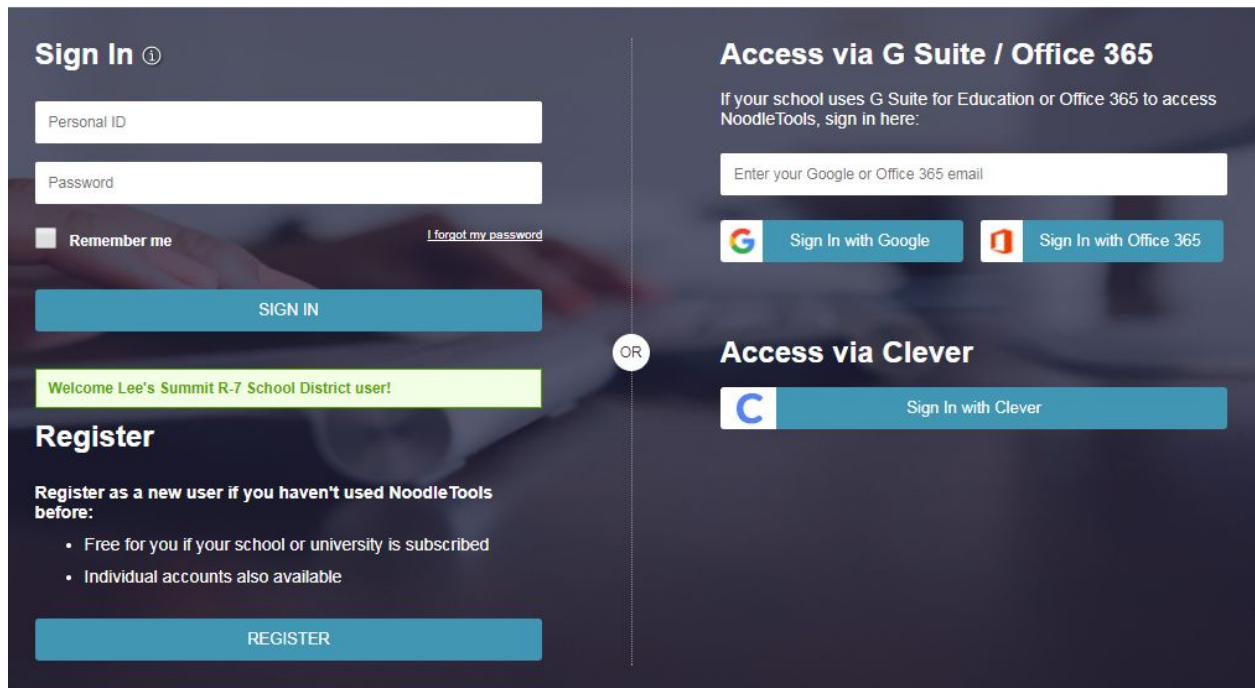


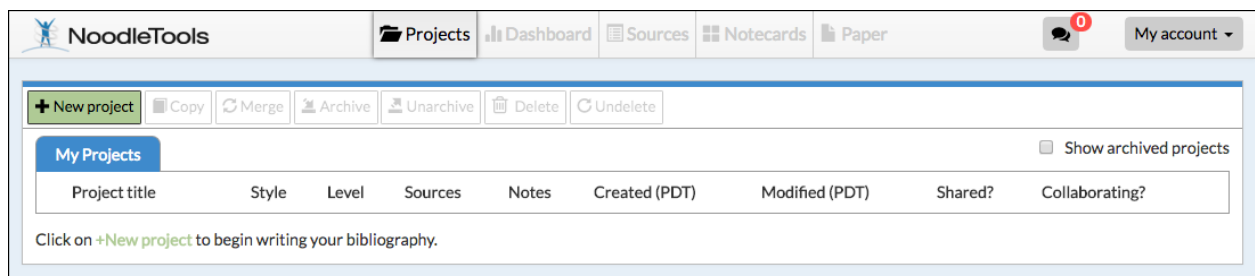
NoodleTools

How to Sign In

1. On the library website go to the **Research** menu, Click **NoodleTools Log In**.
2. At the Sign In page, type your district email into the white box directly above the Sign in with Google button (on the right-hand side); then click Sign in with Google.

