Creating a NoodleTools Account: Four Easy Steps

1. Go to noodletools.com and click Login. Then click Register.
   (No, the GAFE login doesn't work for us.)

2. Choose this subscription option:
   - An account linked to a school/library subscription or trial

3. For subscription information, enter the following subscription information:
   - School / Library username: tcwhs
   - School / Library password: titans

4. Fill in the “About you” section, and then click Register.
   - Be sure you have checked “I am a student or library patron.”
   - IMPORTANT: Use your Blackboard info for your Personal ID and password!

Congratulations!
You have successfully created your account.
Starting a New NoodleTools Project

1. **Log in** to noodletools.com. (Remember that your login is the same as Blackboard.)

2. In the upper left of the screen, click **New Project**.

3. Give the project a **title**, and choose the proper **citation style** and **citation level**.
   - For this class, we will ALWAYS use **MLA** (MLA Handbook, 8th ed.) and will ALWAYS use the **Advanced** level (Advanced: Comprehensive coverage of the style guides, 70+ forms).

   ![Create a new project](image)

   **Project title**: Career Project
   - 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

   ![Submit button]

   **Congratulations!**
   You now have a new project. Projects are always saved until you actively delete them.

   **P.S.** The page that displays when you create a new project is your “**Dashboard**.” It is also the page that displays when open any existing project. Your Dashboard is your home base for the project. It’s the place to input and store information about your project (research question, thesis, to-do list) and where you can share your project with others (such as your teacher).
Sharing a Project with a Teacher

Sharing your project with your teacher allows your teacher to see your work and to give you points and helpful comments. **You must share your Career Project with me in order to get points.** Here’s how to share a project:

1. **Log in** to noodletools.com. (Remember that your login is the same as Blackboard.)

2. **Open your project** for Career Project by clicking on the project title. This will take you to your Dashboard page for the project.

3. On your Dashboard, notice the “Sharing and collaboration” section. **Click “Share with a project inbox.”**

4. Type in the teacher's inbox name. Also, make sure your first and last name appear in the “Your name” field. **Mr. Cunningham’s Inboxes (Choose the correct block!)**
   - Cunningham (Block 1)
   - Cunningham (Block 3)

5. You do not need to share a Google Doc this time, so just **click “Done.”**

**Congratulations!**
You have shared your project so that your teacher can see it and give you credit! You will only need to share your project once. Your teacher can see all of your work and changes to your project.
Citing a Source

1. **Log in** to noodletools.com. (Remember that your login is the same as Blackboard.)

2. **Open your project** by clicking on the project title. This will take you to your Dashboard page for the project.

3. Navigate to the **Sources** section of your project.

4. Click the “Create a new citation” button in the upper left.

5. **Tell where the source is.**

6. Then **choose the correct type of source** from the “What is it?” list.

7. You are now presented with a form to fill in for your citation. Always **fill in the information** that you have available for your source.
8. When you are finished. **Click “Submit.”**

**Congratulations!**
You have successfully cited your first source. NoodleTools will save this for you, and it will be there next time you log into your project.
Exporting a Works Cited Page

You are finished with your paper/project, and you need a properly formatted Works Cited page (bibliography) to paste at the end. How do you achieve this? It’s easy...

1. **Log in** to noodletools.com. (Remember that your login is the same as Blackboard.)

2. **Open your project** clicking on the project title. This will take you to your Dashboard page for the project.

3. **Go to your Sources page.**

4. **Click the Print/Export drop-down menu, and choose Print/Export to Google Docs.** (If prompted, sign in to Google and/or click Allow. Make sure you’re using your ACPS account.)

   **Congratulations!**
   This will create a perfectly formatted Works Cited page for use in any paper. For your Slides project, you can paste this information in as your final slide.

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**Important to Know**

Blocked pop-ups: Occasionally Chromebooks will block your pop-up, and you’ll wonder why a Works Cited page isn’t appearing for you. Fix this by clicking the icon in the upper right in your address bar and allowing pop-ups from NoodleTools.

Where’s my file? Your file is automatically saved in Google Drive and is named “Sources for ________” (where the blank is the name of your project in NoodleTools).