**Noodle Tools: step by step guide**

**Please use the buttons at the bottom and top of Noodle Tools to go back & forth (not the browser arrow; you will lose your Noodle Tools session if you do!)**

* **Go to the middle school library page**
	+ **Click on Online Databases**
		- **Click on Noodle Tools (if asked to revalidate your account, you should use aldenms / aldenms)**

**To create your own account, if you don’t already have one:**

1. click on Register
2. Click on: *An account linked to a school/library subscription or trial*
3. Alden Middle School Library subscription username and password are both **aldenms**
4. Enter that you are a student
5. Select your graduation year from the dropdown menu
6. Personal ID: use your Alden username (example: JMcstudent18)
7. Password: use your Alden computer password
8. Easy Login Retrieval: enter your first and last name initials (example: JM) and the last four digits of any phone number – either your cell or your home phone.
9. Click **Register**
10. You should now be registered and have your own account!

**Once you have been signed in, you need to create a new project for this assignment before you can start your Works Cited/Bibliography:**

1. Click on **+New Project** (green button, upper left-hand corner of page).
2. Give your project a title – example: ELA Victorian Research
3. Citation Style: select MLA (8th edition – should default here)
4. Citation level: Junior (NOT the default)
5. Click **Submit** (blue button)
6. You should now be at a screen called Dashboard

**To start entering sources into a Works Cited list:**

1. Click on **Sources** (top menu bar, next to Dashboard)
2. Click **+Create new citation** (green button, top left-hand side of screen)
3. **Where is it?** Here you should answer where you found this source (Database, Website, Print, eBook, etc.)
4. **What is it?** Here you should select the **type of source** you are citing – either a **magazine, newspaper, journal, book, reference source (encyclopedia)**, etc.
5. **If you do not have a citation to copy (jump to #25 if you DO have a citation to copy):** fill in all required fields using your library notecard as a guide. If you miss something that is required Noodle will give you a warning box with a red X; you cannot proceed or finish until you have filled in all required fields. Not all fields are required, however. If you do not have information for a particular field, **just skip it**. Noodle will let you know if it’s required or not!
6. You may skip any sections labeled **+** **Advanced** or **Annotation**, unless specified by your teacher or Ms. DiSalvo
7. At the bottom of the page, click the green **Save** button.
8. You will be taken back to your Works Cited page where you can continue to add sources by clicking **+Create new citation** (green button, top left-hand side of page).

**\*Please note – you do not need to create a new project for each source – all sources for one assignment should be entered into one project!**

**To copy and paste a citation from an online database using the Quick Cite feature**

1. Complete steps 17, 18, 19, and 20 above and then proceed with step 26.
2. **In a new tab**, open up the library online database page
3. Find the database from which your article was found; **right click on the database** and select **Open Link in New Tab**
4. Find the article that you need to cite (search by title or document number) and look for a **Citation** button within the article (usually under **Tools** on the top or right side of page).
5. When asked what citation style should be displayed, you always want to select **MLA 8th ed.** (or just **MLA** if an edition is not indicated).
6. Copy the citation from the database and go back to Noodle Tools.
7. You should have a new citation form opened already in Noodle (if not, go back to step 17) and should see a field labeled **Quick Cite – copy and paste citation** in the upper left-hand corner; click on **Copy & Paste a citation.**
8. A new form will open up – paste your citation in the white box labeled **\*Manually-edited citation**.
9. Glance over your posted citation; make sure it looks right! Your article title should be in quoted & your containers should be italicized. Each word in the title should be capitalized, except articles!
10. Once you think the citation pasted appropriately without losing any MLA formatting, scroll down to the bottom and click on the green **Save** button.
11. You will be taken back to your Works Cited list where you can continue to add sources by clicking **+Create new citation** (green button, top left-hand side of page).

**To Print your Works Cited list:**

1. Click on the dropdown menu that says **Print/Export**
2. Select **Formatting Options**
3. Where it says **Page Header**, click on **None** and enter your last name only and click Set Header.
4. Click on **Export as Word Doc**
5. This document will show up on the bottom left-hand corner of your screen as a word file; go ahead and Open it.
6. Your Works Cited list should open in MS Word and is all set in MLA format for you already! You do not need to change any formatting at this point or save this document separately – it will automatically be saved in Noodle Tools for you! You can print from here like you normally would print in MS Word (file – Print)
7. If you notice mistakes, please do not edit this word document; You need to make all corrections in Noodle Tools for everything to auto-save; Close out of the Word doc and get back into your works cited list in Noodle Tools and edit your sources from there.