To find your research project page follow these simple directions:

1. **Open the RHMS webpage**

2. **Click on STUDENTS**

3. **Click on RESEARCH PROJECTS**

4. **Locate your research project page**

5. **Click on the link to open the page.**
2. Bookmarking a Webpage

Wednesday, December 07, 2011
1:36 PM

Bookmarking your project page will allow you to quickly find your resources. We will bookmark this page to the bookmark toolbar.

After you locate your page, click the on the toolbar ONCE.

A bookmark will appear for that page.

To RENAME the bookmark right click on the bookmark name and click on RENAME.

To DELETE a bookmark right click on the bookmark name and click on DELETE.
3. Setting up a New Tab

Wednesday, December 07, 2011
1:35 PM

1. **Create a new tab in Internet Explorer**

2. **Let the page load**

3. **Click on your research project bookmark**
1. Logging Into *Noodletools*

Click on the *Noodletools* Link.

Type in your PERSONAL ID (the number you use to log into the computer)
Type in your PASSWORD (rockyhill)

---

Register or Sign In

You'll need your own Personal ID so that the NoodleTools system can store your work (you'll be able to access it from any computer with this ID).

Create a Personal ID

Already Have a Personal ID?
If you are a returning user, enter your Personal ID and password to sign in to your NoodleTools account. If you are a new user, you should choose a Personal ID now.

Personal ID: Your computer login number
Password: rockyhill

Remember me (this is my personal computer)

Sign In

---

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If the Edit Profile screen appears, make sure that the INITIALS and PHONE areas are filled in.

Fill in ONLY:
- Your Initials (with your first and last initial)
- PHONE: Put in 0000

Then the PROJECT DASHBOARD will appear.
Click on the **CREATE A NEW PROJECT** button.

Add a description name (**i.e. the title of the project-capitalized**)
Create a New Project

Select a citation style (MLA, APA, or Chicago) and level, then enter a short description of...

Citation style:
- MLA
  - follows the MLA Handbook, 7th ed.
- APA
  - follows the APA Publication Manual, 6th ed.
- Chicago/Turabian
  - bibliography and footnotes
  - follows The Chicago Manual of Style, 16th ed.

Citation level:
- Starter
  - Recommended for elementary school students
  - Six basic forms
  - An introduction to citing sources!
- Junior
  - Recommended for middle school students
  - A small set of simplified forms
- Advanced
  - Recommended for high school, college, and beyond
  - 70+ citation forms, comprehensive coverage of the style guides

Description: Type TITLE here

For example, "History 101 report on George Washington"

[Cancel] [Create Project]

Click CREATE PROJECT
This is your project dashboard.

- Project: Community Research
- Research Question: [Click To Edit]
- Thesis Statement: [Click To Edit]
- History: Project Created 12/06/11 09:14 AM | Updated 12/08/11 09:14 AM
- Sharing: [Share project with a teacher/drop box]
- Student Collaboration: [Add/remove students]

Type in your research question and click **SUBMIT**. Click on the **CLICK TO EDIT** to start typing.

Click here to start typing. Click the **SUBMIT** button when you are done typing.
5. Sharing a Project

You need to share your project with your teacher so that he/she can give you timely feedback as you work. This will allow you to make changes as you go along; thus earning you a better grade.

Click on **SHARE PROJECT WITH A TEACHER’S DROPBOX**.

Type **YOUR first and last name** in the **FIRST AND LAST NAME BOX**.

In the **ASSIGNMENT DROP BOX** box, type in your teacher’s last name and period (no spaces). Select the correct choice.

Click **SHARE PROJECT**

Your dashboard should look like this:
<table>
<thead>
<tr>
<th>Project</th>
<th>Community Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Question</td>
<td>Should students be required to wear school uniforms?</td>
</tr>
<tr>
<td>Thesis Statement</td>
<td>Students should be required to wear school uniforms.</td>
</tr>
<tr>
<td>History</td>
<td>Project Created: 12/08/11 09:14 AM</td>
</tr>
</tbody>
</table>

**Sharing:**

- Drop Box
- Bibliography
- Notecards/Outline
- Paper

**Shared with your teacher**
*(Check to make sure it is shared with the correct teacher)*
A. Directions: Typing an Outline

Wednesday, December 07, 2011
1:33 PM

Video: How to Type an Outline

1. Click **NOTECARDS** on the navigation menu

You will find the outline to the right of the page:

```
Outline
```

```
I. Topic
   A. Subtopic
```

2. **Double click** **Topic** and type in your text.

```
I. Topic
   A. Subtopic
```

3. To add a topic or subtopic **click on the**

4. To change the indent level (move it left or right) **use**
Outline for NoodleTools Notes

I. YOUR NAME

II. Introduction
   A. Amazing Facts/Startling Statements
   B. Claim (thesis statement)
      C. Background Information

III. Argument 1 (Why should we follow this solution?)
   A. Evidence
   B. Evidence

IV. Argument 2 (Why should we follow this solution?)
   A. Evidence
   B. Evidence

V. Conclusion
   A: Calls to Action
      B. Important Messages

Evidence can be:
Statistics
Experts’ statements
Facts
Supporting details/reasons
An outline sets a purpose for your research.

