

# NoodleTools

1

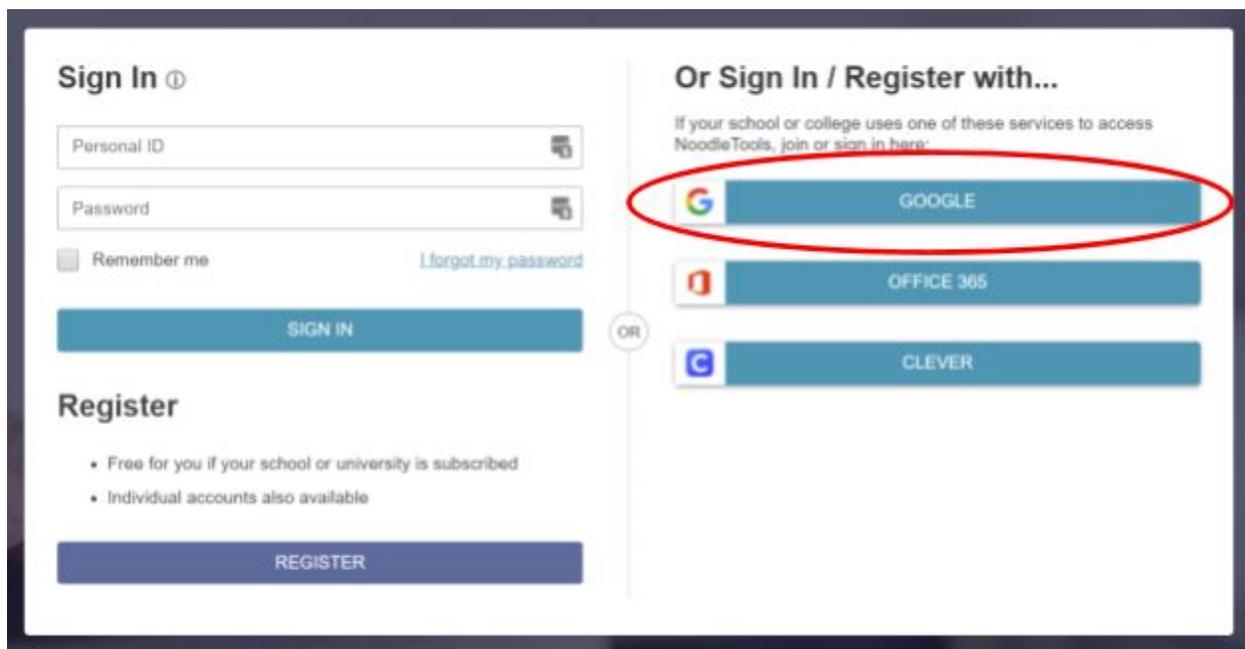
## How to Sign In

1. Go to the library website <https://lmc.lsr7.org/slms>

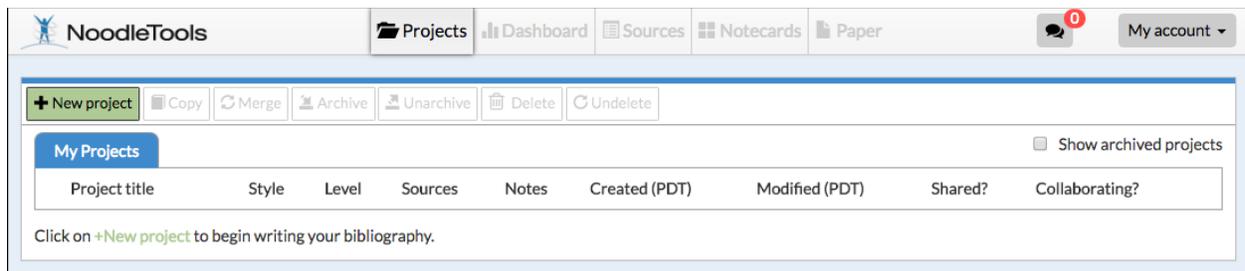
- Hover over the **Research** menu
- Click on **NoodleTools Log In**

2. At the Sign In page, click Google.

- The **first** time you log in, you may be asked a few questions. Answer them and ask for help if you need it. This only happens the first time you log in each year.

