**Navigating NoodleTools**

**Step 1: Sign up for an account**

1. Go to [www.noodletools.com](http://www.noodletools.com).

2. Click on the YELLOW “Sign In” button in the upper right corner of the page.

3. Click “Create a Personal ID.”

4. Be sure the bubble next to “An account linked to a school/library subscription or trial” is clicked.

5. Click the “Register” button.

6. The “School/Library Username” is **PTMS**.

7. The “School/Library Password” is **indians1**.

8. The “New User Registration Page”:

 a. You are registering as a student.

 b. Choose your graduation year: **2023**

c. Your “Personal ID” will be your year of graduation, last name, first initial, and the number 1. Example: **23stoudenk1**

d. Your “Password” will be your student ID number – the one you use to log-in to the computer.

e. Re-enter your password in the next box.

f. Type in your initials.

g. Type in the last four digits of your phone number. This will be used if you forget your password.

h. Click “Register.”

**Step 2: Create a new project**

-Under the section “My Projects,” click on “Create a New Project” (top right-hand side of the screen).

-Leave **MLA** checked for the citation style.

-Choose **Starter** for the citation level.

-Name your project in the “Description” space. The title should be specific.

 **Good title:** “Rebuilding the Globe”

 **Bad title:** “Language Arts Project,” “Research,” “Shakespeare Stuff,” etc.

**Step 3: Share with your teacher!**

*DO THIS RIGHT NOW! Without this step, your teacher will not be able to view any of your research, and you won’t get any points for all of your hard work!*

-Under “Dashboard,” you will see the subtopic “Sharing.” Click the link next to that, “Share project with a teacher’s drop box.”

-In the “Assignment Drop Box” space, type in your Language Arts teacher’s last name. You will see different classes pop up as options (ex: Zeminski 2, Brown 3, Colella 9, etc.) Choose the class and period that you are in.

-Below, there is a space to type your name. **Type your REAL first and last name!** Again, this is how you will be able to get credit for the work that you do.

**Step 4: Create a source**

**YOU MUST COMPLETE THIS STEP BEFORE CREATING A NOTECARD!**

-Under “Dashboard,” OR using the menu bar along the top of the screen, click on “Bibliography.”

-At the top of the screen, right under the words “MLA Works Cited,” click the drop down menu and choose your citation type, then click “Create Citation.”

-Fill in as much of the information as possible. *You do not need to complete an annotation.*

-Click “Generate Citation.”

**Step 5: Create notecards**

There are 2 ways to first pull up the notecard screen.

1. From the bibliography screen, find the source for which you are about to make a note card. Look under the “Notecards” heading and click “New.” This will automatically credit that source with the information you are about to type.
2. Click “Notecards” on the menu bar at the top of the screen. This will bring up the Notecard Tabletop. From there, click “New Notecard.” Make sure that, if you create a notecard this way, you choose the right source from the drop down menu to associate with your notecard.

-Once you bring up the notecard screen, make sure to:

 -Title it so you can remember what the subtopic of the card is. Example: Types of houses

 -Copy and paste the URL (if it is an online source)

 -For an online source (website or database): Copy and paste the text into the “Direct Quotation” box. Put this information into your own words in the “My Ideas” box.

 -For a book source: Put the information from the book into your own words in the “My Ideas” box. **Remember**: new section, chapter, or idea = new card!!

 -Click “Save”

***\*Each notecard should only contain ONE idea****.****\****