Periodically, you should drag your notecards into the outline. This will help you figure out what you need to look for in your research as you continue on.
What Should I Look For?

Thursday, March 01, 2012
8:29 AM

Evidence can be:
- Statistics
- Experts' statements
- Facts
- Supporting details/reasons

Amazing Fact/Startling Statements: Something that makes your audience go "WOW, I didn't know that!" or "Ohhh! I didn't think about that."

It hooks in your audience and they will want to hear more!

- Call to Action: Is asking your audience to join you and do what you ask them to do.

- Important Messages: AHAs!

Possible Arguments for your Solution:
- Health Benefits: If you do this, you will be healthier and feel better
- Transportation Benefits: If you do this, you will decrease your time driving
- Environmental Benefits: If you do this, you will help me save the environment
- Economic Benefits: If you do this, you will save money
- Quality of Life Benefits: If you do this, then your life will be better
- Social Justice Benefits: If you do this, you could help others be equal to you and be a part of a community
1. Copy the citation from the bottom of the online magazine or newspaper article.


2. Click on bibliography button in the navigational toolbar

3. Select the CITATION TYPE and click on CREATE CITATION

4. Click CONTINUE when ready

5. Click on DATABASE (if it's ONLINE from a school purchased database)
6. Click on **Quick cite: COPY & PASTE A CITATION**

7. Paste the citation in the box titled: **Manually-edited citation**:

8. Copy the **ARTICLE URL**.

9. Paste the URL in **URL** (located under the Manually-edited citation box).
10. Click **Submit**.
1. Find the article or website you want to use as part of your research. You will need to know if it's a magazine article, newspaper, reference database, book, e-book, or website.

2. Click **BIBLIOGRAPHY** on the navigation menu

3. Select the **CITATION TYPE** and click on **CREATE CITATION**

4. An informational page will appear that tells more about the source you selected. If you need more information about your source or you are not sure that you have selected the correct source, the links provided can help you decide.

5. Click **Continue**.

6. Select the type of citation it is—is it a PRINT, WEBSITE, DATABASE, etc.? Hover over the type for a definition.
7. A handy MLA guide is now available for your use. This will assist you in reading a citation at the bottom of any online source.

8. **Fill out the information asked for.** If you are completing a citation for an online magazine or newspaper article you can copy it directly from the citation found at the bottom of the article.
   - **About the Authors**
     - If you cannot find an author, don't fill it in
     - There may be multiple authors-add them one at a time
   - **Helpful Hints**
     - **Newspapers** usually have a city, state or country name-or words like: tribune, post, times, etc. in the title
     - Do NOT copy punctuation or < > *(Noodletools will put that in for you)*
     - You MUST fill in the database name
     - Some fields are required—that means fill them in!
     - Do not fill in edition or page numbers
     - If there is a link/URL in the bottom citation-use that, not the one in the address bar!
   - Use the MLA guide to help you read a citation.

9. Click on **SAVE** (at the bottom) when you are done.

10. Your citation will appear in the proper format.
    *(If you copied the correct URL, your web link will work.)*
<table>
<thead>
<tr>
<th>Media Type</th>
<th>Citation</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
</table>
How to Read a Citation (.pdf file-click to open)

You MUST create a NEW citation every time you use a NEW source (magazine article, newspaper article, reference database, book, e-book, or website).

• About the Authors
  ○ IF you cannot find an author, don’t fill it in
  ○ There may be multiple authors-add them one at a time

• Helpful Hints
  ○ MANY of the sources have an MLA citation found at the VERY bottom of the source-use this if it is available!
  ○ Newspapers usually have a city, state or country name-or words like: tribune, post, times, etc. in the title
  ○ Do NOT copy punctuation or < > (Noodletools will put that in for you)
  ○ You MUST fill in the database name
  ○ Some fields are required-that means fill them in!
  ○ Do not fill in edition or page numbers
  ○ If there is a link/URL in the bottom citation-use that, not the one in the address bar!

