



PLEASE PICK UP ALL OF YOUR PAPERS ON THE TABLE BY THE REFERENCE SECTION. PULL OFF THE SLIP OF PAPER THAT IS STAPLED TO THE ARTICLE IN YOUR STACK, AND TAKE THAT SLIP AND YOUR ID (IF YOU HAVE IT WITH YOU) TO A COMPUTER. SIT DOWN AND **WAIT FOR FURTHER INSTRUCTIONS.**



INFORMATION LITERACY

is the ability to
efficiently find,
critically evaluate, and
ethically use
information from a
variety of sources.



ETHICAL USE OF INFORMATION

**includes properly
identifying what
sources you used
when writing a paper,
preparing a speech,
creating a multimedia
project, etc.**

A source page (usually called a bibliography or a Works Cited page) must be created to properly identify those sources.



NoodleTools

MLA FORMAT

The information on a source page must be listed in a consistent format (in a certain order with punctuation in specified places). Although there are various formats that can be used, here you will usually be required to use one called MLA.



CITATIONS

The information about an individual source on that source page is called a citation. Each citation consistently lists the same kind of information in the same way so that anyone looking at your source page can easily identify what sources you used.



Works Cited

Hamilton, Neil A. "Thomas Jefferson (1743-1926)." *Presidents: A Biographical Dictionary*, 3rd ed., Checkmark Books, 2010, pp. 21-30.

"Jefferson, Thomas." *Heroes and Pioneers*, edited by Judy Culligan, Macmillan Library Reference USA, 1998, pp. 154-157. Macmillan Profiles.

Kane, Joseph Nathan. "Thomas Jefferson." *Presidential Fact Book*, Random House, 1999, pp. 20-27.

LeMoine, Florence. "Jefferson, Thomas." *Government Leaders, Military Rulers, and Political Activists*, edited by David W. Del Testa, Oryx Press, 2001, p. 93. Lives and Legacies.



The school subscribes to a program that takes care of the basic formatting of those citations for you. What YOU must be able to do is:

- **identify what kind of source you have.**
- **find the information about that source (author, title, etc.).**



NoodleTools

is the name of that program. It allows you to create, organize, and store research information. You can:

- create a source page.**
- take notes online and organize those notes.**
- create an outline.**

Subscription Databases - x Noodletools - Sign In x

my.noodletools.com/logon/signin

Apps BN B&N Amazon B&T360 Follett Ingram NT Server NT Help Desk NT Support Series Teen Reads Goodreads

NoodleTools

Sign In

Personal ID

Password

Remember me [I forgot my password](#)

NOT at school!

ID and phone # required

SIGN IN

You have been automatically authenticated into the Metamora Township High School subscription.

Access via Google for Education

If your school or district uses Google Apps for Education (GAFE) to access NoodleTools, sign in with your Google Account Email.

SIGN IN

Register

Register as a new user if you haven't used NoodleTools before:

- Free for you if your school or university is subscribed
- Individual accounts also available

Register ONCE at the beginning of each school year.

REGISTER

Subscription Databases - x NoodleTools - Projects x

my.noodletools.com/web/projects.html

Apps B&N Amazon B&T360 Follett Ingram NT Server NT Help Desk NT Support Series Teen Reads Goodreads

NoodleTools Projects Dashboard Sources Notecards Paper

+ New project Copy Merge Archive

My Projects

Project title	Style
<input type="checkbox"/> Edison	MLA
<input type="checkbox"/> Asthma	MLA

Create a new project

Project title

For example, "History 101 report on George Washington"

Citation style

- MLA (MLA Handbook, 8th ed.)
- APA (APA Publication Manual, 6th ed.)
- Chicago/Turabian (Chicago Manual of Style, 16th ed.)

Citation level:

- Starter: Introduction to citing sources with 6 basic forms
- Junior: A small set of simplified citation forms
- Advanced: Comprehensive coverage of the style guides, 70+ forms

Submit

YOU ALREADY CREATED YOUR PROJECT FOR LIBRARY ORIENTATION. DO NOT CREATE ANOTHER PROJECT UNTIL YOU HAVE A COMPLETELY DIFFERENT ONE TO ENTER (FOR EXAMPLE, THE HEALTH PAPER).