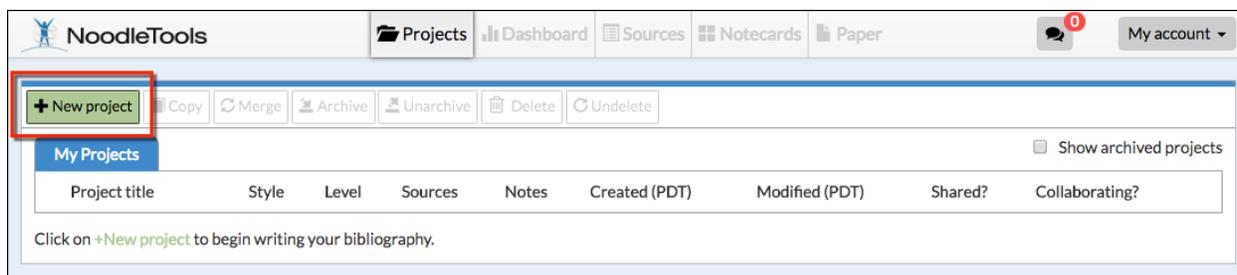


3. After you log in, you will see the **Projects** screen:



## How to Start a New Project

1. On the Projects screen, click **New project**.



2. On the screen that pops up do the following:

- Project Title = type in an appropriate title
- Citation Style = select **MLA**
- Citation Level = select **Junior**
- Click **Submit**

 A screenshot of a 'Create a new project' dialog box. The title bar says 'Create a new project' with a close button (X) on the right. The form contains the following fields:
 

- Project title:** A text input field with the placeholder text 'Enter project title'. Below it, an example is provided: 'For example, "History 101 report on George Washington"'.
- Citation style:** Three radio button options:
  - MLA (MLA Handbook, 8th ed.)
  - APA (APA Publication Manual, 6th ed.)
  - Chicago/Turabian (Chicago Manual of Style, 16th ed.)
- Citation level:** Three radio button options:
  - 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

 A blue 'Submit' button with a checkmark icon is located at the bottom right of the dialog box.

3. You should now be on the Dashboard tab. Use the dashboard for the following:

- Organize your work
- Share your project with your teacher

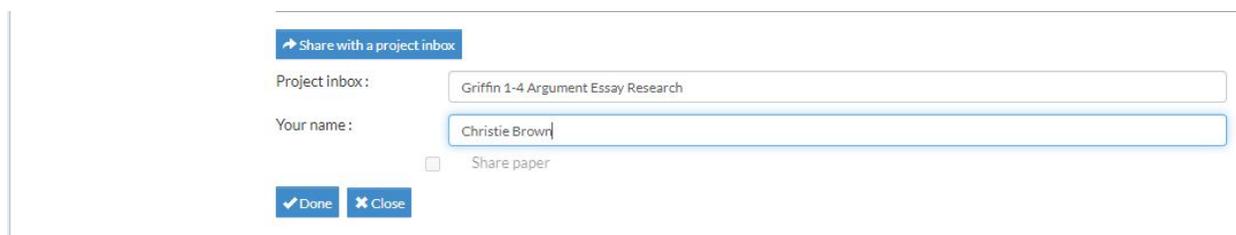
## How to Share Your Project with Your Teacher

1. On your project's Dashboard tab....

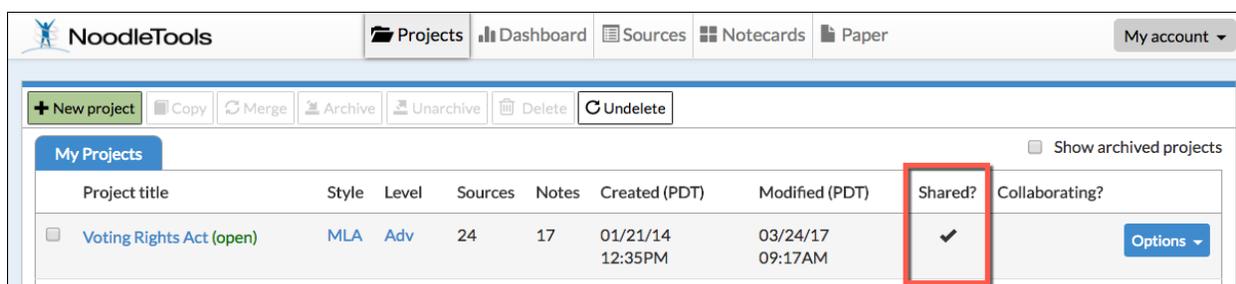
- Scroll down to Sharing and Collaboration. Click "Share with a project inbox."

2. Type this information into each box that appeared:

- **Project Inbox** = Your teacher will tell you the name of the Project to type here. The name will auto-complete as you begin to type, and once you see the right one, select it from the list.
- Your Name = Type your first and last name here
-  = Click Done! Your project will not be shared until you click Done.



