

## NOODLETOOLS

Creates MLA citations and electronic notecards.

### To Access the Link:

1. Visit the Prairie homepage: [www.barrington220.org/prairie](http://www.barrington220.org/prairie).
2. Choose **Media/Libraries**.
3. Click on **Databases**. Click on the link for **NoodleTools**.

### To Access a List:

1. Type in your **personal ID**. In most cases it should be your first initial last name.
2. Type in your **password**. Most students' passwords are their ID number.
3. Click on the **Sign In** button.
4. You will be taken to a screen that shows all of the lists you have created. Click on the list that you want to continue to work on or click on the **Create a New Project** button to start a new one. You only need one list per project.
5. Click on the button in front of **MLA Advanced** since this is the style used by Prairie students as well as BHS students.
6. Write one or two words to describe your list so it is easy to identify in the future. Then click the **Create Project** button.

### The Dashboard – Time to Get Organized:

1. The Dashboard is a spot to help keep you organized throughout your research project. You may fill in certain sections of this dashboard at various times during your research.
2. The top section of the page provides a space for you to type in your research question(s). Each time you open your project list, you will be reminded of your research focus.
3. When you are ready to write your thesis statement, a space has been provided. Click in order to edit.
4. If your teacher has requested that you share your progress throughout the project, click the link next to **Sharing** so that your teacher has access to your project list.
5. If you are working on a group project, use the **Student Collaboration** area to add students that you are working with on the project. This will allow you to build your project together.
6. Under the **Components** section, you will find links to the bibliography and notecard pages in NoodleTools as well as a link to Google Docs.
7. To break a large project down into smaller tasks, use the **To Do List**.
8. One last section is a space for others to comment on your work if you choose to share it.

### To Prepare for Note-taking:

1. Become familiar with your topic by reading an article about it.
2. Brainstorm the main ideas you need to find out more about your topic. For instance if you were doing a paper on a historical figure you may have main ideas like early life, education, contributions etc.
3. Click on the **Notecard** link on the navigation bar at the top of the page.
4. Fill in the main ideas you brainstormed on the outline provided. Main ideas should be represented with Roman numerals. This outline is just a guide and will be modified later once you know more about your topic.
5. Search for sources that provide information about the main ideas you have listed.

### To Create Citations for Sources Used:

1. Choose the **Bibliography** link on the navigation bar at the top of the page.
2. Use the pull down menu to select the type of source you are citing.
3. Click on the **Create Citation** button.
4. The following are tips taken from the NoodleTools guide:

- A series of screens will prompt you for information about your source (the screens will vary depending on the citation type). NoodleBib uses your answers to tailor the final form, so that only the fields and instructions that are exactly right for your particular source are shown.
  - If your source is from a subscription database, the MLA version will take you through the Subscription Database Wizard, which helps you cite these tricky online sources.
  - On the main form, fill in as many details about your source as you can locate.
  - The annotation box should only be filled if your teacher asks for an description of the sources.
5. Once you finished filling in the empty fields, click on **Check for Errors**. The software will highlight in red any errors you should fix before creating the citation.
  6. Click on the **Update Citation** button.
  7. All of your citations will be saved in your personal folder.

### To Print Works Cited List:

1. Click on the drop down box titled **Print/Export**.
2. Select **Print/Export to Word**.
3. A yellow bar will pop up at the top of the screen. Click on this yellow bar and choose **Download File**. Click on the **Open** button.
4. Go to the **File** on the top menu bar and choose **Print**. There is no need to save this document as long as you don't delete your list in NoodleTools.

### To Create a Notecard:

1. Click on the **Bibliography** link on the navigation bar. By creating notecards on this page, your notes will automatically be attached to the source you are using for notes.
2. Click **New** in the notecards column of the source you are using. A notecard template will pop up. Create a short title for your card signifying the main topic of your card. Note the URL or page number if it applies. Add tags to identify and label concepts on the notecard.
3. Three different types of notecards are available. If you are copying something word for word use the first notecard called **Direct Quotation**. This is also the card that you can paste an image into if you would like to use it on a project board. If you are putting an author's ideas in your own words, use the **Paraphrase** card. If you have some thoughts on the topic or want to remind yourself of some other information to find related to the topic, use the last notecard called **My Ideas**.
4. Click on **Save** once you have finished taking notes on that topic. This will save your notecard.

### To Organize Notecards:

1. Click on the **Notecard** link on the navigation bar at the top of the page.
2. The **Notecard Tabletop** allows you to create piles of notecards on like topics. To select notecards, hold the control key down as you click on the cards you would like to pile and then click on the **Add to Pile** button. Title the pile with the topic name.
3. Color or visual cues can be added to notecards by using the tags button.

### To Print Notecards:

1. Click on **Notecards** on the navigation bar at the top of the page.
2. Click the **Print** button. (It looks like a small picture of a printer)
3. Choose **Export as a Web** page.
4. You can then choose to print all notecards, only selected notecards or one pile of notecards.
5. Go to **File** and then choose **Print**.



**REMEMBER**

**Remember to create a new notecard when you change topics.  
Remember to create a new notecard when you change sources.**