

FALL 2023 FRESHMAN LIBRARY ORIENTATION

Directions for *NOODLETOOLS* Activity

Registering (one time only—this will be your *NoodleTools* account for all four years at MTHS)

- Click on *NoodleTools* in the line under *Metamora High School Library*.
- Click **Google** (on the right side of the screen—**underneath** the sign-in boxes). If other email accounts are showing, click “Use another account.”
- **Enter your school email then your password.**
- Click **Create Account**.
- Select expected year of graduation.
- Click **Save Profile**.

Creating a New Project and Sharing

- Click **New Project** (green button—top right).
- Project title—type **Library** for the project title.
- Click **Submit** (do NOT change the citation style or level).
- Click on + **in the Sharing column** (move your arrow so that it’s on the same line as the project title—the + will appear when you do that). In the box that opens up after you do that, click on the **gray +Share button**.
- Start **typing** your **teacher’s name** in the **box that says “Project inbox name”**—select **your** class from the drop-down box. Make sure that what you select matches the correct code for your class (my name—not your teacher’s name—will be in the parentheses after the code). These are the codes:
Boeker1st Boeker3rd Boeker7th
Morrow2nd Morrow5th
Sudbrink3rd Sudbrink4th Sudbrink5th Sudbrink8th
Lange1st Lange3rd Lange6th
- Click **Done** then **close the Share box** by clicking on the X at the top of the box.

Entering a New Source (print book)

- **Open** your project by **clicking on the project title**.
- Click **New Source** (green button--top right).
- “Where is it?” Select **Print or in-hand**.
- “What is it?” Select **Book** (in the shaded gray column on the left).
- Contributors: **Role**—select **Author** // Type **Michael** in the **First name** box and **Miller** in the **Last name** box.
- Title of book or multivolume work: **Fake News: Separating Truth from Fiction**
- Publisher: **Lerner**
- Year: **2019**
- There is no other information to enter for this source—do **not** put anything in any of the other boxes.
- Click **Save** (blue button—top right).

THIS ACTIVITY CONTINUES ON THE BACK OF THIS SHEET

Entering a New Source (magazine article from a database)

FYI—the boxes that you will be filling in for this source will not be exactly the same as the ones for the book

- Click **New Source** (green button—top right).
- “Where is it?” Select **Database**.
- “What is it?” Select **Magazine** (in the shaded blue column on the left).
- Name of the database: Under “**My library’s databases**” (to the right), click on the **arrow** next to “Select one” then **select CQ Researcher** in the **drop-down box**. The program will then enter the name in the box on the left. (**Do NOT type the database name** in that box on the left—always select the database name from the drop-down box in order to avoid errors.)
- URL: You must **find** the article in **CQ Researcher** in order to copy the URL for this box. Follow these directions to find that article:
 - Click on the **Subscription Databases tab** at the top of the screen (**DO NOT** CLOSE the *NoodleTools* tab).
 - Open **CQ Researcher**.
 - Search for “**Social Influencers**.” **Open** the article.
 - **Click on Get Link** (bottom of the screen—right side) **then on Copy to Clipboard**. Go **back to NoodleTools**--paste that URL into the URL box.
 - **Close CQ Researcher** by **clicking the X in the tab** at the top of the screen.
- Most recent date of access: Click on **today**.
- **Type** the following information **into the correct boxes**:
 - Author: **Nancy Uddin**
 - Article title: **Social Influencers**
 - Pages—Start: **1** End: **20**
 - Name of magazine: **CQ Researcher** (yes, it is the same as the database name)
 - Volume: **31**
 - Issue: **22**
 - Publication date: Select **June** and the day of the article (**18**) from the **drop-down boxes** and type **2021** for the year.

There is no other information to enter for this source—**do not put anything in any of the other boxes**.

- Click **Save** (blue button—top right).
- You’re now back on the Sources screen. Check to make sure that the URL you copied for this article does correctly link **to** that article by clicking on the symbol underneath the word “Article” to the left (get in the habit of doing this to ensure that you **always** have working links back to all database and free-web sources).

Closing NoodleTools

- Click on the arrow to the right of **your email address** (bottom left—in the blue box).
- Click **Yes** in answer to the question about signing out of your Google account as well.
- To completely close the program, **click X in the Redirect Notice tab** at the top of the screen.

WARNING: If you just close the program without signing out first, the next person who opens *NoodleTools* on that computer will be in YOUR account.