

Creating a Research Paper Using NoodleTools

- To log-on, enter your school email on the right hand side where it says “Access via Google for Education”. Make sure to include “@fpsed.org” to your username.
- Below are procedure-specific instructions for creating a new project, creating a notecard, and creating a citation.

Creating a New Project	Creating a Note Card	Creating a Citation
<ol style="list-style-type: none"> 1. On the home page, click “+ New Project” in the top left corner. 2. On the pop up, keep “MLA 8” and “Advanced” (the defaults) clicked, and title your project. 3. Click “Submit.” 4. Under “Sharing and Collaboration,” click “Share with project inbox. 5. Find your teacher’s inbox. 6. Click “Done.” 	<ol style="list-style-type: none"> 1. On the home page (“Projects”), click on your project. 2. Click “Notecards” at the top. Make sure you’re in the right project. 3. You can now see your “Notecard Tabletop.” Note that in the top right hand corner, you can see an overview of where your notecards are. If you think you’ve lost a notecard, check there first. 4. Click “+New” (top left). 5. Choose the source from which your note card comes in the dropdown “Source” menu. 6. Title your note card with a keyword that you will recognize. 7. Fill in either “Direct Quotation,” “Paraphrase or Summary,” or “My Ideas.” 8. Press “Save and Close” when done. 9. You can make “piles” of similar notecards by dragging them on top of each other. 10. Never put a direct quotation into the “Paraphrase” or “My Ideas” box; you run the risk of forgetting that the notecard is NOT in your own words, which could lead to plagiarism. 	<ol style="list-style-type: none"> 1. On the home page (“Projects,” click on your project. 2. Click “Sources” at the top. Make sure you’re in the right project. 3. Click “+Create new citation.” 4. Choose the type of source from the pop up menu. 5. Enter as much information as you can into the spaces provided. You may need to do some hunting in order to find the publisher. 6. Click “Submit” when done. 7. Most articles from the FHS databases have a “Citation Tools” section on the right hand side. You can copy and paste this citation directly into the NoodleTools “Quick Cite” function.

How To Create and Export an Outline on NoodleTools

Once you have completed your research and notecards, you can create an outline on NoodleTools.

Directions to Create:

1. On your Note card page, group your note cards into piles that correspond to paragraphs.
2. Drag your first body paragraph pile into the first “Topic” in the outline box on the right side.
3. Click the “+Add” to create a new topic.
4. Right click to create subtopics.

Directions to Export:

1. Once your outline is ready, click the print symbol.
2. Click “DOCX” under “Outline with Notecards” (NOT “Outline Only”).
 - a. Don’t worry if you don’t have word on your computer- it will reroute you to Google Docs.
3. Copy and paste the info into a Google Doc.
4. Delete everything in the source except what goes in your parenthetical citation.
5. Bring the source onto the same line as the notecard title that it matches.
6. On the Google Doc toolbar, click the numbered list dropdown menu.
7. Choose the numbered list that begins with roman numerals, then capital letters, then numbers.
8. Delete all information and spaces that are not needed.
9. Add topic sentences.
10. Match format to example outline.

How To Export Works Cited Page on NoodleTools

Once you have plugged all your sources into your Noodletools Sources, it's time to export it (move it) to a Google Doc. This page will help you do so, and it will help you correctly format your Works Cited page so that it is ready to be turned in.

Directions:

1. Go to your Noodletools Sources.
2. Click the downward-facing arrow on "Print/Export" in the top-left corner of your source list.
3. Click "Print/Export to Google Docs."
4. A new Google Doc will open with your sources on it.
5. Delete the URL for each source, including the part of the entry that says the letters "URL."
 - a. There should be enough information in the Works Cited to find the article without the URL, AND it looks messy.

Please note:

If you add another source during the process, your best bet is to redo this process. Otherwise, make sure to insert the new source's entry alphabetically.

If you see a "-- -- --" at the beginning of an entry, it means that the author is the same as the previous entry. Do not delete these dashes.