

Thomas Jefferson Middle School
Library/Ms. Bauman & Ms. Pizzuta
Renaissance Research
NoodleTools



Starting a project in NoodleTools

1. Click **+ Create a New List**
2. Under List Style: click **MLA Starter**
3. Description: enter **Renaissance** and **Bauman** or **Pizzuta** and **Period 1** or **2** or **3** or **4** or **5** or **7**
4. Click **Create List**
5. Cite a: Pull down the menu and select **Book** or **Magazine** or **Newspaper** or **Reference**
Source. Ask Mrs. Parkinson if you are unsure what type of source you are using.
6. Click **Create Citation**
7. **Where can other people find this source?** Select **Print** or **Online**. If your information is from a book, select **Print**. If your information is from a database, select **Online**.
8. Click **Next**
9. **Books:** If you are using a book skip to #13. **Databases: How can your reader find this online?** Select **Subscription Database** and click **Next**
10. Enter **Name of Database:** and click **Next**.
11. For EBSCO and Facts On File, select the section of the database you are using and click **Next**. Other databases skip to #12.
12. Click Next to the screens asking you to confirm the name of the database and/or the address of the database.
13. **Create MLA Citation:** Fill in the boxes under **Your citation** using the title and verso pages of your book or the citation information at the beginning or end of your database printout. Make sure to click **Add** after entering the author's name. In the Annotation box, write 3-5 sentences explaining the contents of this article and or book. Ask questions about anything you don't understand or find confusing.
14. When you have filled in all the boxes, scroll down to the bottom and click **Check for Errors**
15. Scan the page for any errors in red and make corrections and click **Check for Errors** again.
16. When there are no errors in red, click **Update Citation**

Creating notecards in NoodleTools

1. Click on **Notecards** on the top of the NoodleBib page
2. Click **+New Cluster** in top right hand corner of the screen
3. In the New Cluster window, type in **Subtopic A**
4. Click **Create Cluster**
5. Repeat Steps 2-4 setting up clusters called **Subtopic B**, **Subtopic C** and **Conclusion**
You will rename Subtopics A, B, and C later.
6. From the **Cluster: Subtopic A** use the Cluster Options pull down menu and select **New Notecard**
7. Fill in the **Title** window with your topic name. You can change this later.
8. Pull down the **Select the source** menu and select your source
9. Scroll down to the **Paraphrase notecard** and
 - select font **size 14 pt.**, and **bullets** from the toolbar
 - read the chapter and enter facts that explain the most important points on the notecard
 - each bullet point should not be more than 6-8 words
 - maximum of 8 bullet points per notecard
10. Click **Create Notecard**
11. You now see your notecard on the screen under **Cluster: Subtopic A**
12. Repeat steps 6-10 for **Cluster: Subtopic B** and **Cluster: Subtopic C**

Creating a conclusion notecard


- 1) From the **Cluster: Conclusion** use the pull down menu and select **New Notecard**
- 2) On the **Create Notecard** screen enter the following
- 3) Enter **Conclusion** in the **Title** window
- 4) Scroll down to the **My Ideas notecard** and
- 5) Select font **size 14 pt.**, and **bullets** from the toolbar
- 6) Write 6 bullet points about what you think is the most interesting and important
- 7) information you read about in the three chapters
- 8) Click **Create Notecard**

Sharing your work in NoodleTools

1. Click on **My Lists** on the top of the NoodleBib page
2. next to your list **Renaissance**
3. Click **Share**
4. **My Name:** Enter your **First** and **Last name**
5. **Class Name:** Enter **Bauman** or **Pizzuta Period -- (enter 1 or 2 or 3 or 4 or 5 or 7)**
6. Click **Share**
7. You will see a message: **The lists you selected have been shared successfully with . . .**

Printing in NoodleTools

A. Creating Folders

1. Open Microsoft Word
2. Go to **File** and select **Save As**
3. In the **Save As** window, pull down the menu next to **Save in** and select **My Documents**
4. Go to the right of **My Documents** and click on the  **New Folder icon**

5. In the **New Folder** window, type the **name of the class** and the **grade** and click **OK**
EXAMPLES: Science Gr. 7 French Gr. 8

6. In the **Save As** window, it now has the name of your class and grade



7. Go to the right of the folder name and click on the  **New Folder icon**

8. In the **New Folder** window, type the name of the project and click **OK**


EXAMPLES: Ancient Greece Westward Expansion Mixtures

9. Close the **Save As** window
10. Minimize Word

B. Printing Your Works Cited

1. In NoodleTools, open your list
2. Click **Bibliography** on the top of the NoodleTools toolbar
3. Click 
4. **Skip** Formatting Options
5. Under  **Export and Print** select Open and print
6. Under **Export as RTF / Open in Word** select click here
7. In the **File Download** window, click **Save**
8. In the **Save As** window, pull down the menu next to **Save in** and select **My Documents**
then **your class folder**, and then **your project folder**
9. Next to **File Name** take out the numbers and rename it **Works Cited** and click **Save**
10. Your Works Cited is now a word document which you can modify and/or print

C. Printing your notecards

1. In NoodleTools, open your list
2. Click **Notecards** on the top of the NoodleTools toolbar
3. Click  **Print All**
4. In the blue **Print** window, click **Print**
5. Click **Open file**
6. Click **File** and select **Save As**
7. Select **My Documents** then **your class folder**, and then **your project folder**.
8. Do not rename the file. Click **Save**
9. Your Notecards are now a word document which you can modify and/or print

Using NoodleTools Outside of School

1. Go to **tjlibrary.org**
2. Click on **DATABASES ENCYCLOPEDIAS and NOODLETOOLS**
3. Click on **NoodleTools**
4. You may need to enter a special **User Name and Password** to open **NoodleTools** from outside of school. Enter **07410** as the **special User Name** and **thomasjefferson** as the **special Password**.
5. Enter the user name and password you set up for **NoodleTools**

