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Creating your NoodleTools Account

1. Open the Hauppauge School District Homepage.  
   (http://www.hauppauge.k12.ny.us)

2. On the top left of the homepage, select “Hauppauge High School”


5. In the “NoodleTools” section of the VRC select “NoodleTools”

6. The first time you log on to the VRC you will need to enter the VRC username and password.
7. Select “Create a Personal ID”

8. Select your school district from the drop down menu and click “continue.”

9. Set up your “New User Registration” and click “Register” when done.
Changing your School from the MS to the HS
INCOMING FRESHMAN ONLY WHO HAVE EXISTING ACCOUNTS

For students who already have a Noodletools account from Hauppauge Middle School, you will need to log-in and change your school settings.

1. Log on to your Noodletools account.

2. On the top right, click on “My Account”

3. On your Profile, change your School/Location from Hauppauge Middle School to Hauppauge High School.

Creating a New Project

1. Select “Create a New Project” on the right hand side to begin writing your bibliography.
2. Select “MLA” as your Citation Style, “Advanced” as your Citation Level and give your project a description.

Notes:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Name your project here.
Creating a To-Do-List

1. On the bottom right of your dashboard you have a “To-Do-List” section.

2. To add items, click on “Add to-do item” on the right.

3. Add an item in “Item Text” and select a Due Date. Click “Submit.”

4. Your list will look like this (see below).
Create a Works Cited for a Book

1. Select “Bibliography” on the top toolbar

2. Select “Book” and then click “Create Citation”

3. Click “Continue.” You can also select “Hide this Book help screen next time” to avoid the tutorials.
4. You may type in all of the necessary information or import the ISBN # and click search.

5. Click on the Search Result listed below. Click Import Selected Source. Click Continue and Submit.

The entry will darken when selected.
Create a Works Cited for a Database Article

1. Locate an article in the Virtual Reference Collection.

2. Copy the MLA Citation from the article you are using.

3. Select “Bibliography” on the top toolbar

4. Select “database” and then click “Create Citation.”
5. On the bottom select “Original Content/Other”

6. Select “Quick Cite: Copy & paste a citation”

7. Paste in your MLA Citation in “Manually Edited Citation.”

8. Click “Submit.”
Creating Notecards

1. Select “Notecards” on the top menu bar.

2. Click “New Notecard”

3. Create your notecard. Use the “Title” line to name your notecard.

4. Click **SAVE** when complete. NoodleTools does **NOT** automatically save.
Create an Outline

In the Notecard function, you can also create an **outline** to help organize your thoughts. The outline component is located on the right hand side of the Notecard section.

1. Double click on the text to change the text in your outline.

2. Customize your outline. Create additional topics and subtopics.

   - Use the “+” sign to add a topic or subtopic.
   - Move entries up and down.
   - Move entries left or right.
Share with your Teacher’s Dropbox

1. Click on “dashboard” on the top toolbar.

2. Go to the ‘Sharing and Collaboration” section.

3. Search for your teacher’s name in the “Assignment Drop Box”
   Enter your first and last name in “Your Name.” Click Share Project.

4. You will notice you have two check marks for your notecards and bibliography if it was shared correctly.
Use Google Docs with NoodleTools

Every Hauppauge Student has a Google Doc username and password. Please see your teacher or librarian for your username/password.

1. In the components section of your dashboard, you have an option for a paper.

2. Click on “Paper- Open in Google Docs.” It will prompt you to enter your Hauppauge username and password for Google Docs.
Print out your Notecards

1. In the notecard section click on the little printer icon.

2. Select Export to RTF. Click Submit.

3. Import all notecards. Click Submit.

4. Click Submit.

5. Open the Word document and print.
Print out your Bibliography

1. In the bibliography section click on the **Print/Export** icon.

2. **Print/Export as RTF**

3. Open the Word document and print.


Accessing the Virtual Reference Collection

1. Open the school district homepage
   [http://www.hauppauge.k12.ny.us](http://www.hauppauge.k12.ny.us)
   * Use Google Chrome when in district

2. Select the High School.

3. Click on Library on the menu bar.

4. Click on “The Virtual Reference Collection” on the left hand side.

5. Username: hauppaugehs
   Password: hauppauge1

* Remember, each database article has the MLA citation pre-formatted*