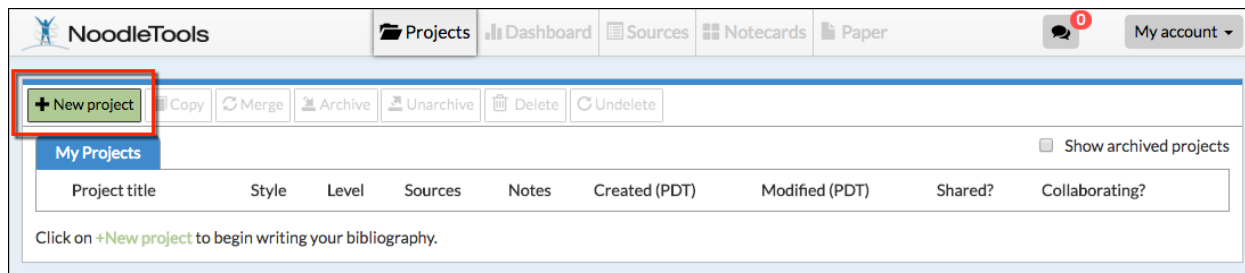


3. After you log in, you will see the **Projects** screen:

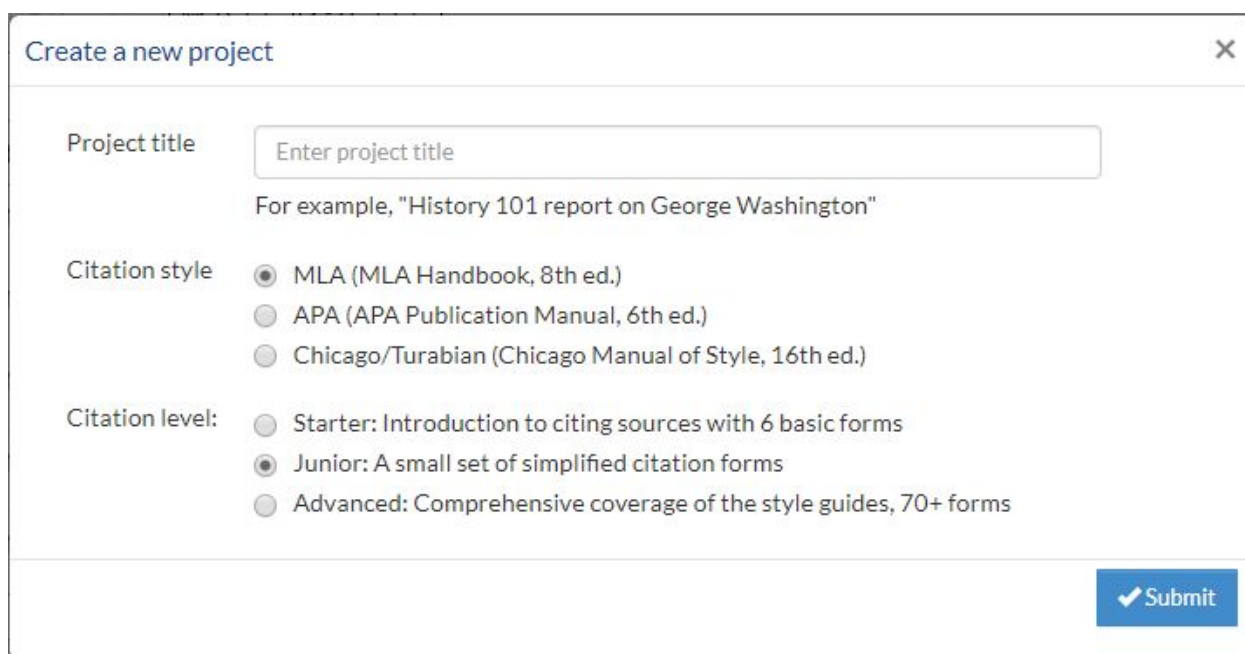


How to Start a New Project

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



2. On the Create a New Project screen that pops up, enter a name for your project and select **MLA** for the citation style and **Junior** for the level. Click **Submit**.



