

NoodleTools Quick Guide for Students

Modified on: Tue, Sep 19, 2017 at 10:30 AM

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

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:

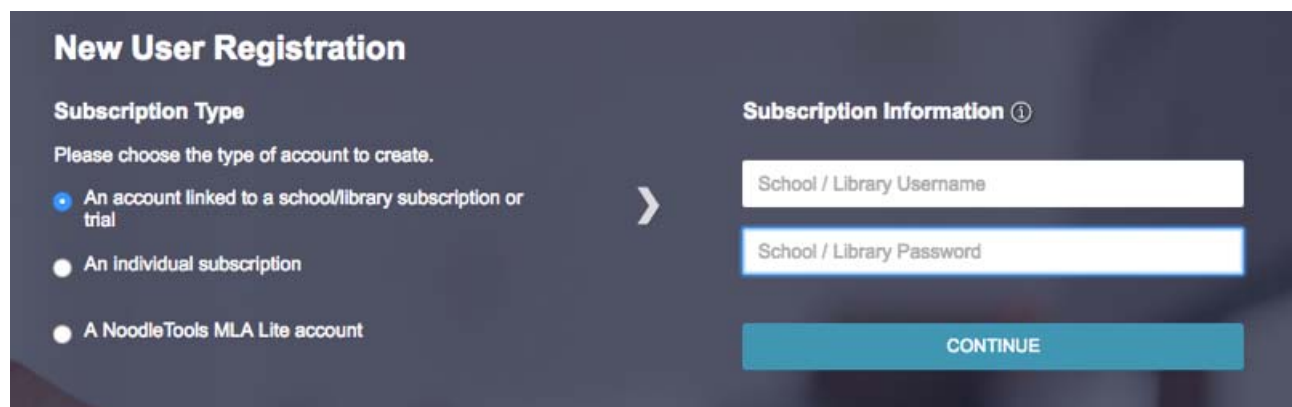
If your school has **Google Apps for Education** and has installed the NoodleTools app there, enter your Google account email in the field on the right and click **Sign In**.

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, skip to "Howto start a newproject 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 white chevron points to the right. 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

Personal ID

CHECK AVAILABILITY

Password

Retype Password

Easy Login Retrieval ^①

Initials (e.g. "JS" for John Smith)

Phone Number (last 4 digits only)

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](#)
[Undo delete](#)

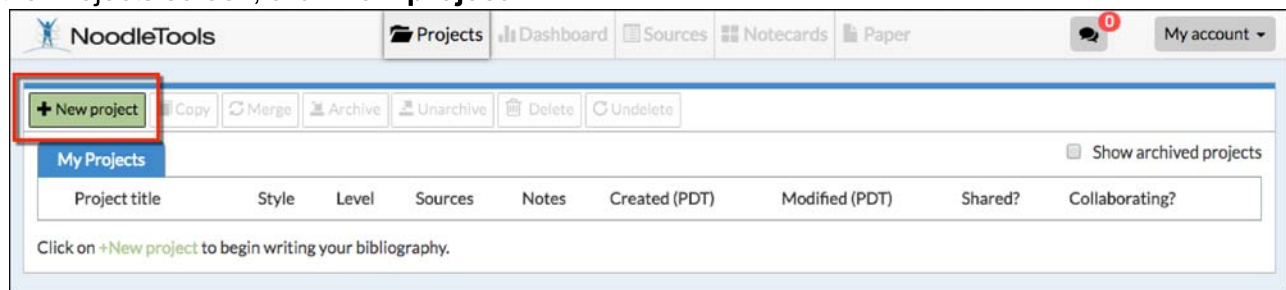
My Projects Show archived projects

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.

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 [X]

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

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 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 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.

Show Me: Web Site (Jr.)

< 8/10 > X Close

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Does Immigration Cost Jobs?

Economists say immigration, legal or illegal, doesn't hurt American workers.

Posted on May 10, 2012

ASK FACTCHECK

Q: Does President Obama's recent signing of the new executive order on immigration mean that immigrants are not a burden on the economy?

A: No, the widely cited report that immigrants are a burden on the economy is a myth. The report is based on a study that is flawed in its methodology and its conclusions. The report is also outdated, as it is based on data from 2000. The report is also outdated, as it is based on data from 2000.