3. On your **Projects** tab, the project you shared will have a checkmark in the **Shared** column. if you do not see the checkmark, reload the Projects screen.

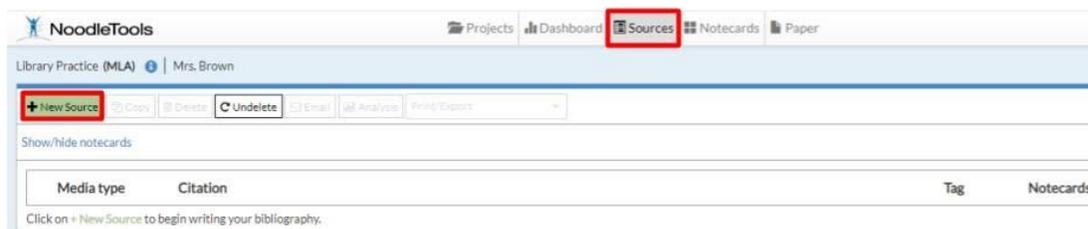


Project title	Style	Level	Sources	Notes	Created (PDT)	Modified (PDT)	Shared?	Collaborating?
<input type="checkbox"/> Voting Rights Act (open)	MLA	Adv	24	17	01/21/14 12:35PM	03/24/17 09:17AM	<input checked="" type="checkbox"/>	<input type="checkbox"/> Options

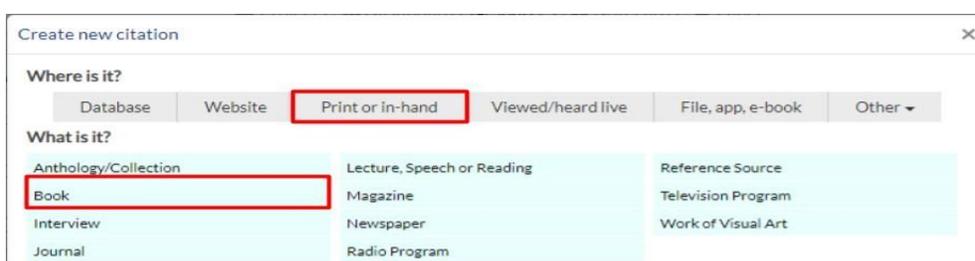
4. When a teacher views your shared project and leaves comments about your work, you will find them in the **Recent comments** area at the bottom of your **Dashboard** screen.

## How to Add a Book source

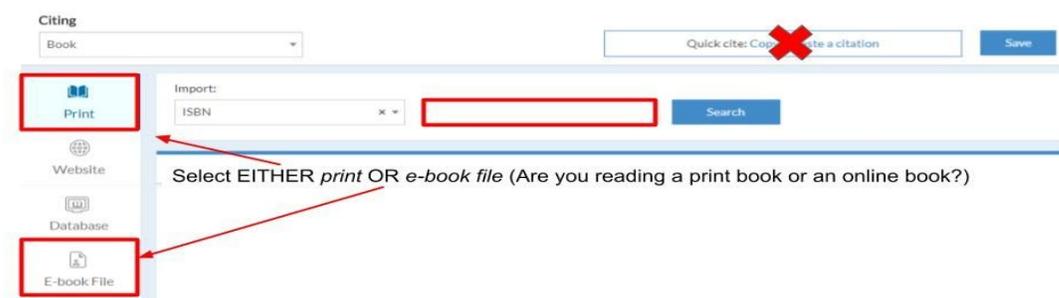
1. Click the **Sources** tab at the top of the screen and then New Source on the left:



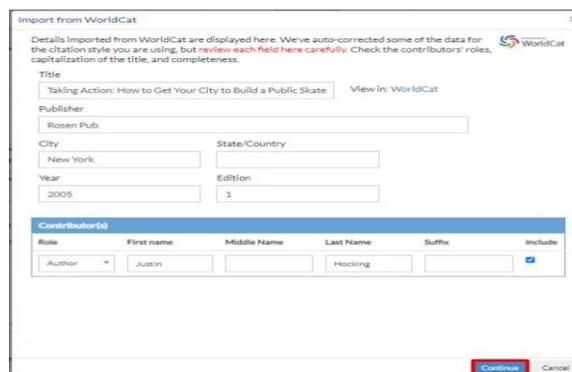
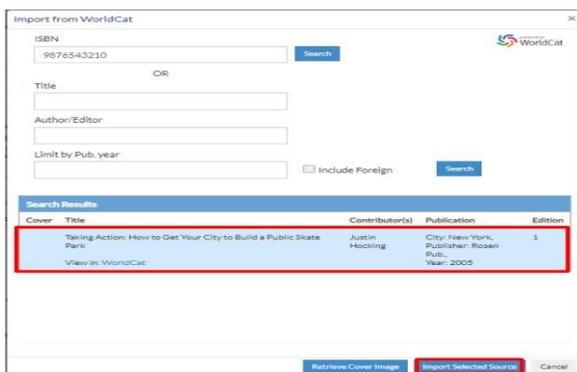
2. Click **Print or in-hand** and then click **Book**.