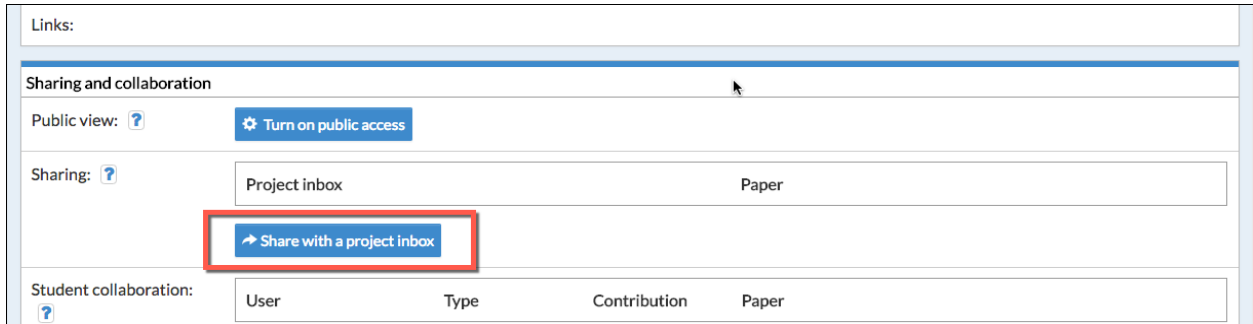
3. The Dashboard screen appears. The Dashboard organizes your work. This is also where you can share your project with your teacher.

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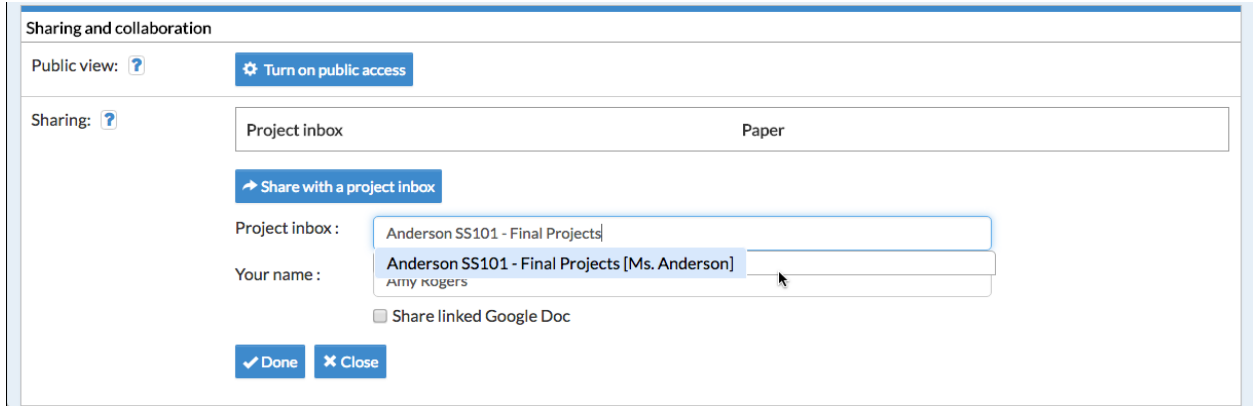
How to Share Your Project with Your Teacher

To share your project follow these steps:

1. On your project's Dashboard, in the **Sharing** area, click "Share with a project inbox."



2. In the field **Project inbox** enter the inbox's name. Your teacher will tell you the name. The name will auto-complete as you begin to type, and once you see the right one, select it from the list.



If your teacher's inbox does not appear on the list, &@& \ Á ã@ [\ i Á æ @ i Á i Á | ã i ã ã Á Á æ ^ Á \ i Á [\ i Á & [\ } ó Á ^ ó] & [! i ^ & d ^ Ë Á

3. The field **Your name** may be automatically filled in, but if not, enter it here, so your teacher will know who you are (the teacher may not recognize your personal ID).

4. Click **Done**. The project is now shared with your teacher's inbox "Anderson SS101 - Final Projects."

The screenshot shows the 'Sharing and collaboration' section of the NoodleTools interface. It includes a 'Public view' section with a 'Turn on public access' button. The 'Sharing' section shows a table with one entry: 'Anderson SS101 - Final Projects' shared on 03/24/17 10:35AM, with a 'Reshare' link. Below this is a 'Share with a project inbox' button. The 'Student collaboration' section has a table with columns for 'User', 'Type', 'Contribution', and 'Paper', and an 'Add students' button.

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

The screenshot shows the 'My Projects' screen in NoodleTools. At the top, there are navigation tabs for 'Projects', 'Dashboard', 'Sources', 'Notecards', and 'Paper', along with a 'My account' dropdown. Below the navigation is a toolbar with buttons for '+ New project', 'Copy', 'Merge', 'Archive', 'Unarchive', 'Delete', and 'Undelete'. The main area is titled 'My Projects' and includes a 'Show archived projects' checkbox. A table lists projects with columns: 'Project title', 'Style', 'Level', 'Sources', 'Notes', 'Created (PDT)', 'Modified (PDT)', 'Shared?', and 'Collaborating?'. The first project is 'Voting Rights Act (open)' with a checkmark in the 'Shared?' column, which is highlighted by a red box. An 'Options' button is visible to the right of the project row.

