1. Click on the *Noodletools* Link.

- **Persuasive Essays**
  - [Student Packet](#) [Student Packet: Modified](#) [How-To: Noodletools](#) [Citation Examples](#) [Online Services](#) [Noodletools Tutorials](#)

  All online services passwords can be found in **EDLINE** under **MEDIA CENTER**.
  - **NoodleTools**: Use this service to take notes and make your bibliography.
  - **Student Resource Center Junior**

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1. **Type in your PERSONAL ID** *(the number you use to log into the computer)*

2. **Type in your PASSWORD** *(rockyhill)*

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*Register or Sign In*

You'll need your own Personal ID so that the NoodleTools system can store your work; you'll be able to access it from any computer with this ID.

- **Create a Personal ID**

**Already Have a Personal ID?**

If you are a returning user, enter your Personal ID and password to sign in to your NoodleTools account. If you are a new user, you should choose a Personal ID now.

- **Personal ID:**
- **Password:**

 Checkbox: **Remember me (this is my personal computer)**

- **Sign In**

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*Copyright © NoodleTools Inc.* | [Privacy Policy] | [Terms of Service] | [Legal]
If the Edit Profile screen appears, make sure that the INITIALS and PHONE areas are filled in.

Update Your User Profile

Please take a moment to complete your user profile now. Remember that you can always click "My Account" after you log in to your folder to update these settings in the future.

About You

School / location: Rocky Hill Middle School
Expected year of graduation: Not applicable

Easy Login Retrieval

Just in case you lose your personal ID or password, provide your first/last initials and the last 4 digits of your phone number so that we can identify your account and help you out.

Fill in ONLY:

Initials: (e.g., "JS" for John Smith)
Phone: (last 4 digits only)

Click SAVE PROFILE

Then the PROJECT DASHBOARD will appear.
Click on the **CREATE A NEW PROJECT** button.

Add a description name *(i.e. the title of the project-capitalized)*
Create a New Project

Select a citation style (MLA, APA, or Chicago) and level, then enter a short description of your project.

Citation style:
- MLA
  - follows the *MLA Handbook*, 7th ed.
- APA
- Chicago/Turabian
  - bibliography and footnotes
  - follows *The Chicago Manual of Style*, 16th ed.

Citation level:
- Starter
  - Recommended for elementary school students
  - Six basic forms
  - An introduction to citing sources!
- Junior
  - Recommended for middle school students
  - A small set of simplified forms
- Advanced
  - Recommended for high school, college, and beyond
  - 70+ citation forms, comprehensive coverage of the style guides

Description: Type TITLE here

For example, "History 101 report on George Washington"

[Cancel] [Create Project] Click [CREATE PROJECT]
1. Type in your research question and click **SUBMIT**.
   Click on the **CLICK TO EDIT** to start typing.

   ![Image of NoodleBib dashboard](image)

   **Research Question**: [Click To Edit]

   **Thesis Statement**: [Click To Edit]

   **History**: Project Created: 12/08/11 09:14 AM | Updated: 12/08/11 09:14 AM

   **Sharing**: Share project with a telephone drop box

   **Student Collaboration**: Add/remove students

   **Click here to start typing**

   **Submit**

   Click the **SUBMIT** button when you are done typing.

2. Type in your thesis statement and click **SUBMIT**.
   *(If this is required by your teacher)*
   Click on the **CLICK TO EDIT** to start typing.

   **Thesis Statement**: [Click To Edit]

   **Click here to start typing**

   **Submit**

   Click the **SUBMIT** button when you are done typing.
You need to share your project with your teacher so that he/she can give you timely feedback as you work. This will allow you to make changes as you go along; thus earning you a better grade.

Under **SHARING AND COLLABORATION** Click on **SHARE PROJECT WITH A TEACHER'S DROPBOX**.

![Screen shot of the sharing options](image)

**Type YOUR first and last name in the YOUR NAME BOX.**

**In the ASSIGNMENT DROP BOX box, type in your teacher's last name and period (no spaces). Select the correct choice.**

![Screen shot of the assignment drop box](image)

**Click SHARE PROJECT**

Your dashboard should look like this:
<table>
<thead>
<tr>
<th>Project</th>
<th>Community Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Question</td>
<td>Should students be required to wear school uniforms?</td>
</tr>
<tr>
<td>Thesis Statement</td>
<td>Students should be required to wear school uniforms.</td>
</tr>
<tr>
<td>History</td>
<td>Project Created: 12/05/11 09:14 AM</td>
</tr>
</tbody>
</table>

Sharing:

- Drop Box
- Bibliography
- Note cards/Outline
- Paper

Stevenson2 ✔ ✔

Share project with another drop box  Share paper with these drop boxes

Shared with your teacher

(Check to make sure it is shared with the correct teacher)
1. Typing an Outline

OUTLINE PURPOSE: An outline sets a purpose for your research.