3. Type in the **ISBN**, select **Print or E-book File**, and then click **Search**.



4. Highlight the title of the book by clicking near it. The area will turn blue when highlighted. Click **Import Selected Source**. For the next screen, select **Continue**.



5. Fix errors (note error messages), and then hit Save (upper right-hand corner).

Quick cite: Copy & paste a citation **Save** Cancel

**Book**

Contributors

Author

First name Middle name Last name or group Suffix

Justin Hocking

+Add Contributor

\* Title of book or multivolume work:

Taking Action: How to Get Your City to Build a Public Skate Park

Title of volume in multivolume set (if individually titled) Volume Total # volumes

Publisher Year

Rosen Pub. 2005

Publication city (if needed)

New York

Edition

1

Series name Series number

If you see error messages, hover over the icon, read what needs to be done to fix the problem, and fix it.

6. Ignore the Annotation section at the very bottom. It's quite possible, you won't even notice it.

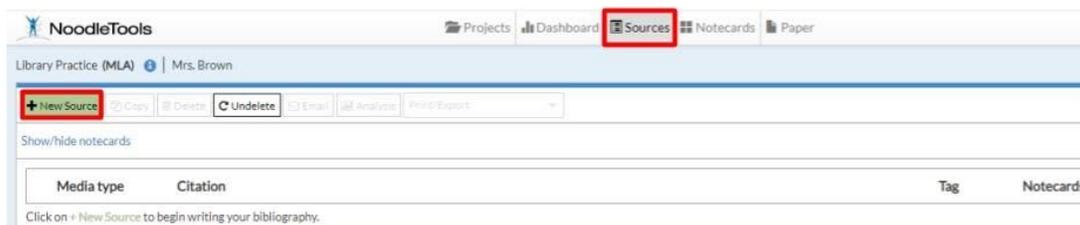
Annotation

**B I U**

Leave this area blank--unless your teacher tells you something different.

## How to Add a Database Source

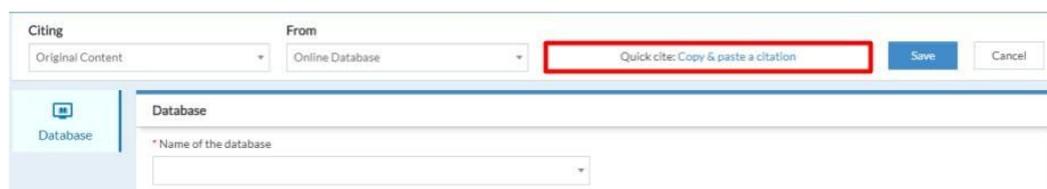
1. Click the **Sources** tab at the top of the screen and then New Source on the left:



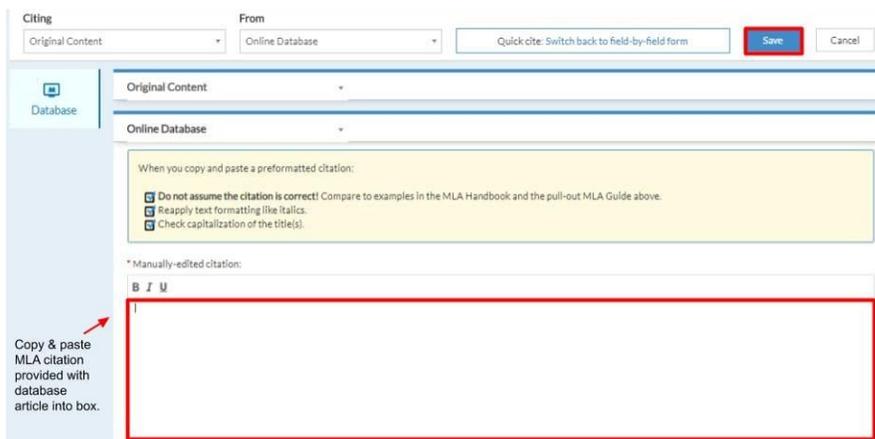
2. Click **Database** and then click **Original Content in Database**.



