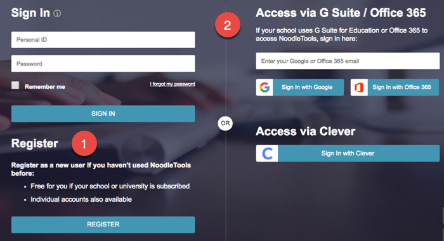
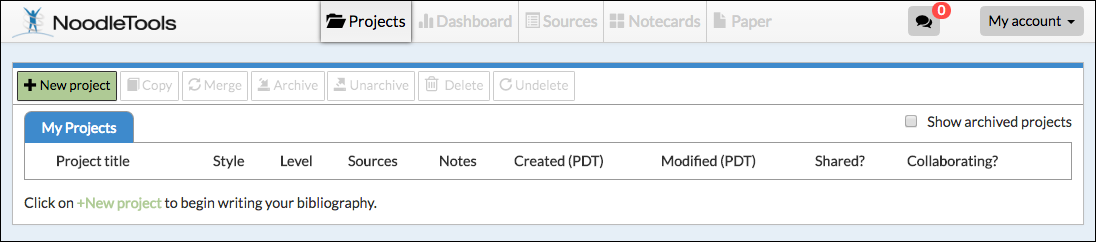
**NoodleTools Quick Guide for Students**

**1. How to create a new account**

At the [Sign In page](https://my.noodletools.com/logon/signin) you have two options: select **Office 365**, enter your Office account email in the field on the right and click **Sign In.**

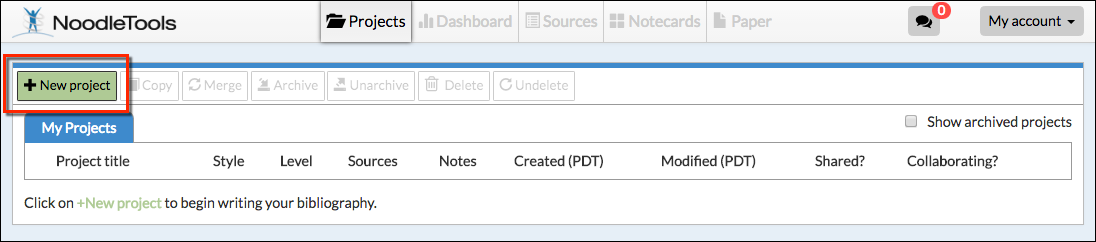
[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6053030548/original/n9m9SNmCKugj-pPA4m9aAN-oAxCzbChuIQ.png?1505841512)

After you sign in, you should see the Projects screen:

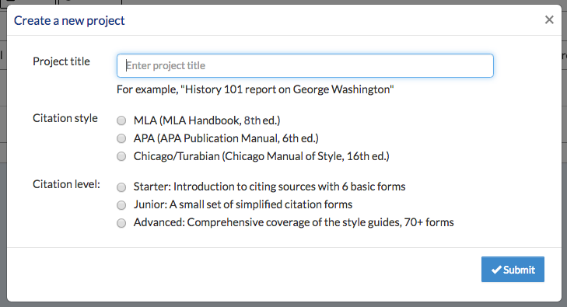
[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026754646/original/qg_student_project_screen.png?1467742632)

**2. How to start a new project and a source list**

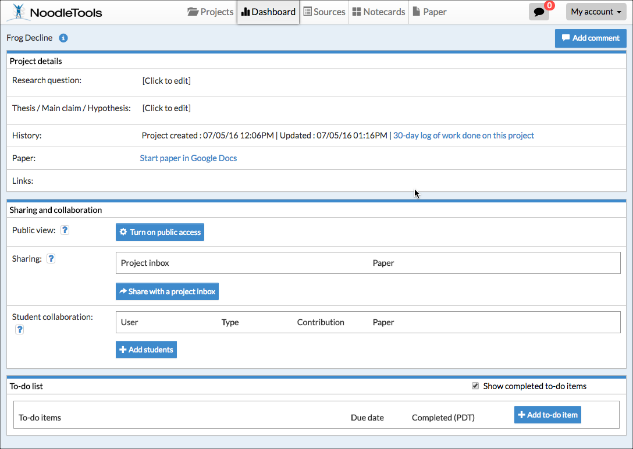
1. On the Projects screen, click **New project**.