Subscription Databases - x NoodleTools - Projects x

my.noodletools.com/web/projects.html

Apps BN B&N Amazon B&T360 Follett Ingram NT Server NT Help Desk NT Support Series Teen Reads Goodreads

NoodleTools Projects Dashboard Sources Notecards Paper

Creating a new project

+ New project Copy Merge Archive Unarchive Delete Undelete

My Projects

	Project title	Style	Level	Sources	Notes	Created (CST)	Modified (CST)	Shared?
<input type="checkbox"/>	Edison (open)	MLA	Adv	3	0	07/25/13 01:09PM	08/25/16 08:50AM	✓
<input type="checkbox"/>	Asthma	MLA	Adv	5	0	11/03/13 07:42PM	08/08/16 01:54PM	

Opening an existing project

Subscription Databases - x NoodleTools - Dashboard x

my.noodletools.com/web/dashboard.html

Apps BN B&N Amazon B&T360 Follett Ingram NT Server NT Help Desk NT Support Series Teen Reads Goodreads

NoodleTools Projects Dashboard Sources Notecards Paper

Sample i

Project details

Research question: [Click to edit]

Thesis / Main claim / Hypothesis: [Click to edit]

History: Project created : 08/25/16 09:07AM | Updated : 08/25/16 09:07AM | [30-day log of work done on this project](#)

Paper: [Start paper in Google Docs](#)

Links:

Sharing and collaboration

Public view: ? [Turn on public access](#)

Sharing: ?

Project inbox Paper

[Share with a project inbox](#)

Student collaboration: ?

User	Type	Contribution	Paper
+ Add students			

To begin entering sources

If a teacher asks you to share (all of them will not)

Subscription Databases - x NoodleTools - Sources x

my.noodletools.com/web/bibliography.html

Apps B&N Amazon B&T360 Follett Ingram NT Server NT Help Desk NT Support Series Teen Reads Goodreads

NoodleTools Projects Dashboard Sources Notecards Paper

Sample ⓘ

MLA Works Cited

+ Create new citation

Analysis Undelete

Notecard display: Show/hide all | Show/hide *thought cards* (notecards not linked to a citation)

<u>Media Type</u>	<u>Citation</u> ▾
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To begin entering information about a specific source

s Cited

itation

Undelete

ay: Show/hide all |

Citation

Create new citation ✕

Where is it?

Database Website Print or in-hand Viewed/heard live File, app, e-book Other ▾

Click the option above that describes how you accessed this source.

<input type="checkbox"/> Electronic/Online	<input type="checkbox"/> Nonperiodicals	<input type="checkbox"/> Unpublished
<input type="checkbox"/> Periodicals	<input type="checkbox"/> Audio, Video, Images	<input type="checkbox"/> Legal and Government Sources

**WHERE DID YOU FIND
THIS SOURCE?**

Sample ⓘ

MLA Works Cited

+ Create new citation

Analysis Undelete

Notecard display: Show/hide all |

Media Type Citation

WHAT IS THIS SOURCE?

Create new citation

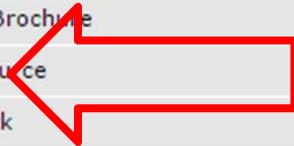
Where is it?

- Database
- Website
- Print or in-hand
- Viewed/heard live
- File, app, e-book

What is it?