3. Click **Quick cite: Copy & Paste a Citation**:

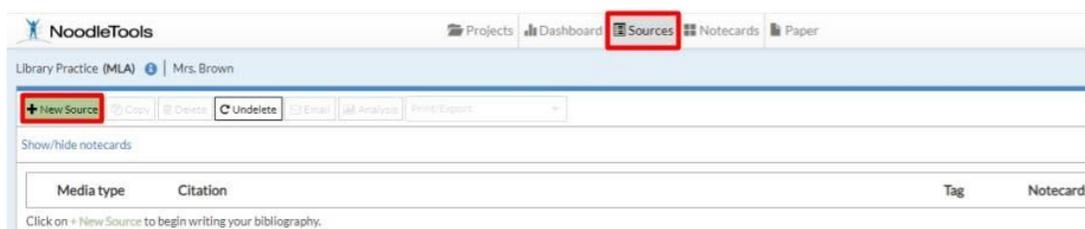


4. Copy & paste MLA citation from database article into blank box and then Click the **Save** button. *It is recommended to watch the tutorial on the library website.*



## How to Add a Website Source

1. Click the **Sources** tab at the top of the screen and then New Source on the left:



2. Click **Website** and then click **Web Page**.



3. It is rare a website will offer a pre-formatted citation to copy & paste. Instead, type in information box by box. Pay attention to the pop-up boxes that appear to guide you with helpful tips. Once you have entered all information, hit the Save button. *It is recommended to watch the tutorial on the library website.*

The screenshot shows the 'Citing' form for a Website source. At the top, there is a dropdown menu for 'Citing' set to 'Web Site'. To the right, there are buttons for 'Quick cite: Copy & paste a citation', 'Save', and 'Cancel'. Below this, there is a sidebar with a 'Website' icon and label. The main form area is titled 'Website' and contains the following fields: 'URL' (text input), 'Date of publication' (month, day, and year dropdowns), and 'Most recent date of access [today?]' (month, day, and year dropdowns). Below this, there is a section titled 'Web Page' with a 'Contributors' section. The 'Contributors' section has a 'Role' dropdown and fields for 'First name', 'Middle name', 'Last name or group', and 'Suffix'.

## How to Create a New Notecard

1. On the **Sources** screen, click “New” in the **Notecards** column next to the source for which you are ready to make a notecard:



2. A new notecard opens for editing. You only need to worry about 3 boxes:

1. **Copy, paste and annotate here (Direct quotation)**

find 2-3 sentences in a book, database article, or website, and copy & paste it directly into this box (or type it word for word if it is from a print source)

2. **In your own words (Paraphrase or Summary)**

Rewrite the 2-3 sentences that you copy & pasted, using your own words.

3. **Original thinking here (My Ideas)**

What are your thoughts about this quotation/passage? Write 2-3 sentences explaining your thinking, documenting connections you are making, or recording questions you have.

### 3. Some helpful hints:

- Limit yourself to copying 1-3 sentences per notecard.
- Images and videos can be embedded within a notecard.
- For hints about paraphrasing, summarizing, or recording your own ideas, click the ? next to each of the fields to see additional prompts for what to include.

4. Click **Save and Close** to close the notecard.

5. On the **Sources** screen, you can show or hide notecards by clicking “Show” or “Hide” in the **Notecards** column:

Media type	Citation	Tag	Notecards
<input type="checkbox"/> Book	Hocking, Justin. <i>Taking Action: How to Get Your City to Build a Public Skate Park</i> . New York, Rosen Pub., 2005. Created : 01/04/18 01:35PM	Add tag	1 Hide   New <span>Options ▾</span>
<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Declaration of Independence</b> <span style="float: right;">Options ▾</span></p> <p>URL : _____</p> <p>Pages : _____</p> <p>Tags : _____</p> <p>Cues : _____</p> <p>Quotation : <span style="border: 1px solid #ccc; padding: 2px;">But some pretty astonishing stuff started with petitions. Thomas Jefferson whipped one up back in 1776, and then found fifty-six like-minded people to sign it. This petition was known, of course, as the Declaration of Independence, and its powerful plea from freedom, justice, and human equality is the basis on which our entire country was built. Once the signers' names, John Hancock, even became a nickname for signatures themselves.</span></p> <p>Paraphrase : <span style="border: 1px solid #ccc; padding: 2px;">The Declaration of Independence is an example of a petition. Thomas Jefferson wrote a letter and found 56 people to sign it. It is one of the most famous</span></p> </div>			