Logging into Your NoodleTools Account

1. Click **LogIn** at top right of screen.
2. **Log in: PersonalID**=FirstnameLastname
   Password=Student ID
   (same as computer login)
3. **Update User Profile**: **First time** you log in you will need to enter your initials and any 4 digits in the **Initials** and **Phone** fields. Click SAVE PROFILE.
4. **Revalidate**: You may need to "revalidate" your account each school year. Enter the WAMS school/library password "*annin*" on **Revalidate** screen and click SIGN IN.
5. On **My Projects** tab, select the project you want to work in OR create a new project.

Creating a Project

1. Click on +New project button in top left.
2. Enter a *meaningful* name in **Project Title** box, like *Gr6 English – Coral Reefs*.
3. **Citation Style**= *MLA (the default)*
4. **Citation Level**=*Junior (the default)*
5. Click **Submit**.

Creating a Citation

1. Click on *Sources* tab at top of screen.

2. On **MLA Works Cited** screen click

   +**Create new citation** button

3. On popup choose where you found this information: *database, web, print, heard/viewed*.

4. Then choose what it is – *book, magazine, newspaper, web page,* etc.

5. **Enter citation information** directly from your source or Works Cited/Notesheet or Web Evaluation/Notesheet into the corresponding fields on the screen. Read the pop up help boxes if you are not sure what to put in a field. Click the *MLA Guide* tab in the top right of screen for to see what the citation should look like.

6. **Click on** *Submit* button at bottom of screen to save this citation and view it on the **MLA Works Cited** screen. Click Options button and select *Edit* to the right of a citation to make corrections or changes.

William Annin Middle School Media Center

NoodleTools Works Cited Pathfinder
www.noodletools.com

9/2016

Process: Every time you **begin** a new research assignment, you must *create a new project* in NoodleTools. Then you can begin entering citation information for your sources in that project.

Creating A Citation (cont.)

NoodleTools Companion App: Available from Apple App Store or Google Play. You can scan a book's ISBN code (on back) to have **NT Companion** automatically generate the citation AND put it in your NoodleTools project! Follow directions on the **NT Companion** app screen.

Generating the Works Cited Page

1. Click on *Sources* tab at top. Click on the **Print/Export** button at left of **MLA Works Cited** screen.

2. Select **Print/Export** *to WORD or to Google Docs*.

3. A fully formatted Works Cited page WORD file will download or a Google Doc will open.

4. Save, copy, print or share your Works Cited page. Give the document a meaningful name like *Works Cited – 6thEng-CoralReefs*.

If you lose your printed copy, you can go back to NoodleTools and reprint. The citations never go away unless you delete the project.