1. **Creating a Notecard**

Thursday, December 08, 2011
1:48 PM

- **Title**
- **Direct Quotation**: (copy and paste from article)
- **Paraphrase**: (the quotation in your own words)
4. Click **SAVE**
2: How to View or Edit a Notecard

1. Click **SHOW** next to the citation to view your notecards

2. Click **EDIT** next to the notecard you want to change

3. Make changes/additions as needed

4. Click **SAVE**
3: Changing the Source of a Notecard
Thursday, December 08, 2011
2:29 PM

1. Click **SHOW** next to the citation to view your notecards

<table>
<thead>
<tr>
<th>Description</th>
<th>Notecards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Click **EDIT** next to the notecard you want to change

3. Select the correct source using the **SOURCE** pull down menu

4. Click **SAVE**
4. Adding Notecards to an Outline

1. Click **NOTECARDS** on the navigation menu

2. Click **MOVE 10** on the notecard tabletop.

3. Click on a notecard to drag it to the outline.

4. Add it to the outline by dropping it ON TOP OF the section you would like the notecard to fall under.
1: Printing Your Outline

Thursday, December 08, 2011
2:28 PM

1. Click **NOTECARDS** located on the navigation menu

![Notecards button highlighted](image1)

2. Click the print button under **OUTLINE**

3. Select **OUTLINE WITH NOTECARDS-HTML**

![Print options menu](image2)

4. Click **SUBMIT**

![Submit button highlighted](image3)

5. **Uncheck:**
   - URL
   - PAGE NUMBERS
   - TAGS
   - VISUAL CUES
   - MY IDEAS
   - HISTORY/CREATOR

![Options menu](image4)

6. Click **SUBMIT**

7. Once the outline appears, click the **FILE** menu and select **PRINT**

![File menu](image5)
1. Click BIBLIOGRAPHY on the navigation menu

2. Click PRINT/EXPORT

3. Select PRINT/EXPORT TO WORD

4. Add your name and clean up your bibliography as needed

5. Click on FILE and select PRINT
What Should I Look For?

Thursday, March 01, 2012
8:29 AM

Evidence can be:
- Statistics
- Experts' statements
- Facts
- Supporting details/reasons

Possible Arguments for your Solution:
- **Health Benefits:** If you do this, you will be healthier and feel better
- **Transportation Benefits:** If you do this, you will decrease your time driving
- **Environmental Benefits:** If you do this, you will help me save the environment
- **Economic Benefits:** If you do this, you will save money
- **Quality of Life Benefits:** If you do this, then your life will be better
- **Social Justice Benefits:** If you do this, you could help others be equal to you and be a part of a community

**Amazing Fact/Startling Statements:** Something that makes your audience go "WOW, I didn't know that!" or "Ohh! I didn't think about that."

It hooks in your audience and they will want to hear more!

**Call to Action:** Is asking your audience to join you and do what you ask them to do.

**Important Messages:** AHAs!
Now it is time to begin researching your project. To do this you will need to reopen the research project page and use the resources listed to find the information you need.

Remember, your information can come from:
- [Approve] Websites
- Magazine Articles
- Newspaper Articles
- Reference Databases
- Books [print & e-books]

When you cite your sources you will have to remember **which type** of source it is.
A. Steps to Researching

To research a topic:

1. Open your Noodletools project in one [Internet Explorer] tab

2. Open a second tab in Internet Explorer and find an article, website, e-book, or reference database you can use for your research

3. Cite your source in Noodletools

4. Create notecards from your source-be sure to connect the notecards to your source

5. Once you have taken all the information from your first source, find a second source and:
   a. Cite the source in Noodletools
   b. Create notecards from your source-be sure to connect the notecards to your source

6. Repeat until you have met the project requirements
B. Finding Your Information

Friday, December 16, 2011
2:10 PM

1. Click on the provided source links
   - Student Resource Center Jr
   - SIRS Issues Researcher
   - Issues and Controversies
   - eLibrary Elementary
   - eLibrary
   - SIRS Discoverer

2. Use keywords to search for your topic.

   ![Basic Search](image)

   Find: school uniforms

   Search for words in: Subject, Keyword, Entire document

   Limit the results:

3. Once you click SEARCH, you will be given a list of articles that pertain to your subject. Read the titles and summaries to help you decide if you it matches your subject.

   ![Search Results](image)

4. If you find an article that matches your topic open it by clicking on the title link.
Once you find an article that contains information you can use, you will need to cite it.
Evidence can be:
- Statistics
- Experts' statements
- Facts
- Supporting details/reasons

Amazing Fact/Startling Statements: Something that makes your audience go "WOW, I didn't know that!" or "Ohhh! I didn't think about that."

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Call to Action: Is asking your audience to join you and do what you ask them to do.

Important Messages: AHAs!