## Logging into Your NoodleTools Account

1. Click **Current Users Sign In**.
2. **PersonalID**=FirstnameLastname
   **Password**=Student ID number
   (same as computer login)
3. **First time** you log in, you may need to Update User Profile: Select Year of Graduation (from HS), enter your initials and any 4 digits in the Initials and Phone fields.
4. **Revalidate**: At start of school year, you need to "revalidate" your account. Enter the WAMS school/library passwords "*wams*" and "*annin*" into two boxes on **Revalidate** screen when it appears and click SIGN IN.
5. If needed, Update User Profile screen and click SAVE PROFILE.
6. On MY PROJECT screen, select the Project you want to work in or create a new Project.

## Creating a Project

1. Click on  [Create a New Project]
2. **Citation Style**=default *MLA.*
3. **Citation Level**=*Junior*.
4. Enter a *meaningful* name in **Description** box, like *Gr6 English – Coral Reefs*.
5. Click on **Create Project**.

## Creating a Citation

1. Click on **Works Cited** under **Components**.

2. On the **MLA Works Cited** screen, select the *type of citation* from the drop down menu.

3. Click the green **Create Citation** button.

4. **If creating a *Database* citation:**

Select the *Source type* for your database article. – MarshallCavendish, ABC-CLIO dbs→ Source type=*Original Content*; World Book or Grolier Online dbs→ Source Type=*Reference* and click on *e-Publication* button on next input screen.

5. **Enter citation information** directly from your yellow/white Database or Print Works Cited/Notesheet or green/pink 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 MLA style info.

6. **Click on *Submit*** button at bottom of screen to save this citation and view it on the MLA Works Cited screen.

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**William Annin Middle School Media Center**

**NoodleTools Works Cited Pathfinder**

**1/2014**

**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.

## Generating the Works Cited Page

1. Click on the **Print/Export** button at middle left of page.

2. Select **Print/Export to WORD**.

3. In the pop up window, select **Open** and click **OK**. Fully formatted and alphabetized Works Cited page will be displayed in WORD.

4. Save, copy or print the WORD doc. Change the name of the document to something more meaningful like *Works Cited "Project name"*.

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