NoodleTools Getting Started Guide

This quick guide covers the following topics:
1. What is NoodleTools?
2. How to create a new account
3. How to begin a new project and source list (works cited)
4. How to analyze a works cited list
5. How to annotate a citation
6. How to export a works cited list to MS Word or Google Docs

What is NoodleTools?
NoodleTools is a web-based research management platform that helps students correctly cite sources in MLA, APA, and Chicago/Turabian citation styles. Within their NoodleTools accounts, students can collaborate on research projects with peers and share their progress with instructors.

How to create a new account:
From on-campus: Visit either https://my.noodletools.com/logon/signin OR navigate to the NMC library website (www.nmc.edu/library) and select NoodleBib (works cited list) from the ‘Quick Links’ list:

QUICK LINKS
- A to Z Databases & Resource List »
- Ask a Librarian »
- Faculty Resources »
- Interlibrary Loan »
- NoodleBib (works cited list) »
- Online Instructional Videos »
- Public/Non-NMC Patrons »
- Renew Library Books »
- Research Guides (LibGuides) »
- Suggest a Purchase »

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From off-campus: Visit the following ‘proxy’ link for verification: https://login.proxy.nmc.edu/login?url=http://my.noodletools.com/logon/signin and log in with a NMC ID and password before proceeding.

At the ‘Sign In’ page, select Register:

You will be prompted to fill out the following information:

An account linked to a school/library subscription or trial, ‘I am a student or library patron’ (OR ‘I am a teacher or librarian’), expected year of

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graduation, personal ID, password (and retype password), email, initials, and last 4 digits of phone number. Then select Register once more:

NOTE: You DO NOT need to use a NMC ID and password to create a NoodleTools account. If you do use your NMC ID and password, the two accounts will not be linked, and when you periodically update your NMC password your NoodleTools password won’t be simultaneously updated.

If you have difficulty accessing a NoodleTools account once it has been created, contact the library reference desk.

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How to begin a new Project and Source List (works cited):
After you register a new account or login, you will be at the Projects screen. Select the green button in the upper left, +New Project:

On the Create a New Project pop-up box, enter a Project Title (i.e. ‘Reporting Information ENG 111’), then select the appropriate citation style, leave the Advanced citation level selected, and select ✔ Submit:

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The **Dashboard** screen will appear first. (Here, students will have the option to submit a research question, formulate a thesis statement, share their project and time-stamped research log with an instructor, connect to their draft paper in Google Docs, and collaborate with other students.)

To begin citing sources, select **Sources** from the middle of the navigation bar at the top of the screen, then select the green button in the upper left, +Create new citation:

On the **Create new citation** pop-up, select where you *originally* located the source from the ‘**Where is it?**’ option tabs: **Database**, **Website**, **Print or in-hand**, **Viewed/heard live**, **File/app/ebook**, **Other**.

Next, select the best ‘**What is it?**’ match for your source type:

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On the following page, you will get a “SourceCheck” prompting you to pause and reflect upon whether you have selected the right type of source. After double-checking, click Continue. (These prompts can be turned off.)

NOTE: NoodleTools does NOT produce inaccurate citations. Only student error in accurately determining where a source was located, what type of source it is, and hastily skipping over NoodleTools’ pop-up corrections and tips will produce an inaccurate citation.

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Next, fill in the blank citation form with all of the available and necessary information about your source. NoodleTools will assist you with pop-up hints and corrections. If a blank field is asterisked and underlined in red, the field must be filled in to produce an accurate citation:

TIPS: 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 NoodleTools citation form with the book’s details. There is also a free app called NoodleTools Companion that allows you to scan books’ ISBN barcodes for automatic importing into NoodleTools projects.

After you finish entering the necessary information about your source, select the green Submit button in the lower right to save your citation:

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How to analyze a works cited list:

Once a student’s works cited list is complete, it is possible to auto-analyze their unique combination of sources by selecting the Analysis button:

Source lists are graphed and evaluated based on amount of sources used, balance of source types, and currency. It is possible to Print the NoodleTools analysis for an instructor to review.

How to annotate a citation:

To the right of each citation is a blue “Options” drop-down menu. Select Edit Annotation to add an annotation to a citation. Hint: It can be useful to create the annotation within Google Docs or Microsoft Word, which have auto-save features, and then paste the annotation into the NoodleTools pop-up box. After adding an annotation, select Save and Close.

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How to export a works cited list:

When you are ready to include your completed works cited list at the end of a research paper, you can export your correctly formatted and alphabetized citations from NoodleTools by selecting **Print/Export** in the upper middle and exporting your Works Cited List to Microsoft Word or Google Docs.

Questions? Just ask at the NMC library reference desk!
(231) 995-1540 or library@nmc.edu

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