

NoodleTools Quick Guide for Librarians & Teachers

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This quick guide covers the following topics:

1. How to create a new account
2. How to create a new project and add sources and notecards
3. How to set up a project inbox to receive student work and provide feedback

How to create a new account

At the **Sign In page** (<https://my.noodletools.com/logon/signin>) you have two options.

The screenshot shows the NoodleTools Sign In page. On the left, there is a 'Sign In' section with a 'Personal ID' field, a 'Password' field, a 'Remember me' checkbox, and a 'I forgot my password' link. Below this is a 'SIGN IN' button. Underneath is a 'Register' section with a '1' in a circle, a heading 'Register as a new user if you haven't used NoodleTools before:', and two bullet points: 'Free for you if your school or university is subscribed' and 'Individual accounts also available'. Below this is a 'REGISTER' button. On the right, there is an 'Access via Google for Education' section with a '2' in a circle, a heading 'Access via Google for Education', a sub-heading 'If your school or district uses Google Apps for Education (GAFE) to access NoodleTools, sign in here:', a 'Google Account Email' field, and a 'SIGN IN' button. At the bottom center, there is an 'OR' button.

Option 1: If you are a new NoodleTools user, click **Register** to create a new account.

OR

Option 2: If your school has Google Apps for Education and has installed the NoodleTools app there, enter your Google account email in the field on the right and click **Sign In**.

If you are using Option 2 (Google Apps), skip to "How to create a new project, source list, and notecards" on this page. Otherwise, continue the registration process...

NOTE: Depending on how NoodleTools is set up at your school, you may next see a screen asking you to enter your school's username and password to register as a new user. Enter the subscription username and password (ask your NoodleTools admin if you don't know them, or else contact us via the help desk).

The screenshot shows a dark-themed registration form titled "New User Registration". It is divided into two main sections: "Subscription Type" and "Subscription Information".

Subscription Type
Please choose the type of account to create.

- An account linked to a school/library subscription or trial
- An individual subscription
- A NoodleTools MLA Lite account

A right-pointing arrow is located between the two sections.

Subscription Information

School / Library Username

School / Library Password

CONTINUE

Click **Continue** and fill out information for your account. Be sure to select "I am a teacher or librarian." Click **Register**.

About You

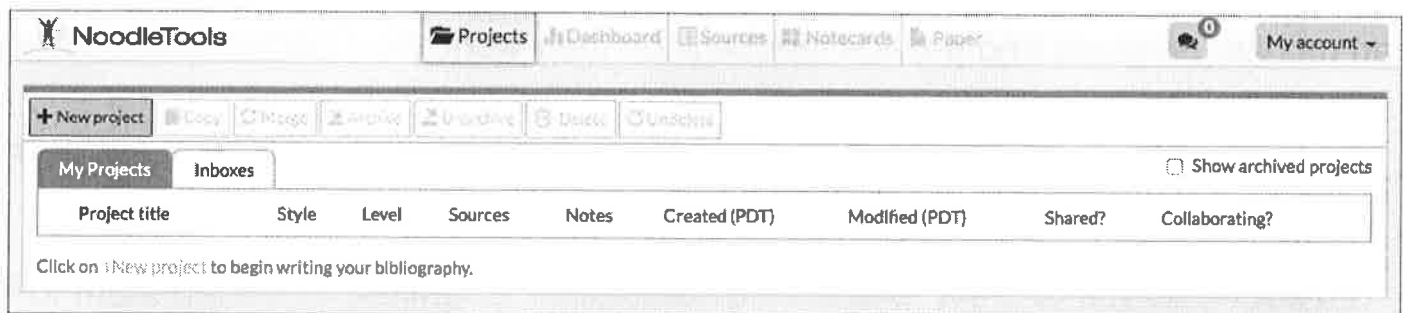
I am a student or library patron
 I am a teacher or librarian

Expected year of graduation:

Choose a Personal ID ⓘ

Easy Login Retrieval ⓘ

After you register, you will see the Projects screen:



NoodleTools | **Projects** | Dashboard | Sources | Notecards | Paper | My account

+ New project | Copy | Merge | Archive | Undelete | Delete | Unshare

My Projects | Inboxes | Show archived projects

Project title	Style	Level	Sources	Notes	Created (PDT)	Modified (PDT)	Shared?	Collaborating?
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Click on +New project to begin writing your bibliography.