David Grossman, director of the Center for Trade Policy Studies at the Heritage Foundation, writes in an article for Commentary magazine in December:

Grossman: The addition of low-skilled immigrants expands the size of the overall economy, creating higher wage openings for managers, craftsmen, accountants, and the like. The net result is a greater financial reward and relatively more opportunities for those Americans who finish high school.

And a new study by economist Heidi Shierholz of the Economic Policy Institute — a think tank that has been funded in part by U.S. labor unions — says that:

Shierholz: In the ongoing debate on immigration, there is broad agreement among academic economists that it has a small but positive impact on the wages of native-born workers overall, although new immigrant workers add to the labor supply, they also consume goods and services, which creates more jobs...

How do I evaluate the credibility of the author's argument?

What is the author's purpose (e.g., persuade, inform, describe)? How do you know?

- What is the author's thesis or main idea?
- How strong is the evidence supporting the claims?
- Does the author consider other views?
- Whose perspective might be missing?
- Do the conclusions follow logically from the analysis? Could I interpret things differently?

How does this source fit?

- Does this source add a different point of view?
- Does this make sense, given what I already know?

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.

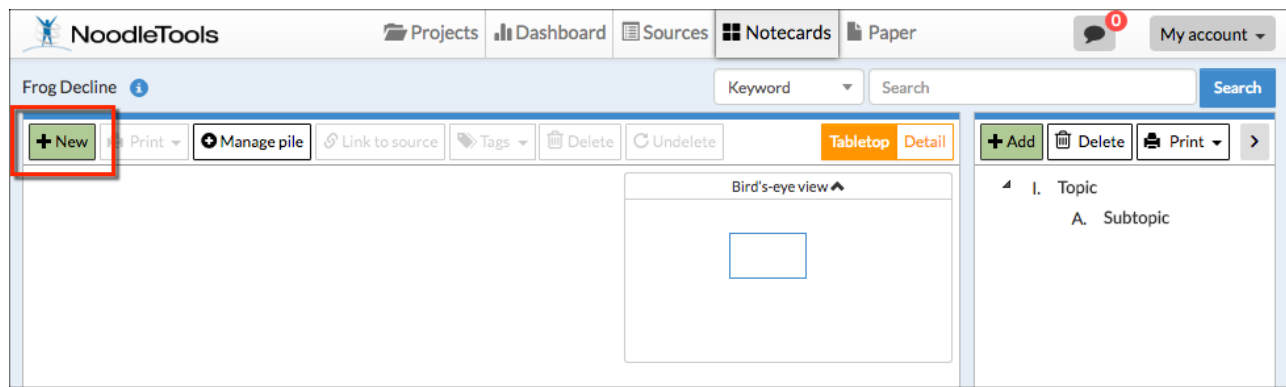
The screenshot shows the NoodleTools citation form. At the top, there are dropdown menus for 'Citing:' (set to 'Chapter or Section') and 'from:' (set to 'Book'), with 'Submit' and 'Cancel' buttons. Below this is a 'Quick cite:' section with a link to 'Copy & paste a citation'. A red box highlights the 'Import:' section, which includes a dropdown for 'ISBN', a text input field, and a 'Search' button, next to the 'powered by WorldCat' logo. The form has tabs for 'Print', 'Web Site', 'Database', 'eBook File', and 'Microform'. The 'Print' tab is active. Below the tabs, there is a 'DOI:' field. A dark bar contains 'Chapter or Section' and a 'Change to:' dropdown. A yellow box contains instructions: '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.' Below this is a table for 'Contributors to section:' with columns for 'Role', 'First name', 'Middle name', 'Last name or group', and 'Suffix'. The first row has input fields and a delete button. A '+ Add another contributor' link is at the bottom right. At the bottom, there are fields for 'Type of chapter/section:' and 'Section title:'.