Periodically, you should drag your notecards into the outline. This will help you figure out what you need to look for in your research as you continue on.

1. **Click NOTECARDS** on the navigation menu

You will find the outline to the right of the page:

![Outline](image)

1. **Double click Topic** and type in your text.

   ![Topic](image)

2. **To add a topic or subtopic click on the**

3. **To change the indent level (move it left or right) use**

   ![Indent Level](image)
Outline for NoodleTools Notes

I. YOUR NAME

II. Introduction
   A. Amazing Facts/Startling Statements
   B. Claim (thesis statement)
   C. Background Information

III. Argument 1 (Why should we follow this solution?)
   A. Evidence
   B. Evidence

IV. Argument 2 (Why should we follow this solution?)
   A. Evidence
   B. Evidence

V. Conclusion
   A: Calls to Action
   B. Important Messages

Evidence can be:
Statistics
Experts’ statements
Facts
Supporting details/reasons
1. Copy the citation **from the bottom** of the online magazine or newspaper article.

```
MLA
```

2. Click on **bibliography button** in the navigational toolbar

3. Select the **CITATION TYPE** and click on **CREATE CITATION**

4. Click **CONTINUE** when ready

5. Click on **DATABASE** (if it's ONLINE from a school purchased database)
6. Click on **Quick cite: COPY & PASTE A CITATION**

7. Paste the citation in the box titled: **Manually-edited citation**:

8. Copy the **ARTICLE URL**.

9. Paste the URL in **URL** (located under the Manually-edited citation box).
10. Click **Submit**.
1. Find the article or website you want to use as part of your research. You will need to know if it’s a magazine article, newspaper, reference database, book, e-book, or website.

2. Click **BIBLIOGRAPHY** on the navigation menu

3. Select the **CITATION TYPE** and click on **CREATE CITATION**

4. An informational page will appear that tells more about the source you selected. If you need more information about your source or you are not sure that you have selected the correct source, the links provided can help you decide.

5. Click **Continue**.

6. Select the type of citation it is-is it a PRINT, WEBSITE, DATABASE, etc.? Hover over the type for a definition.
7. A handy MLA guide is now available for your use. This will assist you in reading a citation at the bottom of any online source.

8. **Fill out the information asked for.** If you are completing a citation for an online magazine or newspaper article you can copy it directly from the citation found at the bottom of the article.
   - **About the Authors**
     - If you cannot find an author, don't fill it in
     - There may be multiple authors-add them one at a time
   - **Helpful Hints**
     - **Newspapers** usually have a city, state or country name—or words like: tribune, post, times, etc. in the title
     - Do NOT copy punctuation or < > (*Noodletools* will put that in for you)
     - You MUST fill in the database name
     - Some fields are **required**-that means fill them in!
     - Do not fill in edition or page numbers
     - If there is a link/URL in the bottom citation-use that, not the one in the address bar!
   - Use the MLA guide to help you read a citation.

9. Click on **SAVE** (at the bottom) when you are done.

10. Your citation will appear in the proper format.
    *(If you copied the correct URL, your web link will work.)*
<table>
<thead>
<tr>
<th>Media Type</th>
<th>Citation</th>
<th>Description</th>
<th>Notes</th>
<th>Web Link</th>
</tr>
</thead>
</table>
Important Items

Thursday, December 08, 2011  1:27 PM

How to Read a Citation (.pdf file-click to open)

You MUST create a NEW citation every time you use a NEW source (magazine article, newspaper article, reference database, book, e-book, or website).

- About the Authors
  - IF you cannot find an author, don’t fill it in
  - There may be multiple authors-add them one at a time

- Helpful Hints
  - MANY of the sources have an MLA citation found at the VERY bottom of the source-use this if it is available!
  - Newspapers usually have a city, state or country name- or words like: tribune, post, times, etc. in the title
  - Do NOT copy punctuation or < > (Noodletools will put that in for you)
  - You MUST fill in the database name
  - Some fields are required-that means fill them in!
  - Do not fill in edition or page numbers
  - **If there is a link/URL in the bottom citation-use that, not the one in the address bar!**

1. In the **BIBLIOGRAPHY SECTION** of your project select the citation that your information came from.

2. Click on **NEW**

3. Fill in ONLY the:
   a. **Title**
   b. **Direct Quotation** (copy and paste from article)
   c. **Paraphrase** (the quotation in your own words)
4. Click **SAVE**
2. How to View or Edit a Notecard