The Projects screen in the teacher account has two tabs:

1. **My Projects** displays projects that you as a teacher create for yourself, perhaps as demonstration projects to show students. Your students will create their own projects or group projects in their own NoodleTools accounts.

2. **Inboxes** is a classroom management system in teacher accounts only. In this area, you can do two things: 1) Look at work that's been submitted to you for a particular assignment, and 2) create a new assignment for a group of students or class.

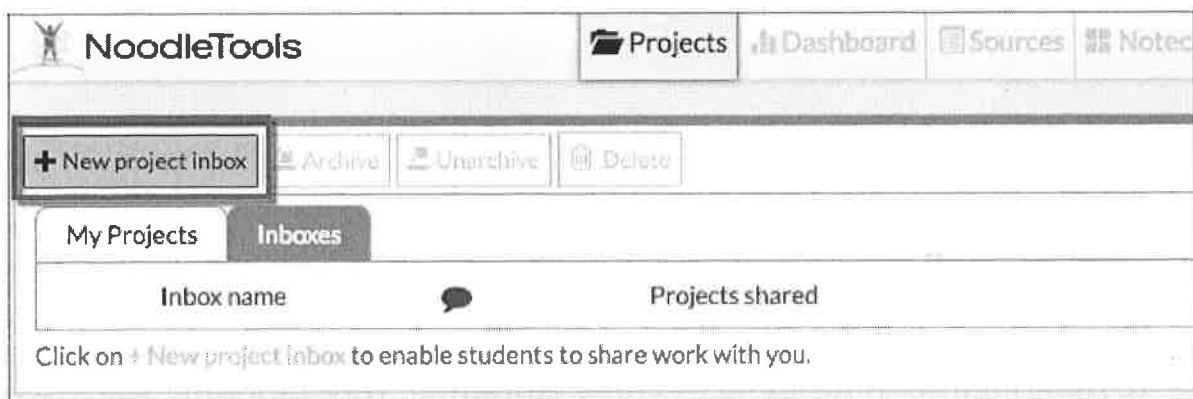
How to create a new project and add sources and notecards

To learn how to create a new project and add sources and notecards, please refer to "**[NoodleTools Quick Guide for Students](https://noodletools.freshdesk.com/solution/articles/6000053400-noodletools-quick-guide-for-students)** (<https://noodletools.freshdesk.com/solution/articles/6000053400-noodletools-quick-guide-for-students>).

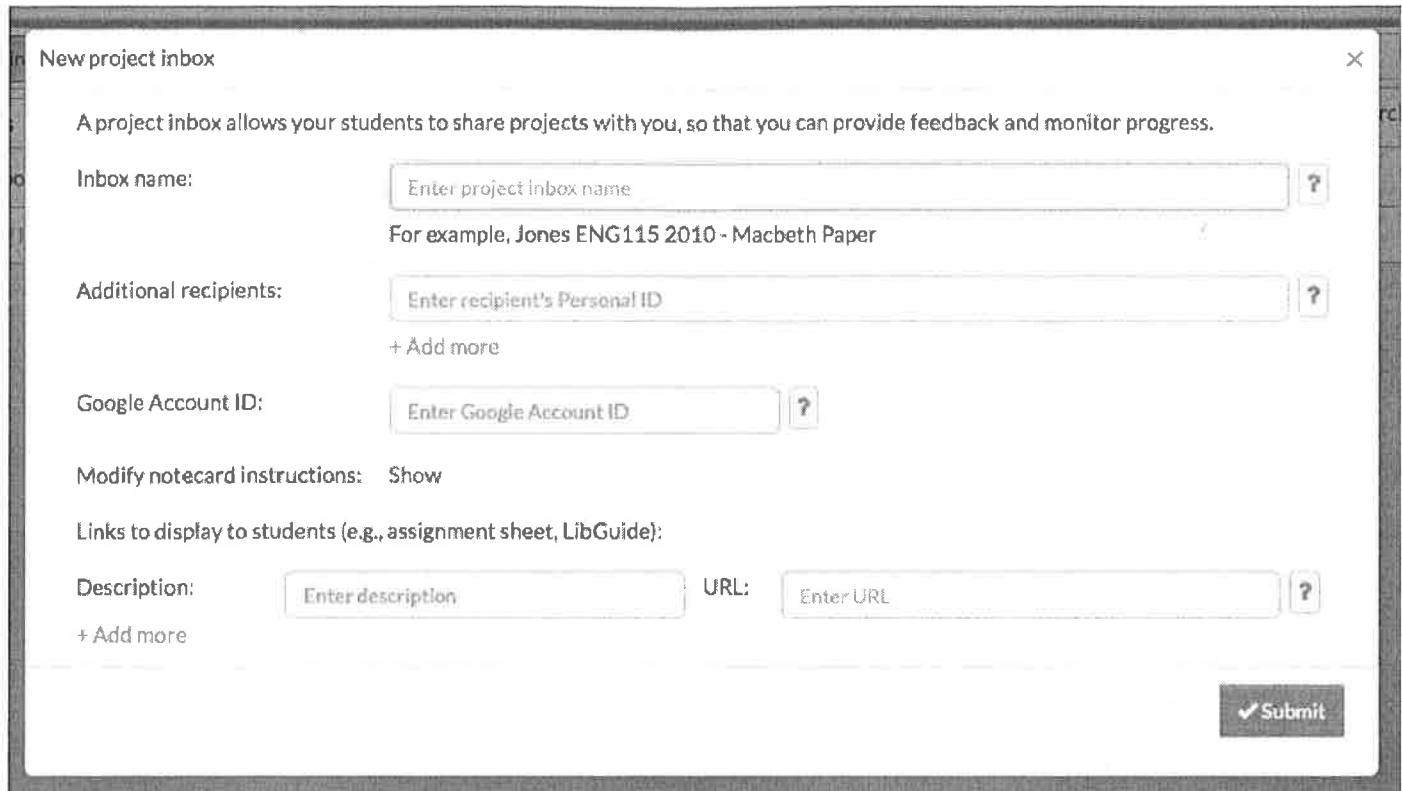
How to set up a project inbox to receive student work and provide feedback

