Open up Google Chrome and login to your Google Apps account.

Open a new tab and go to www.noodletools.com

NoodleTools is affiliated with Google Apps for Education – since we are a Google Apps for Education district students should login using their school google accounts.

On the right hand side of the login screen click on Access via Google for Education – use your school email address. Click sign in.
Be sure you click on Create a New Account as a Student - Click “Continue” and “Create a new account” and select “I am a student or library patron”

Use the drop down box to select the appropriate RCS school and date of graduation.
Click on Create a New Project. Type in the name of your project (can be edited and archived). Choose MLA either Junior or Advanced (teacher discretion).

Complete as much of the information that you can to describe your project/assignment. You do have the ability to edit this information at a later time. NoodleTools allows you to share with others. Your classroom teacher may create a dropbox for just this assignment or for your class period. Please get instructions on sharing your document from your classroom teacher.
Once you have created a new project you have the choice of either documenting sources, start creating notecards or start writing the paper in Google Docs. Click on the appropriate project and navigate the tabs at the top “Projects, Dashboard, Sources, Notecards, Paper.”

To create a new citation/source:

Click on the Sources tab. Click on the green “Create new citation.”

Click on the tab that best represents where you found this source. Then answer the second question, What is it?
For example: I have found an article in Gale’s General Reference Center Gold, “Should the school day start later?” originally published in Junior Scholastic.

Complete the box using the information from the article. Include an annotation if your teacher has requested one. Click the green submit button when finished. You do have the ability to go back and edit the information.
Copy and paste feature: You also have the ability to copy and paste citations that have already been generated.

Look for the Quick Cite box at the top of the form. Click on “Copy and paste a citation.” Read the instructions carefully. You may need to edit the citation to meet MLA standards.

Paste the citation in the box and then click Submit at the bottom. If successful, you should be looking at a screen like this.
To create a Works Cited page once you have all of your sources documented:

Click on the Source tab. Click on the Print/Export tab top left. Use the drop down feature to select either exporting to Microsoft Word or Google Docs. In this example, I have chosen to export to Google Docs.
Creating Notecards/Outline to come.