Conference Proceedings	Cartoon or Comic Strip	Review
Journal	Chart, Table, Infographic (Born Digital)	Unpublished Paper or Manuscript
Magazine	Lecture, Speech or Reading	Court Case
Newsletter	Map or Chart (Born Digital)	Government Publication
Newspaper	Map or Chart, Published or in an Archive	State Bill or Resolution
Reprinted Article	Musical Score or Libretto	State Committee Hearing
Anthology/Collection	Painting or Illustration	State Report or Document
Bible	Radio Program	State Statute
Book	Recording (CD, Record, etc.)	U.S. Bill or Resolution
Conference Proceedings	Television Program	U.S. Committee Hearing
Pamphlet or Brochure	Work of Visual Art	U.S. Congressional Document
Reference Source	Conference Proceedings	U.S. Constitution
Religious Work	Dissertation or Thesis	U.S. Executive Order
Report (Technical/Research)	Historical Work in an Archive	U.S. Patent
Reprinted Article	Interview	U.S. Report or Document

REFERENCE SOURCE FOR ALL THREE OF THE SOURCES IN THIS PROJECT



Citing: Article/Entry from: Reference Source

Submit Cancel

Import: ISBN Search



Print Website Database E-book File Electronic Media Microform

Article/Entry Change to: Select...

Authors of article/entry:

Role	First name	Middle name	Last name or group	Suffix
Author				

Article/entry title:

Pages:

Start End

Reference Source Change to: Select...

Contributors to the reference source as a whole:

Role	First name	Middle name	Last name or group	Suffix

* Type of reference source:

Encyclopedia

FILL IN WHAT YOU KNOW ABOUT THIS SOURCE— USUALLY ALL BOXES WILL NOT BE FILLED IN— the form you just filled out matches this screen.

Edison ⓘ

MLA Works Cited

+ Create new citation

Print/Export

Email

Analysis

Undelete

Notecard display: Show/hide all | Show/hide thought cards (notecards not linked to a citation)

Media Type	Citation
<input type="checkbox"/> Reference Source Article/Entry	Eisenman, Harry J. "Thomas Alva Edison." <i>Great Lives from History: American Series</i> , edited by Frank N. Magill, vol. 4. Pasadena, CA: Salem, 1987. pp. 724-29. Created: 10/06/13 12:29 PM 2
<input type="checkbox"/> Reference Source Article/Entry View live web page	Greenburg, John. "Edison, Thomas Alva." <i>Encyclopedia of American History</i> , edited by Henry Smith, vol. 3, New York, Facts on File, 2010. <i>American History Online</i> , www.fofweb.com/activelink2.asp?ItemID=WE52&iPin=EAHVI091&SingleRecord=True. Accessed 3 Oct. 2014. Created: 10/03/14 07:50 AM Updated: 10/09/15 07:48 PM 2
<input type="checkbox"/> Reference Source Article/Entry View live web page	"Thomas Edison." <i>DISCovering Biography</i> , Detroit, Gale, 2004. <i>Student Resources in Context</i> , ic.galegroup.com/ic/suic/ReferenceDetailsPage/ReferenceDetailsWindow?failOverType=&query=&prodId=SUIC&>windowstate=normal&contentModules=&display-query=&mode=view&displayGroupName=Reference&limiter=&currPage=&disableHighlighting=true&displayGroups=&sortBy=&search_within_results=&p=SUIC&action=e&catId=&activityType=&scanId=&documentId=GALE%7CEJ2102100545&source=Bookmark&u=metamora&jsid=97cf035867656b257ec29839ca265b3f. Accessed 7 Sept. 2014. Created: 09/07/14 08:32 PM Updated: 10/09/15 07:48 PM 1

Select one or more items and perform an action:

Copy

Delete

Description:

Select an attribute...

Apply

MLA Works Cited (Sources) screen lists all sources that have been entered for a project—you will be entering three for the library orientation project.



What does “View live web page” to the left of a citation on the MLA Works Cited screen mean?

When you enter a URL on the fill-in screen, a link is created to that article. “View live web page” should take you directly to that article. If it does not, you did not copy/paste the URL correctly. If the citation includes a URL, that URL absolutely **MUST link to the article that matches that citation.**



What if there is an error in a citation that needs to be corrected or there is more information that needs to be entered?

To the right of a citation on the MLA Works Cited screen, click on Options for that citation then on Edit. This takes you back to the fill-in screen to make corrections or enter more information.