NOODLE TOOLS

Setting Up and
Creating a Bibliography/Works Cited

1. Go to www.noodletools.com
2. Go to "Current Users: Sign In"
3. Click on "Create a Personal ID"
4. Be sure that "an account linked to a school/library subscription or trial" is selected
5. Type in the *school username and password*
   a. **Username: Millbrook**
   b. **Password: Wildcats**
6. Select "I am a teacher/librarian"
7. Select "Register"
8. Fill out all blanks on the next page: personal id, password, initials and last 4 digits of your phone number
9. You may want to write down your personal id and password so you remember it

- **Personal ID:** _____
- **Password:** _____

GETTING STARTED WITH CITATIONS:

1. Click on "Create a **New Project**" for each paper/assignment requiring citations
2. Select "**MLA"** and then **"Advanced**" (or a style appropriate to your grad school – for students, please use MLA Advanced)
3. In "**Description**" type a title for the whole project related to your topic
4. Use the **Dashboard** to get organized with your project if you are creating citations yourself or creating a model for students

STUDENT SHARING/TURNING IN WORK:

1. Set up **"Sharing"** so students can share work with you → In the "Projects" window, scroll down and find "Projects Shared with Me"
2. Select "Create a **New Dropbox**"
3. Complete all boxes – name your box with your last name first i.e. Brown Parker EE 2012
   (additional recipients typically not needed)

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STUDENT PROCEDURES:
- Students should use the Dashboard button/page to keep organized
    - They can turn in topics, thesis statements, etc. on this page and keep track of due dates
- Students create citations in the "Bibliography" button
    - Students need review/teaching in what "type" of source they are using and how to find information like author, volume number, title of source, etc.
- Notecards should be started AFTER a citation is created in "Bibliography"
    - This order – citation first then notes – keeps notes associated with citations to help with internal citing later in the process.
- To take notes, students should select "New" in the Bibliography window in the Notecards column
- Students should **share the project** with teachers, advisors, etc. → Share buttons are on the Bibliography page and on the Dashboard
- Peer collaboration/sharing is also possible from the Dashboard
- After creating citations and taking notes, students can create an outline in the "Notecards" screen and then drag appropriate notes to the correct section of the outline.
- Students **and** teachers need a Google Docs account if the paper sharing feature is going to be used

TEACHER PROCEDURES:
- After students have shared a project with you, make **comments** for the entire project on the Dashboard and/or make more specific comments on individual notecards, citations, etc.