

Instructions for Creating a Noodle Tools Account



1. Open Internet Explorer, go to Favorites (the little star in the top right corner of screen) and select **Library Search**.
2. Choose Accomsett Middle School if needed.
3. Choose **Noodle Tools** in the center of the page.
4. Click on **Create a Personal ID**.
5. Make sure that **An account linked to a school/library subscription** is selected and click **Register**
6. Enter the School/Library Username and Password: **accomp** for both
7. Fill out the New User Registration form:
 - a. Keep **I am a student or library patron**
 - b. Choose expected year of high school graduation
 - c. Choose a Personal ID. ***Use the user name and password that you use to log into the school computers.***
 - d. Type in your initials.
 - e. Type in the last 4 digits of your phone number. You may use **1234** if you do not want to use your real phone number.
8. Click **Register**.

Instructions for Creating a Project in Noodle Tools



1. On the **My Projects** page, click on  **Create a New Project**
2. For Citation Style, choose **MLA**.
3. For Citation Level, choose **Junior**
4. In Description box, name your project. Be specific. You do not want to name it something like “Research” or “Project” or “English” because you will have several projects over the next few years and you will need to be able to tell which is which.
5. Click **Create Project**

Sharing & Collaboration in Noodle Tools



To Share With a Teacher's Drop Box

1. On the **Dashboard** of your project, go to the **Sharing and Collaboration** section.
2. Next to **Sharing**, click **Share project with a teacher's drop box**
3. Type your teacher's last name in the **Assignment Drop Box** section.
4. Select your class and click **Share Project**

To Collaborate With Another Student

1. On the **Dashboard** of your project, go to the **Sharing and Collaboration** section.
2. Next to **Student Collaboration**, click **Add/remove student**
3. Next to **Add Collaborator**, enter the ID of the student you wish to collaborate with (this is the ID they use to sign in to Noodle Tools). If you are collaborating with more than one student, just select **Add More** to add additional people.
4. Click **Save**

****Important:** When sharing a project with one or more students, only **ONE** student should create the project and invite the other students. Once sharing is done, all work entered by each student will automatically appear on all students' Noodle Tools accounts.