How do I link my project to My teacher?

**Link your project to your teacher’s dropbox**

1. Sign into noodletools
2. Click on your project under “my projects”.
3. Find the “Sharing section” on your dashboard. Click “share your project with another drop box.”
4. In the box, start typing in your teacher’s name. Select their dropbox (make sure the period is correct).
5. Make sure your name is correct in the box, and click “**Share Project**.”

How do I create a source card?

**Input your source card BEFORE YOU BEGIN A NOTECARD!**

1. Go back to your **personal dashboard** and on the left side of the screen towards the middle you will see “**works cited**”—click it.
2. Under the “**Works Cited**” title you will see a drop down menu. Select the type of source you are going to cite (Magazine, Newspaper, Journal, Reference, etc.).
3. The next screen will help you double-check that you selected the right kind of source. Read the page and if your source matches their description, click “Continue” at the bottom. (There may be more than 1 of these screens).
4. Now **fill in the boxes with information** from your **source list.**. If you don’t have the information for a particular box, leave it blank.
5. Under “**Annotation**,” type your reasons why this source is useful in answering your Driving Question.
6. Click “**submit**” when you’re finished.

How do I copy my data representation into a note card?

1. Create a new note card.
2. Create a title with the main idea.
3. Under “source”, choose the source that included the data representation.
4. Next, open the data representation in a web browser. (teacher given representations are found at [www.nlcphs.org/Science](http://www.nlcphs.org/Science) Click on “Freshman Project-Science Resources”.
5. When you find your data representation, right click on the image. Click on “copy image location.”
6. Go back to your notecard. Under the direct quotation section, click on the “insert/edit image” button. IT LOOKS LIKE A TREE.
7. Click in the box that says “image URL”. Then hold the CTRL keyboard button and the “V” key at the same time. This will paste the image URL into the box.
8. Click “Insert”. The data representation should appear in the direct quotation box. Save you progress at this point.
9. Your data representation is copied! Now you can complete the paraphrase and my idea sections. (remember you have notes on this on your paper copy).