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026769892/original/qg_student_project_new.png?1467754798)

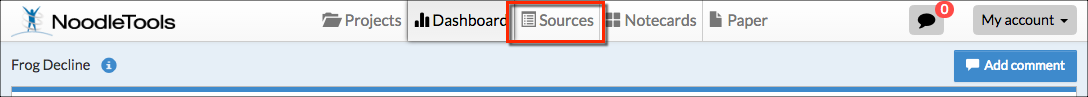
2. On the Create a New Project screen that pops up, enter a name for your project and select the appropriate citation style and level. Click **Submit**. NOTE: Once you create a project, you will be able to switch seamlessly between styles and levels. So what you set up now can be changed later with one click.

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026763451/original/qg_student_project_create.png?1467749505)

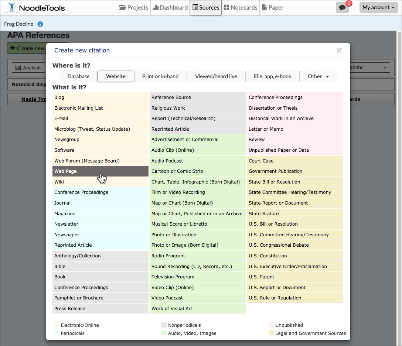
3. The Dashboard screen appears. The Dashboard organizes your work environment for effective research. You can see assignments, create to-do lists, submit work, and act on feedback from teachers in an organized way, and all in one place.

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026763715/original/qg_student_dashboard.png?1467749707)

4. To begin citing sources, click **Sources** in the navigation bar at the top.

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026764141/original/qg_student_dashboard_sources.png?1467750004)

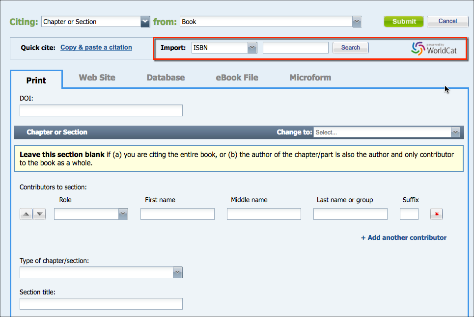
5. On the Sources screen, click **Create new citation**and select the best match for your source from the choices given.

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026766940/original/qg_student_sources_cite.png?1467752179)

*Note: On the next screen, depending on the citation type selected, a****Show Me****tutorial may be available to help you evaluate the source. The lessons are differentiated based on which level you are in: Starter, Junior, or Advanced. Below is an example of a slide from the****Show Me****tutorial for Website, Junior level.*

6. Click **Continue** to go to the next screen.

7. Fill in the citation form with information about your source. If your source is a book, you can locate the book in **WorldCat** (via an ISBN number or title/author search) and it will automatically fill in the form with the book's details, checked and revised for accuracy by NoodleTools.

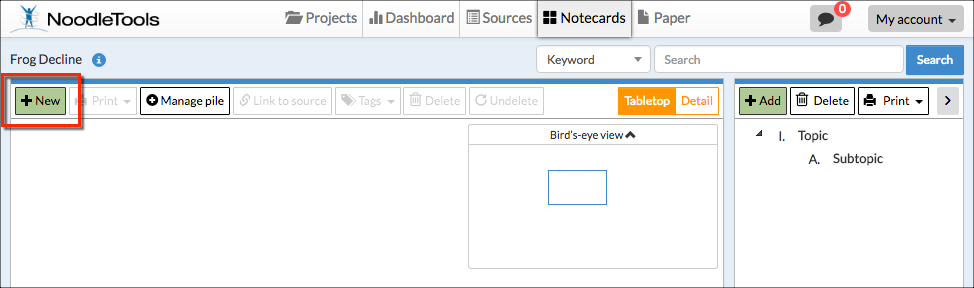
[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026767806/original/qg_student_sources_worldcat.png?1467752769)

