NoodleTools

1. Student Login Instructions

    a. Access NoodleTools through your [Issaquah ClassLink](#) account.

    b. Click on the NoodleTools icon – if it is your first time using NoodleTools or the first time this school year, follow the prompts to create or update your account.

2. New Projects *(note: everything "new" – New Project, New Source, New Notecard – you can find in the upper right, look for the green button)*

    a. Once logged in to NoodleTools, click the green "+ New Project" button (green, top right)

    b. Give project a useful title, leave other options as-is (Style: MLA, Level: Junior)

3. **Add sources** to your project ([NoodleTools directions](#))

→ **Important note:** if you are using a library database (SHS/KCLS), most have the citations done for you. See **d.** below for exporting a citation directly to NoodleTools and **e.** for copying and pasting a citation to your NoodleTools project.

    a. Click on your Project Title to open and work on project

    b. Choose "+New Source" button (green, top right)

    c. Select the source type and fill-in all information requested and available [See what goes in a citation here](#)

    d. *Export a citation to NoodleTools* If citing a database > look for and click on the citation link/icon in the article you want to add > look for the NoodleTools link/icon in the pop-up citation box *(if there isn't one, see below)* > click on it and follow the prompts to import it to your NoodleTools project

    e. *Copy & Paste citation* In database > look for and click on the citation link/icon in the article you want to add > copy the MLA citation > go to your NoodleTools project > "+New Source" > choose source type > once in the citation window, look for "Quick cite: Copy & paste a citation" at the top > paste citation in box

4. Creating Notecards ([NoodleTools directions](#))

    a. In your project, choose the "Notecard" option from the blue menu in the left

    b. Choose "+New Notecard" (green, top right)

    c. Add "Notecard Title" *(note: you may not have immediate titles for your notecards, but as you do more research, add useful titles to help you organize your ideas)*

    d. Select "Source" the notes will be from (the more sources you add, the more options on drop-down list)

    e. Fill in the appropriate boxes in the notecard - you will most likely fill in 1 or 2 boxes, not all 3; if taking notes from a book, be sure to include the page number in the upper right box

    f. "Save and Close" when done

5. Group Projects ([NoodleTools directions](#))

    a. One group member creates a NoodleTools > looking at projects list > hover over the "Sharing" column > click on the + sign.

    b. In the Student Collaboration box, click on "+Add student" and add the Personnel IDs (aka usernames) for your group members *(note: if group member doesn't show up, make sure their school is Skyline in their profile).*

    c. The "Sharing" column is also where you would **share a project with your teacher** when needed.

6. Creating a Works Cited page ([NoodleTools directions](#))

    a. From the Sources list in your project, click on the blue export arrow icon at top of the page.

    b. Choose your preferred export option > select any other options in the next box, then "Submit"

    c. Find your Works Cited page in your downloads/online and make changes as needed (note: exporting the Works Cited page from NoodleTools does all the formatting for you: title, indents, alphabetizing, etc. but check entries for things like names/titles in all caps, etc. (see what [citations should look like here](#))