NoodleTools Quick Start Guide

For Students & Teachers

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To open an account, go to NOODLETOOLS.COM, select register.

Librarian, please add your school’s info:
User: _________________
Password: _______________

Select Teacher OR Student and follow instructions. For your Personal ID, you may wish to use your school email address.
CREATING A NEW PROJECT:

Start your project title with your last name (ex: Smith Career research)

Follow your teacher’s instructions on citation style and level. For beginners, MLA and Starter are good choices. Click SUBMIT.

WARNING: NoodleTools hates the BACK key in your browser … it may not take you to the previous page and you will lose whatever you typed. Click SUBMIT or DONE when you have entered data.
SHARING A PROJECT:

1. A project opens to its **Dashboard**. Use the top **Toolbar** to toggle between your sections (citations, notecards, and paper).
2. Enter your **Research Question** at the start of your project so your teacher knows what you’re researching.
3. Click **Start paper in Google Docs** so your essay will be connected to your NoodleTools project. Do this even if you already started your essay in another Google Docs. Then open your original essay and copy it all of it to this new Google Doc linked to NoodleTools. Delete your old essay and continue working only on the one linked to NoodleTools. You will still need to share the linked Google Doc with your teacher! (See next page.)
To share your project with your **teacher’s inbox**, click the blue **Share with a Project Inbox** tab and begin typing in the teacher’s last name. Select the correct inbox from the dropdown menu. Check the box to **Share linked Google Doc** and click **DONE**. You must do this, or the teacher won’t see your paper.

To share your project with **other students**, enter the student’s NoodleTools ID. Choose either Full Collaborator (they can make edits, additions and deletions) or Peer-Reviewer (they can view and make comments on your work, but cannot change anything). Click **DONE**.

Click **REFRESH** to see the changes you made.

NoodleTools has built-in **Help** options to guide you through the entire research process. Find the entire **Help** section in the top corner under **My Account**. If you want pop-up tips to help you, you can activate that feature by selecting **My Profile** and checking the appropriate boxes.
CREATE A SOURCE CITATION:

1. When you Create a New Citation to your source list, you will be prompted to describe the source.
2. Made a mistake? You can edit that description using the drop-down menu.
3. Step by step, fill in the blanks using the information from the source. Use the Help guide if you aren’t sure.
4. Students often confuse the name of the website and the publisher. The name of the website is often found at the top of the page, or by hovering the cursor over the browser tab.
5. The publisher of the site is usually found next to the © symbol, or on the homepage or “About Us” page. If you cannot identify the publisher, it is probably not a reliable source for a research project.
One of the benefits of using a database is that citations are created for you. When you find an article, look in the **Tools** section for “Citation Tools” or “Cite This”. Alternatively, you may find it at the bottom of the article.

Some databases let you **export the citation** right into your NoodleTools project. You may have to **disable the pop-up blocker** on your browser in order to export into your project.

If the **Export** feature isn’t offered, select (or copy) the entire citation; **choose the Quick Cite** option on the NoodleTools citation page and **paste it into the Manually-edited citation field**.
PRINTING YOUR SOURCES (WORKS CITED PAGE):

Works Cited pages follow specific formatting rules, so it's important that you keep the format intact when you print or attach your sources to your paper.

In the drop-down Print / Export menu on your Sources page, select Print / Export to Google Docs.

Your sources will appear as a separate Google Doc, titled “Sources for [your project name].” If you made annotations, they will automatically be included in your exported copy.

To attach this page to the last page of your essay, copy the entire page (CTRL-C). Open the Google Docs paper and scroll to the bottom of the last page. Add a page break (CTRL-ENTER) and paste (CTRL-V).
CREATING A NEW PROJECT INBOX (TEACHERS):

To create a Project Inbox, Select the **Inboxes** tab and **New Project Inbox**.

1. Begin with your last name when **naming your inbox** (e.g., Keyes Careers June 2017)
2. Optional: Add **staff collaborators** using their NoodleTools ID (they must have accounts set up before you can add them).
3. **Add your Google ID** (email) so you’ll be able to comment on shared papers
4. Optional: You may wish to **modify the notecard instructions** based on your particular assignment.
5. Optional: **Attach documents or links** associated with the assignment. Click **Submit**.
VIEWING YOUR INBOXES:

Click on the Inbox Name to see all the projects that have been shared to that inbox.

From this list of submitted projects, you can easily see each student's progress at a glance.

Click on the column titles to sort the projects by student name, project title, review status or modification status.
VIEWING INDIVIDUAL STUDENT PROJECTS – DASHBOARD:

① Click on an individual’s Project Title to view their project. That student’s name will appear here.

② Use this Toolbar to navigate through this student’s dashboard, sources (citations), notecards, and paper.

③ Check the student’s work history here.

④ If you are unable to see the student’s paper, check their Dashboard to see if it has been shared or created. If the paper hasn’t been started yet, have the student go to their dashboard and click Start Paper in Google Docs. If the paper was already started in Google Docs, have the student start a new Google Docs paper in NoodleTools and then copy their existing work into this new paper. Now all their work – notes, citations, and paper – are in one place. Make sure they delete their previous paper and only work with the newer version.
VIEWING INDIVIDUAL STUDENT PROJECTS – SOURCES (CITATIONS):

Under each source citation, you can add a Comment, Question, Action, Compliment or Grade. Save frequently used comments in your comment bank – this saves a lot of typing. (NOTE: At this point, you can edit comments, but you cannot delete them. That ability is coming with the next product upgrade).
VIEWING INDIVIDUAL STUDENT PROJECTS – NOTECARDS:

The Notecards tab opens in the Tabletop format. If you can't see notecards, you may need to move around the Bird's-eye view.

Most teachers like to switch to the Detail view. This will display the notecards in list format.

You can leave comments on individual notecards. Save frequently used comments to your Comment Bank.
In order to see a student paper, it must be shared with you first. Always instruct students to click **Start Paper in Google Docs** AND **Share linked Google Doc** as soon as they create their project.

If the paper was already started in Google Docs, have the student go to their dashboard and start a new Google Docs paper. Have them copy their existing work into this new paper. Now all their work – notes, citations and paper – are in one place. Make sure they delete their previous paper and only work with the newer version!

When you open the student’s paper in NoodleTools, you can **leave Comments** directly on the Google Doc.