8. After you finish entering information about your source, click **Submit** to save your new citation.

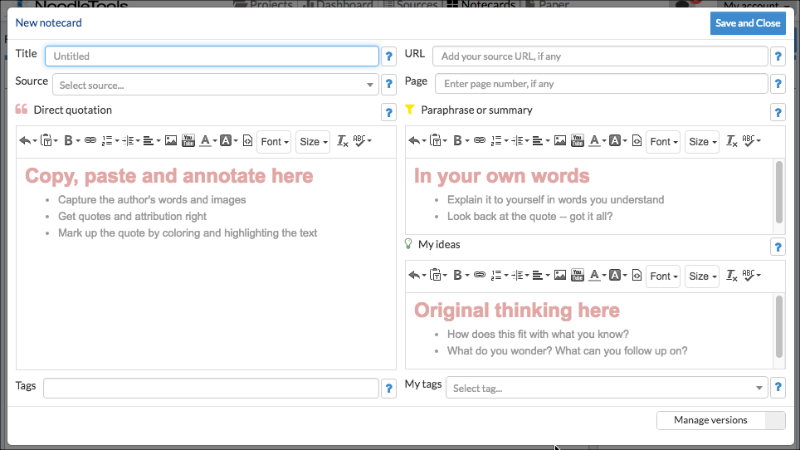
**3. How to create notecards**

1. Click **Notecards**in the navigation bar at top.

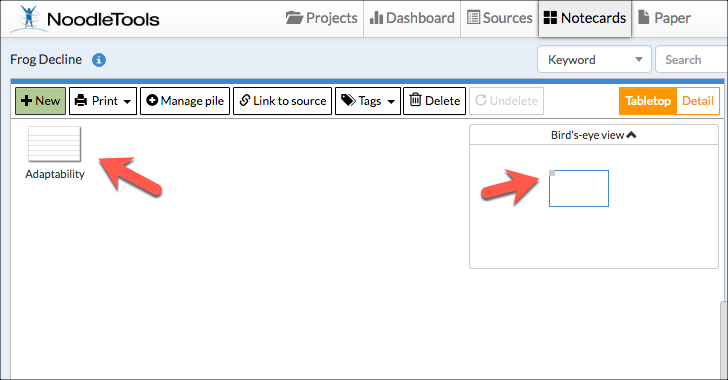
2. On the Notecard Tabletop, click **New**.

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026773191/original/qg_student_notecards_new_tabletop.png?1467758434)

3. Input notes about your source.

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026773300/original/qg_student_notecards_edit_window.png?1467758547)

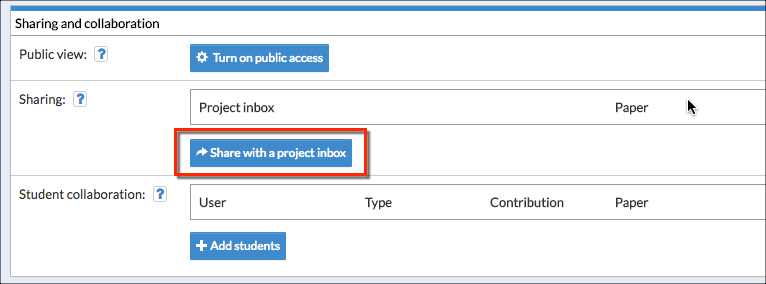
4. Your notecard gets saved automatically as you add information. When you are done, click **Save and Close** to save your final changes and close the window. New notecards appear in the upper left corner of your tabletop and in the **bird's eye view**.

