**Noodle Tools to Create a Works Cited**

**Directions**

**1**. To access Noodle Tools, go to BMCHSD home page and go to Library – Wellington C. Mepham High School

**2.** Go to Databases – click on ALL

**3.** Click on Noodle Tools

**4.** Click on Create Personal ID

**5**. Register

Make sure First box is checked

6. New User Registration

 username: Mepham

 password: Mepham









7. Create username and password for your account

**Creating a new project**

To create a new project, click the **Create a New Project** button in your personal folder (with My Projects selected). On the Create a New Project screen, you must provide some information before NoodleTools allows you to begin a project:

→ *Step #1: Choose the source list style*

* Choose MLA

→ *Step #2: Choose the project level*

* Choose Junior: Middle school or high school ESL learners

→ *Step #3: Provide a brief description*

Enter a brief description that will help you remember the contents of this project when you see it later among other projects in your personal folder. **Ex: 9th Grade Research Paper**

At the bottom of the page, click Create Project to begin a new project. If you change your mind, click Cancel to return to your personal folder.

**Adding citations**

→ In the navigation bar at the top of the screen, click Bibliography to begin adding citations to a new project. You will see a dropdown list with the label “Cite a:” that contains all of the citation types available.

The content of the dropdown list will vary depending on what project level you selected.

**Creating a citation**

→ Click the Create Citation button after you have made your selection from the dropdown list.

→ Depending on the source you are citing, a help screen appears.

o A Show Me link begins an online tutorial to demonstrate how to evaluate the source.

o A Source Check area lists other related forms that may better fit your source.

o If you are comfortable citing a particular type of source and wish to hide this additional help, check the “Hide this help screen next time” box at the bottom of the page.

→ Click Continue to go to the citation form.

→ Fill in as many details about your source as you can locate. Help text pops up with tips as you move from field to field.

→ A formatting guide at the top-right of the screen displays a citation template. Click the blue tab (“MLA Guide” in the screenshot below) to open the guide. As you enter information in the form, the citation element is highlighted with a blue box in the template.

**Printing**

The final version of your source list should always be printed.

1. **Exporting as a Google Docs paper**

→Click **Print/Export to Google Docs**

→ A new window will be opened prompting you to sign in with your Google Account. If no window appears, disable your pop-up blocker and retry.

→ When you log in, NoodleTools will request access to your Google Account. Click **Grant access** button**.** Your source list will appear in a Google Docs paper.

1. **Exporting as a Word document**

**→Click Print/Export to Word**