An inbox is where students submit a specific project for your review so that you can monitor progress and provide feedback on their work.

1. Click the **Inboxes** tab and **New project inbox**.



2. In the **New project inbox** screen enter a name for your inbox. In the **Additional recipients** field, teachers' IDs can be added to allow them to view and provide feedback on projects submitted to this inbox. Click **Submit**.



The screenshot shows a web form titled "New project inbox" with a close button (X) in the top right corner. Below the title is a descriptive sentence: "A project inbox allows your students to share projects with you, so that you can provide feedback and monitor progress." The form contains several input fields and options:

- Inbox name:** A text input field with the placeholder "Enter project inbox name" and a help icon (?). Below it, an example is provided: "For example, Jones ENG115 2010 - Macbeth Paper".
- Additional recipients:** A text input field with the placeholder "Enter recipient's Personal ID" and a help icon (?). Below it is a "+ Add more" link.
- Google Account ID:** A text input field with the placeholder "Enter Google Account ID" and a help icon (?).
- Modify notecard instructions:** A dropdown menu currently set to "Show".
- Links to display to students (e.g., assignment sheet, LibGuide):** A section with two input fields: "Description:" with placeholder "Enter description" and "URL:" with placeholder "Enter URL", both with help icons (?). Below this is a "+ Add more" link.

At the bottom right of the form is a dark grey "Submit" button with a checkmark icon.

3. The new inbox now appears under **Inboxes** on your Projects screen.

4. Share the name of the new inbox with your students.

For more details on setting up your inbox, please see "[How to set up an inbox and work with projects shared with you](https://noodletools.freshdesk.com/solution/articles/6000055996-how-to-set-up-an-inbox-and-work-with-projects-shared-with-you)

[\(https://noodletools.freshdesk.com/solution/articles/6000055996-how-to-set-up-an-inbox-and-work-with-projects-shared-with-you\)](https://noodletools.freshdesk.com/solution/articles/6000055996-how-to-set-up-an-inbox-and-work-with-projects-shared-with-you)."

See "[How to share your project with a teacher](https://noodletools.freshdesk.com/solution/articles/6000055975-how-to-share-your-project-with-a-teacher)

[\(https://noodletools.freshdesk.com/solution/articles/6000055975-how-to-share-your-project-with-a-teacher\)](https://noodletools.freshdesk.com/solution/articles/6000055975-how-to-share-your-project-with-a-teacher)" to understand the process by which students submit their

projects to the inbox.