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

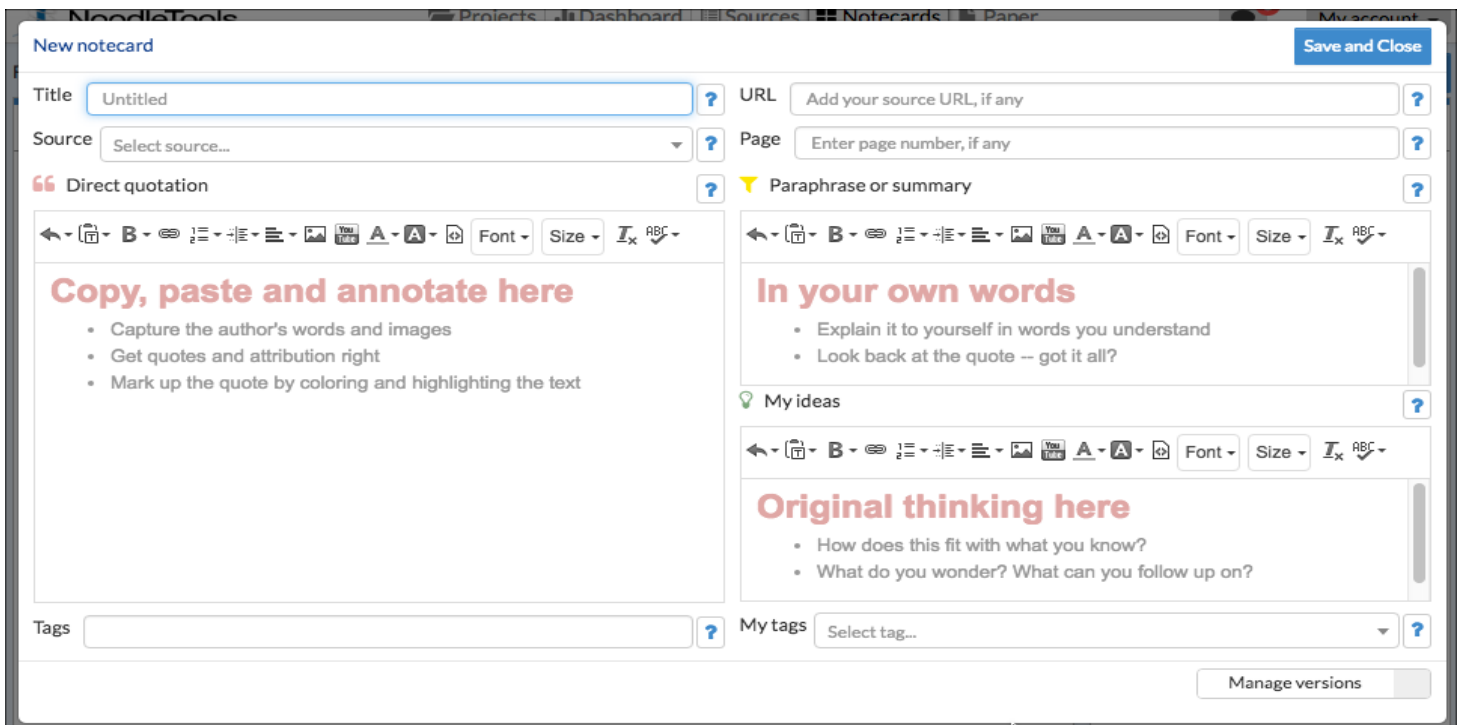
How to create notecards

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

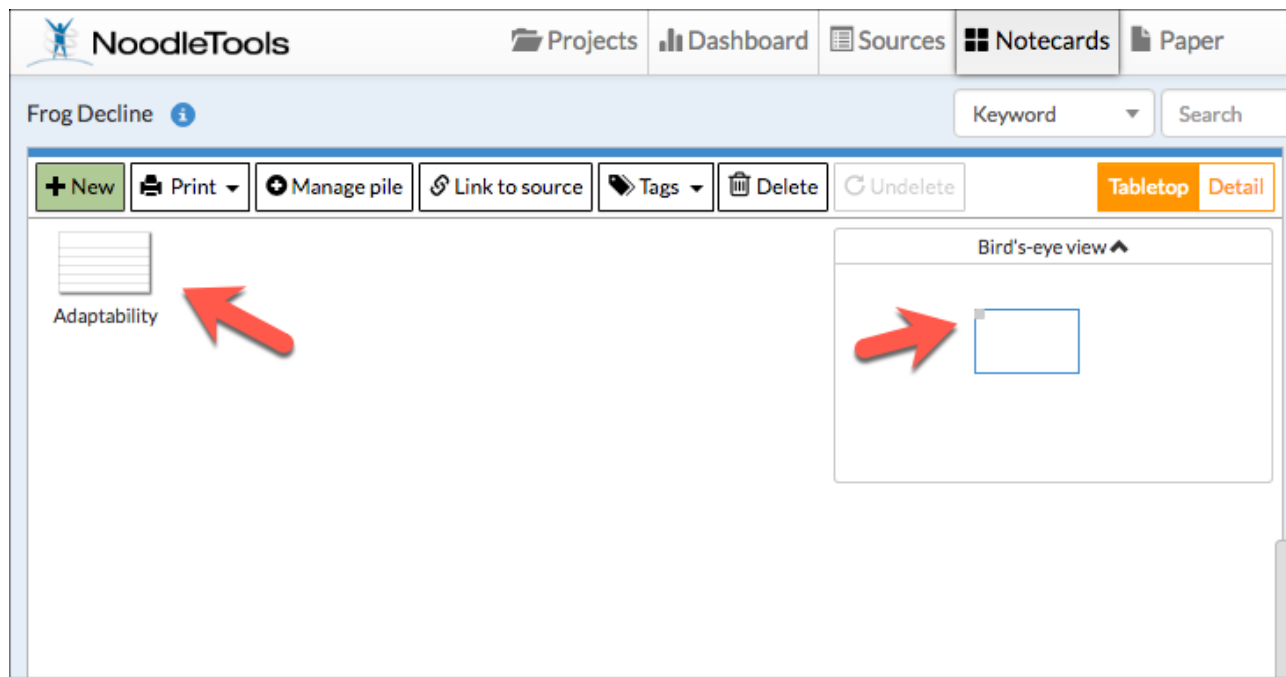
2. On the Notecard Tabletop, click **New**.



3. Input notes about your source.



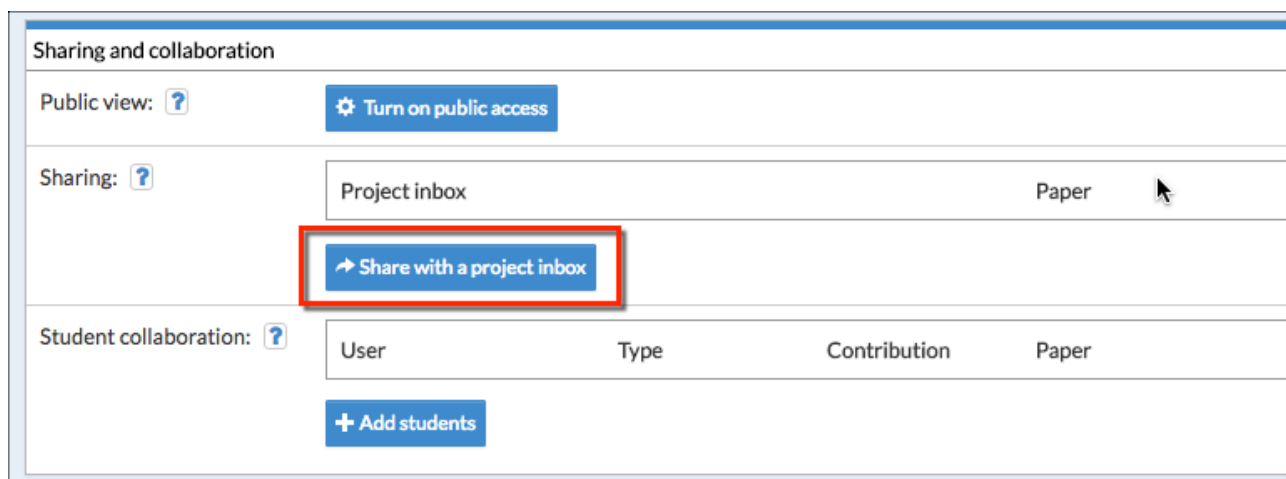
4. Your notecard gets saved automatically as you add information. When you are done, click **Save and Close** to save your final changes and close the window. New notecards appear in the upper left corner of your tabletop and in the **bird's eye view**.



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.

How to share a project with your teacher

1. On your project's Dashboard screen, under **Sharing**, click **Share with a project inbox**.



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 ☐ 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	✓	Options

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
+ Add students			

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
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+ Add students

ptsweeney ☒ Full collaborator ? ☐ Peer-reviewer ?

+ Add more

✓ Done ✕ Close

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 Remove

+ Add students