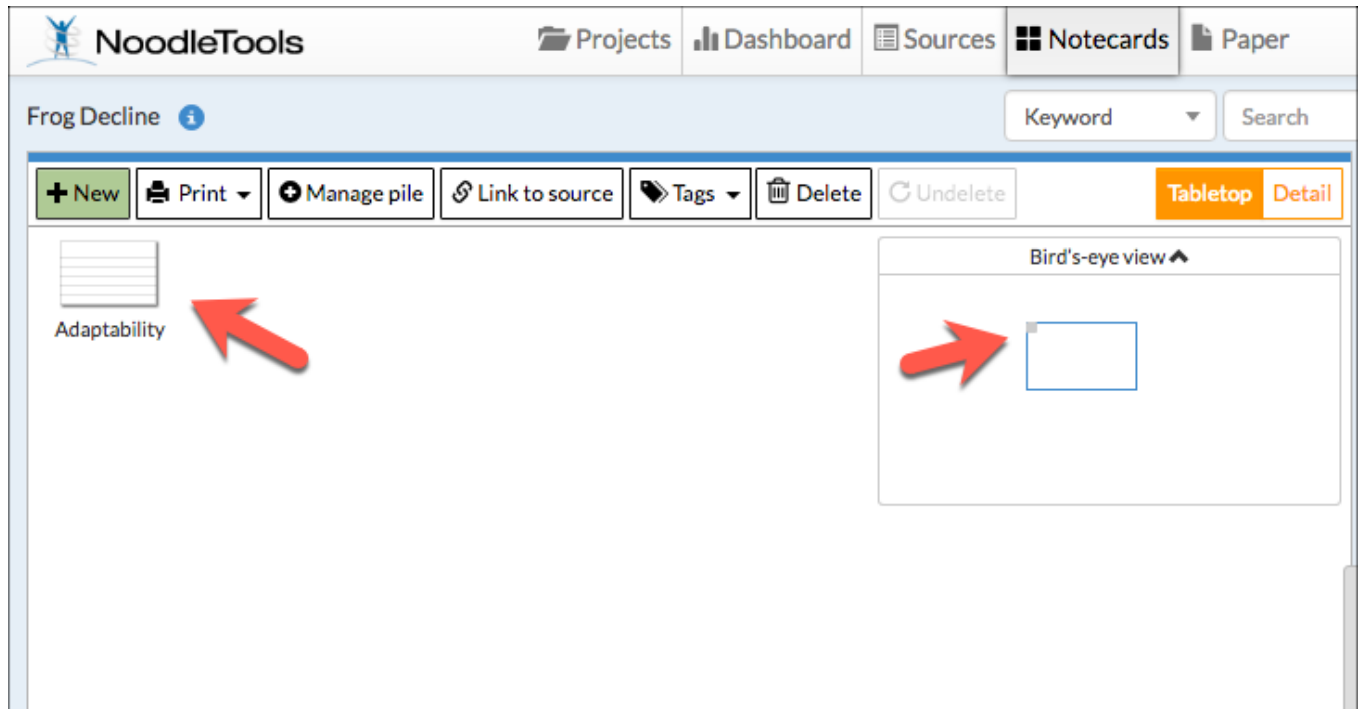


3. Input notes about your source.



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.

4. 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
+ 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]

☐ 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.

My Projects								<input type="checkbox"/> Show archived projects	
	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	<input checked="" type="checkbox"/>	Options ▾

5. How to set up a project collaboration with your classmates

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

Sharing and collaboration

Public view: ?

Turn on public access

Sharing: ?

Project inbox

Paper

Environmental Activism

Paper not created

Share with a project inbox

Student collaboration: ?

User	Type	Contribution	Paper
<div>+ Add students</div>			

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
<div>+ Add students</div> <div> <div>ptsweeney</div> <div> <input checked="" type="radio"/> Full collaborator ? <input type="radio"/> Peer-reviewer ? </div> </div> <div>+ Add more</div> <div> <div>✓ Done</div> <div>✕ Close</div> </div>			

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

+ Add students

Remove