

Logging into Your NoodleTools Account

1. Click **Current Users Sign In** at top of screen.
2. **Log in:** **PersonalID**=FirstnameLastname
Password=Student ID number
(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:** At start of each 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. On **MY PROJECT** screen, select the Project you want to work in or create a new Project.




William Annin Middle School Media Center

NoodleTools Works Cited Pathfinder

5/2015

Creating a Project

1. Click on 
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 *citation type* 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 – Cavendish Square, ABC-CLIO dbs→ Source type=*Original Content*; World Book or Facts on File 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. Click green *Edit* button to revise.

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 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.