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

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How to Add a Book source

1. Click **Sources** in the navigation bar at the top of the screen to begin adding references to a new project.
2. Click **Create new citation**.
3. Click **Print or in-hand** and then click **Book**.

Create new citation

Where is it?

Database Website **Print or in-hand** Viewed/heard live File, app, e-book Other ▾

What is it?

| | | |
|----------------------|----------------------------|--------------------|
| Anthology/Collection | Lecture, Speech or Reading | Reference Source |
| Book | Magazine | Television Program |
| Interview | Newspaper | Work of Visual Art |
| Journal | Radio Program | |

4. Type in the **ISBN** and then click **Search**.

Projects Dashboard Sources Notecards Paper

Citing: Book

Quick cite: [Copy & paste a citation](#) Import: ISBN 978 Search

powered by WorldCat

5. Click the title of the book (Do not click the WorldCat link). Click **Import Selected Source**, and then Click **Continue**:

Import from WorldCat

ISBN: 9781404203419 Search

OR

Title:

Author/Editor:

Limit by Pub. Year: Include Foreign Search

Search Results

| Cover | Title | Contributor(s) | Publication | Edition |
|-------|--|----------------|---|---------|
| | Taking Action: How to Get Your City to Build a Public Skate Park | Justin Hocking | City: New York, Publisher: Rosen Pub., Year: 2005 | 1 |

View in [WorldCat](#)

Retrieve Cover Images Import selected source Cancel

Import from WorldCat

Details imported from WorldCat are displayed here. We've auto-corrected some of the data for the citation style you are using, but review each field here carefully. Check the contributors' roles, capitalization of the title, and completeness.

Title: Taking Action: How to Get Your City to Build a Public Skate Park View in: [WorldCat](#)

Publisher: Rosen Pub.

City: New York State/Country:

Year: 2005 Edition: 1

Contributor(s)

| Role | First name | Middle name | Last name or group | Suffix | Include |
|--------|------------|-------------|--------------------|--------|-------------------------------------|
| Author | Justin | | Hocking | | <input checked="" type="checkbox"/> |

Continue Cancel

6. Look for error messages. If you see any, fix them:

Book Change to: Select...

Contributors:

| Role | First name | Middle name | Last name or group | Suffix |
|--------|------------|-------------|--------------------|--------|
| Author | Justin | | Hocking | |

+ Add another contributor

* Title of book or multivolume work:
Taking Action: How to Get Your City to Build a Public S

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

Publisher: Rosen Pub. Year: 2005

Publication city (if needed): New York

Edition: 1 ⚠

Series name: Series number:

Annotation

7. Scroll down and hit the green Save button.

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How to Add a Database Source

1. Click **Sources** in the navigation bar at the top of the screen to begin adding references to a new project.
2. Click **Create new citation**.
3. Click **Database** and then click **Original Content in Database**.

The screenshot shows the 'Create new citation' dialog box. Under 'Where is it?', the 'Database' button is selected. Under 'What is it?', the 'Original Content in Database' option is highlighted in yellow. Other options include Magazine, Television Program, Anthology/Collection, Newspaper, Video Clip (Online), Book, Photo or Image (Born Digital), Work of Visual Art, Film or Video Recording, Radio Program, and Journal, Reference Source.

4. Click **Copy & Paste a Citation**:

The screenshot shows the NoodleTools interface. The 'Citing' dropdown is set to 'Original Content' and the 'from' dropdown is set to 'Online Database'. The 'Quick cite' section has 'Copy & paste a citation' selected and circled in red. Below it, the 'Database' section has input fields for 'Name of the database:', 'Database publisher / vendor:', and 'Date of publication:'.

5. Copy & paste citation from database article into blank box and then Click the green **Save** button.

The screenshot shows a software interface with a top navigation bar containing 'Projects', 'Dashboard', 'Sources', 'Notecards', and 'Paper'. Below this is a toolbar with 'Save', 'Save & add annotation', and 'Cancel' buttons. A 'Citing:' section has dropdown menus for 'Original Content' and 'from: Online Database'. A 'Quick cite:' link points to 'Switch back to field-by-field form'. The main 'Database' section has two tabs: 'Original Content' and 'Online Database', each with a 'Change to:' dropdown menu. A yellow box contains instructions: 'When you copy and paste a preformatted citation:' followed by three checked checkboxes: 'Do not assume the citation is correct!', 'Reapply text formatting like italics.', and 'Check capitalization of the title(s)'. Below this is a section for '* Manually-edited citation:' with a text area containing a citation: 'Petition started to bring hockey program to SMSU.' UWIRE Text, 4 Nov. 2016, p. 1. Academic OneFile, http://link.galegroup.com.proxy.mcpl.lib.mo.us/apps/doc/A468795901/AONE?u=inde80299&sid=AONE&xid=2d6c8945. Accessed 4 Jan. 2018.

