Noodletools Notecard Directions

The first step is to click on your project to open it.

Create a citation
- Click on the Bibliography tab at the top of the page.
- Choose a citation type.
- Click on or fill out the required information from your source.
    - * If you are unsure of what to fill in, click on the box and read the "hint" box that appears.
    - * Remember that if a yellow triangle with an exclamation point comes up it means you have made a mistake – *you must go back and correct this mistake before you can save your information!*
    - * Also note that *Noodletools does not check spelling*. You must make sure that all words are spelled correctly.

Create your notecard
- Click on the notecard tab at the top of the page.
- Click on **New notecard** on the left hand side of the page.
    1. Click on the dropdown tab titled **Source** and link your card to the citation you have already created.
    2. Give your notecard a **Title (Main Idea)**.
    3. Fill in the box labeled **Direct Quotation**. In many cases you can copy and paste, but with print sources or some ebooks you will need to type in the info as it is given *word for word.*
        - The information you put in this box should be <u>evidence</u> from the source to support (or "prove") your main idea from the **Title** box
    4. Add some **Tags** to your notecard (these are keywords that will remind you of the topics given in your notecard). Note: once you add a tag it is stored in the drop down tag list to use for future notecards.
    5. Fill in the **Pages** or **URL**, *if relevant.*
    6. Using the information in the Direct Quotation, fill in the box titled **Paraphrase or Summary**.
        - Remember that you are putting the Direct Quotation into *your own words*, and that *this section should be shorter than your Direct Quotation*.
    7. Fill in the section called **My Ideas**. In this section you should include:
        - any <u>questions</u> that this information makes you think about
        - <u>connections</u> that you can make to past topics or the United Nations; or
        - <u>conclusions</u> that you can draw about your UN country.
    8. Remember to hit **Save** at the bottom of the page. If you just close out the window this information will not save!

After your notecard is created
- **Drag** your notecard out onto the Tabletop.
- Add your topic and/or notecard to the **Outline** on the right side of the screen
- If your have 2 or more notecards on the same topic (ie – "Poverty" or "Conflicts") please **pile** these cards by dragging one of the cards and placing it on top of the related card. Then give your pile a title.

- ❖ Remember that you do not need to resend the project to your teacher's drop box. The project will automatically when you add sources or save your notecards.