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026773581/original/qg_student_notecards_new_on_tabletop.png?1467758978)

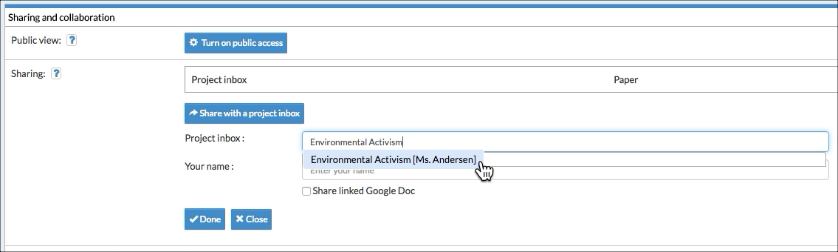
TIP: Once you've created multiple notecards, you can pile them. Drag a notecard and drop it on another notecard to create a new pile, or use the **Manage pile** option above the tabletop to manage existing and create new piles with selected notecards. Notecard piles become the basis of organization within the Outline panel next to the Notecard Tabletop.

**4. How to share a project with your teacher**

1. On your project's Dashboard screen, under **Sharing**, click **Share with a project inbox.**

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026773734/original/qg_student_sharing_dashboard.png?1467759199)

2. In the **Project inbox** field, enter the name of the inbox (as provided by your teacher). When the first letter of the inbox’s name is entered, a drop-down menu will appear and the name of the drop box can be selected.

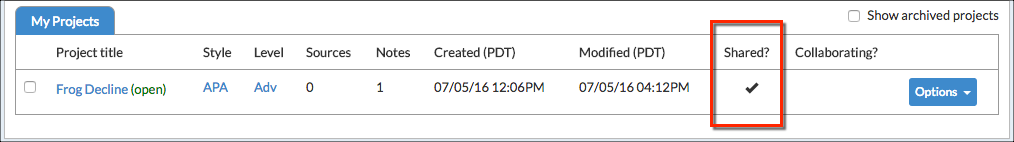
[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026775010/original/qg_student_sharing_inbox_name.png?1467761077)

3. Enter your name so that your teacher can identify you (if not clear from your username).

4. Click **Done**.

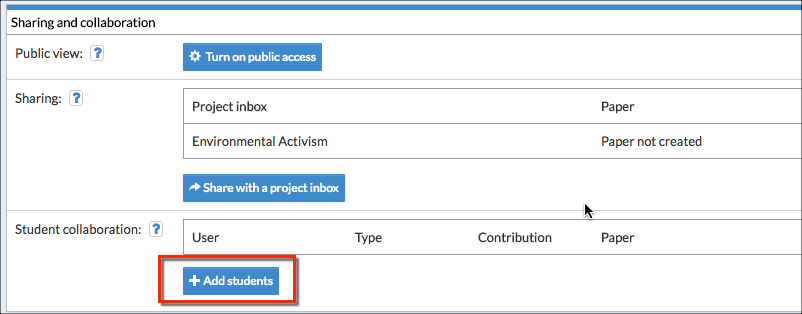
5. On the Dashboard screen you will now see the inbox’s name under **Project inbox**.

6. On the Projects screen, you will see a checkmark in the **Shared?** column.

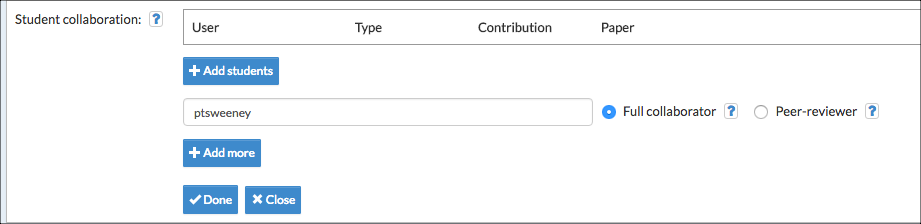
[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026774796/original/qg_student_sharing_projects.png?1467760715)

**5. How to set up a project collaboration with your classmates**

1. On the project's Dashboard screen, under **Student Collaboration**, click **Add students**.

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026775242/original/qg_student_collaboration_add.png?1467761506)

2. In the field that opens up, enter the collaborator's Personal ID. You can select **Full collaborator** if you wish to allow full add/edit/delete access, or **Peer-reviewer** if you want to share it as read-only (with just the ability to receive comments). If you need to add more collaborators, click **Add more**.

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026775389/original/qg_student_collaboration_add_popup.png?1467761743)

3. Click **Done**. All collaborators added are displayed on the dashboard for the project.