

Logging into Noodle Tools



1. Your Personal ID should be:

FirstnameLastnameYearofGraduation.
carawouderberg2015

Password: Student ID #
123456

Creating a New Project and Sharing Your Project



1. Click on the button Create a New Project.
2. Be sure that MLA and Advanced are selected, then give your project a name.
3. Then, from your Dashboard, click the link that says "Share project with a teacher's drop box."
4. Enter your class (assignment dropbox) name.
5. Enter your first and last name and then click Share.

***** My Assignment Dropbox Name is: _____ *****

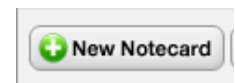
When you are ready to add a source to your list:

1. From your dashboard, go to the Works Cited page. Then use the dropdown menu on the top left to select a citation type – be sure to scroll down to see all of the options. Then click Create Citation.

TIPS FOR CHOOSING A CITATION/SOURCE TYPE

- Anything found in an online database is usually another source first – like a newspaper, magazine, or book. Under Electronic/Online sources, select "database" first, then select the original source type.
 - When you find a source in eLibrary or Gale (Opposing Viewpoints, Student Resources, etc.), it tells you what type of source it is on the search results page. Pay attention to this and choose this type of source after you select that it was found in a database.
 - Information found in a database that says "Book" is almost always a Reference Source. You can tell because it will list the title of the article or section along with the title of the book. You would only use Book as the source type if you were reading an entire book online (like something from Google Books) or using a printed book.
 - When it asks for "additional information, if available" be sure to include the editor of the book if one is provided.
2. Once you select a source type, the next page(s) will help you clarify your answer to make sure you chose the correct type. Use the help provided or ask a teacher if you aren't sure.
 3. Start to fill in the information for your citation. **Everything with an *asterisk* must be completed.** Fill in the other blanks if your source provides that information. Use the information and links that NoodleBib provides on the right side for assistance if needed. It will alert you when you may have made any errors. When you are finished entering information and fixing errors, click the green Submit button.

Making Notecards



1. Click on the Notecards tab at the top of the page. Once on the Notecards page, click on New Notecard.
2. Name your notecard with the MAIN IDEA, then SELECT which source this notecard goes with.
3. A notecard allows you take three different types of notes: **Direct Quotation**, **Paraphrase**, and **My Ideas**. Take notes in whichever section applies. This helps you avoid plagiarism!
4. You can add tags to your notecards so later you can easily organize and find them according to whichever tag or topic/slug you assign to them.
5. Click Save to save your notecard. You can drag and drop your notecards to organize them.

Making an Outline

1. On the right side of the Notecards page, there is a window where you can make an outline.
2. Use the + sign button to add lines to your outline.
3. The other buttons allow you to move and delete items, and the print button will let you save and print the outline.

