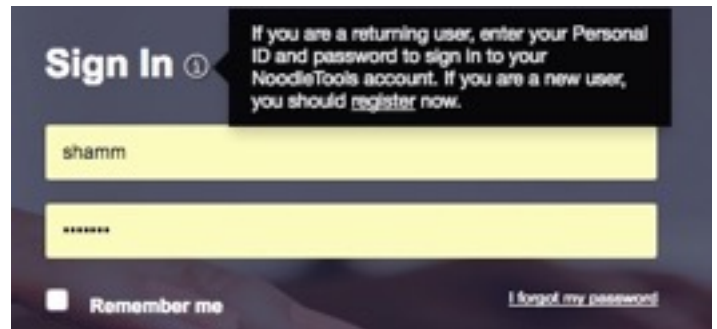# Noodle Tools Instructions

Signing In

1. Go to this URL: my.noodletools.com
2. Login using the first part of your Latin PCS email (so, for me "shamm"). Your password is latinlibrary.
3. If you need to revalidate your folder, use the password "latinlibrary."
4. Fill in or update the required pin info. This info will help you if you forget our password.

Creating a New Project

1. Find the "Create New Project" button on the right. Click on it.
2. For "Project title," please write your last name, your topic, and then the project type. So, for example, "Hamm Roman Women Paper."
3. Choose MLA 8 citation style. This should be selected by default
4. For citation level, choose "Junior" OR the level recommended by your teacher.
5. Click "Submit" at the bottom of the page.
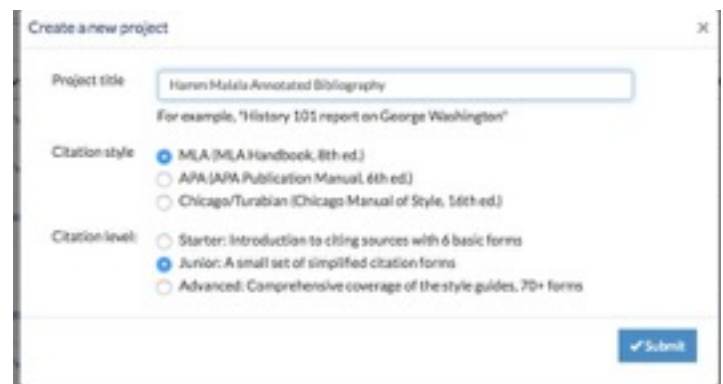
Share Project with Your Teacher's Dropbox

1. On your project Dashboard, scroll down to the middle section ("Sharing and Collaboration").
2. Click "Share project with a teacher's drop box." Your drop box name is your teachers last name + class period + title of your class + school year (Ex. Seid Beta English 12 16-17). **DO NOT Check the box for "Share my Google Docs paper."**
3. Click "Share Project."
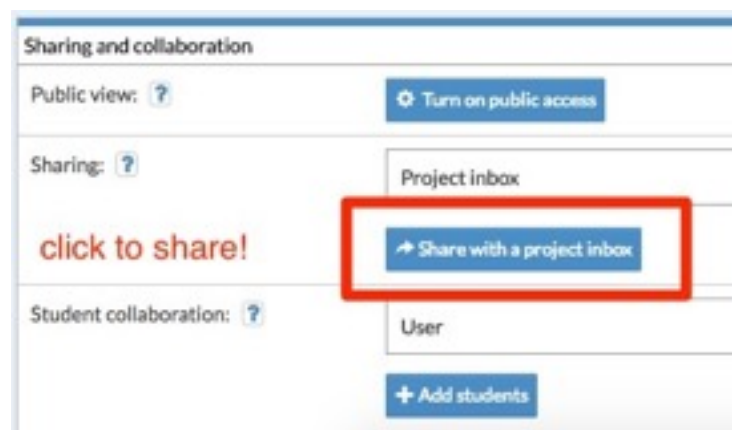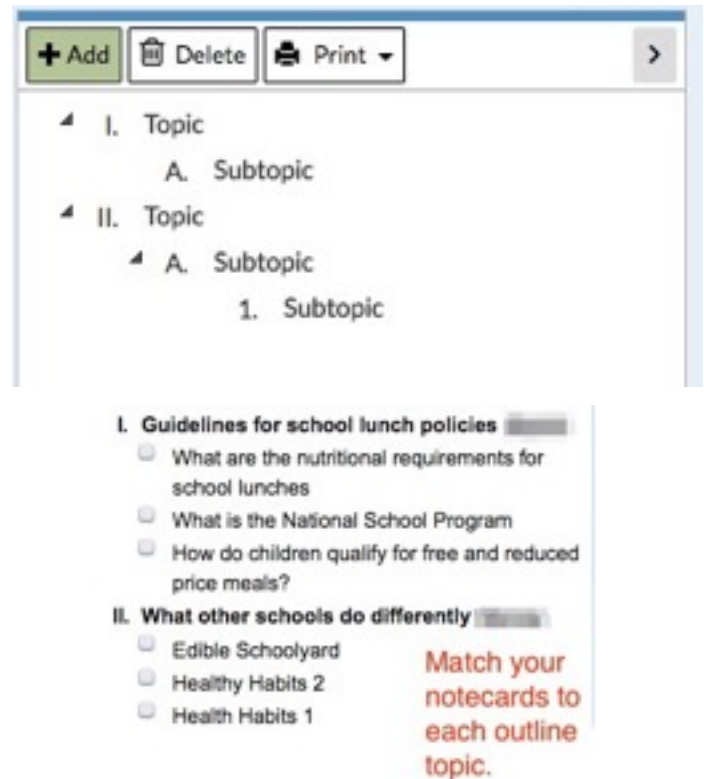
Noodle Tools Instructions

Bibliography

1. Choose "Sources" from the menu at the top.
2. Click the green "Create New Citation" button.
3. Choose the correct location for your source from the popup menu.
4. Fill in the correct information for your source. Only leave blanks if you think the information does not exist.
5. If you are completing an **annotated bibliography,** put your annotation in the annotation box at the bottom of the page. Otherwise, leave it blank.
6. Hit "Submit" to save your work. **NoodleTools does not autosave!**
7. There is a box at the bottom that is already checked. This is to put every source on your works cited page. Leave this box checked.
8. To export your bibliography, use the "Print/Export" dropdown menu. Choose the option you want for printing or exporting to Google Drive. If you are turning in your bibliography separately, add an MLA 8 heading and title. Use the library wiki documents for help in correct formatting.

Outline

1. Click on the "Notecard" option on the top menu bar.
2. Begin your outline on the right side panel of the notecard screen.
3. Click on the text of the topic title to change it.
4. To add a new main-level topic, select "+Add."
5. To create a subtopic, click on the main level topic, then select "+Add."
6. To delete unwanted outline elements, use the delete button at the top of the outline panel.
7. When you finish with your outline, you can drag the notecards to your outline to organize your evidence before writing your paper.

Noodle Tools Instructions

Notecards

1. If you aren't already there from creating your outline, click on the "Notecard" option on the top menu bar.
2. Click the green plus "New Notecard" button to make a research notecard.
3. Add a title in the "Title (Main Ideas)" box.
4. Connect your notecard to a bibliography source in the "Source" dropdown box.
5. Add a URL (website) or page numbers (books)
6. Fill in the "Direct Quotations," "Paraphrase or Summary," and "My Ideas" boxes as described below. (Yes, you always need to do all three).
7. Drag your completed notecards into your outline to match them with your paper topics.