How to Add a Website Source

1. Click **Sources** in the navigation bar at the top of the screen to begin adding references to a new project.
2. Click **Create new citation**.
3. Click **Website** and then click **Web Page**.

Create new citation

Where is it?

Database Website Print or in-hand Viewed/heard live File, app, e-book Other ▾

What is it?

| | | |
|-------------------------|-------------------------------|---------------------|
| Web Page | Journal | Reference Source |
| Anthology/Collection | Magazine | Television Program |
| Book | Newspaper | Video Clip (Online) |
| Film or Video Recording | Photo or Image (Born Digital) | Work of Visual Art |
| Interview | Radio Program | |

4. 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 green Save button.

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Website

URL:

Date of publication:

month day YYYY

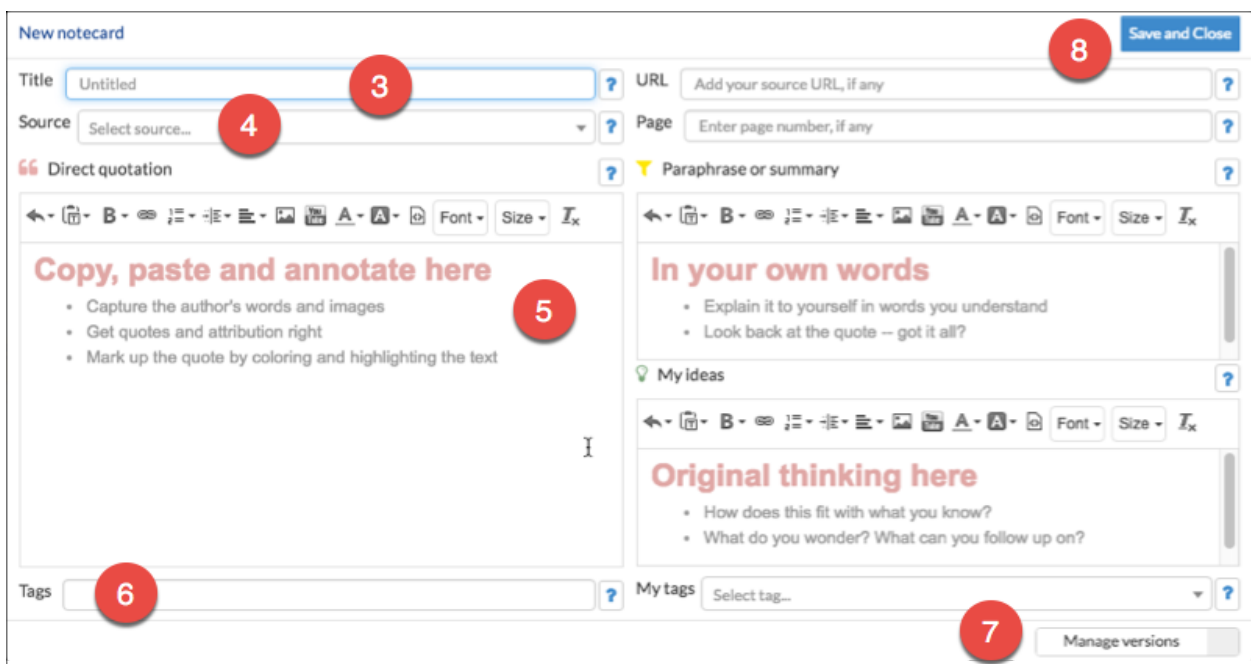
Most recent date of access [today?]:

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:



3. Copy and paste into the **Direct quotation** field (“Copy, paste and annotate here”). Then, under the **Paraphrase or Summary** box (“In your own words”), paraphrase the quotation **into your own words**. In the **My Ideas** box (“Original thinking here”), include some of your own ideas.

Some helpful hints:

- Aim to put 1-3 sentences into each notecard (as opposed to copying an entire paragraph into the field).
- Images and videos can be embedded within this field.