Thursday, December 08, 2011    2:27 PM

1. Click **SHOW** next to the citation to view your notecards

2. Click **EDIT** next to the notecard you want to change

3. Make changes/additions as needed

4. Click **SAVE**
3. Changing the Source of a Notecard

Thursday, December 08, 2011  2:29 PM

1. **Click SHOW** next to the citation to view your notecards

2. **Click EDIT** next to the notecard you want to change

3. **Select the correct source using the SOURCE pull down menu**

4. **Click SAVE**

---

Video [Changing the source of a notecard](#)
4. Adding Notecards to Outline
Thursday, December 08, 2011  10:53 AM

1. Click NOTECARDS on the navigation menu

2. Click MOVE 10 on the notecard tabletop.

3. Click on a notecard to drag it to the outline.

4. Add it to the outline by dropping it ON TOP OF the section you would like the notecard to fall under.
1. Click **NOTECARDS** located on the navigation menu

![Notecards button](image)

2. Click the print button under **OUTLINE**

3. Select **OUTLINE WITH NOTECARDS-HTML**

![Print option menu](image)

4. Click **SUBMIT**

5. **Uncheck:**
   - URL
   - PAGE NUMBERS
   - TAGS
   - VISUAL CUES
   - MY IDEAS
   - HISTORY/CREATOR

![Uncheck options](image)

6. Click **SUBMIT**

7. Once the outline appears, click the **FILE** menu and select **PRINT**

![File menu](image)
1. Click **BIBLIOGRAPHY** on the navigation menu

2. Click **PRINT/EXPORT**

3. Select **PRINT/EXPORT TO WORD**

4. If you get the prompt below, click **OPEN**

5. Add your name and clean up your bibliography as needed

6. Click on **FILE** and select **PRINT**
Now it is time to begin researching your project. To do this you will need to reopen the research project page and use the resources listed to find the information you need.

Remember, your information can come from:
- [Approve] Websites
- Magazine Articles
- Newspaper Articles
- Reference Databases
- Books [print & e-books]

When you cite your sources you will have to remember which type of source it is.
A. Steps to Researching
Thursday, December 22, 2011     8:38 AM

To research a topic:

1. Open your Noodletools project in one [Internet Explorer] tab

2. Open a second tab in Internet Explorer and find an article, website, e-book, or reference database you can use for your research

3. Cite your source in Noodletools

4. Create notecards from your source—be sure to connect the notecards to your source

5. Once you have taken all the information from your first source, find a second source and:
   a. Cite the source in Noodletools
   b. Create notecards from your source—be sure to connect the notecards to your source

6. Repeat until you have met the project requirements
B. Finding Your Information

Friday, December 16, 2011  2:10 PM

1. Click on the provided source links
   - Student Resource Center Junior
   - SIRS Issues Researcher
   - Issues and Controversies
   - eLibrary Elementary
   - eLibrary
   - SIRS Discoverer

2. Use keywords to search for your topic.

   ![Basic Search](image)

   Find: [school uniforms]
   Search for words in: ○ Subject  ○ Keyword  ○ Entire document

   Limit the results:

3. Once you click SEARCH, you will be given a list of articles that pertain to your subject. Read the titles and summaries to help you decide if you it matches your subject.

   ![List of Articles](image)

4. If you find an article that matches your topic open it by clicking on the title link.
5. Once you find an article that contains information you can use, you will need to cite it.
Evidence can be:
- Statistics
- Experts' statements
- Facts
- Supporting details/reasons

**Amazing Fact/Startling Statements:** Something that makes your audience go "WOW, I didn't know that!" or "Ohhh! I didn't think about that."

It hooks in your audience and they will want to hear more!

- **Call to Action:** Is asking your audience to join you and do what you ask them to do.

- **Important Messages:** AHAs!

Possible Arguments for your Solution:
- **Health Benefits:** If you do this, you will be healthier and feel better

- **Transportation Benefits:** If you do this, you will decrease your time driving

- **Environmental Benefits:** If you do this, you will help me save the environment

- **Economic Benefits:** If you do this, you will save money

- **Quality of Life Benefits:** If you do this, then your life will be better

- **Social Justice Benefits:** If you do this, you could help others be equal to you and be a part of a community
Evidence can be:
- Statistics
- Experts' statements
- Facts
- Supporting details/reasons

Amazing Fact/Startling Statements: Something that makes your audience go "WOW, I didn't know that!" or "Ohhh! I didn't think about that."

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