

Using NoodleTools to Cite Sources

First time users will need to set up an account.



At school, go to Cobb Digital Library (icon on your computer) and scroll down list of databases until you get to NoodleTools. Open NoodleTools.

At home, you may also go to Cobb Digital Library

Google Cobb Digital Library or go to www.cobb.mackinvia.com

You will need to **select Allatoona High School** from drop down menu

Username: firstname.lastname@students.cobbk12.org

Password: **network (school computer) password**

OR you can go to www.noodletools.com

Students at school should automatically be logged into O365 account. If not, just type in your O365 email. Firstname.lastname@students.cobbk12.org. If you do not know this email, go to StudentVUE, and click on Account Login Information. If you do not know your password, contact gena.cochran@cobbk12.org or stop by the media center.

NoodleTools will ask permission to access your Microsoft account. Press **Accept**.

Now you will have to set up your account by doing the following:

Select: **“create new account” and submit ****

Click **“I am a student” and submit**

Select **Allatoona High School** as your school and your graduation year

Click **SAVE PROFILE**

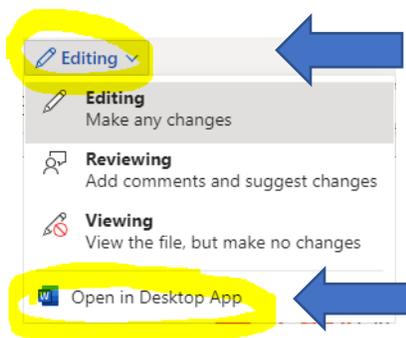
****Some of you may have existing accounts from middle school. Follow the prompts and change your school from your middle school to Allatoona and SAVE PROFILE.**

Video on adding sources to NoodleTools:

[Step 2- adding resources to NoodleTools from CDL or Internet \(screencast-o-matic.com\)](#)

Once you have added your sources to NoodleTools, you will edit your Works Cited Page to create the Annotated Bibliography. (see video link on last page)

Always make sure you are working in the Desktop version of word. If you see the Editing button shown below, use drop down to click Open in Desktop App and then click Open again when prompted.



Follow these steps:

1. Go to the Sources tab in NoodleTools
2. Click Print/Export
3. Select Print/Export to Word in drop down menu
4. Go down to bottom left corner and open the document.

Follow these steps to create an Annotated Bib:

1. Place your cursor at top of page, click Insert
2. Select Page Number
3. Select Top of Page
4. Choose Plain Number 3
5. Type your last name and one space between the 1
6. Highlight and change font to Times New Roman, 12 point
7. Close Header and Footer

8. Enter, now it is time to add your header and class info.
9. Your cursor will be centered in the middle. Change it to align left
10. Type your name, enter
11. Type your teacher's name, enter
12. Type your class and block, enter
13. Type the date like this: day of month, month, year ex: 2 March 2021
14. Now Change Works Cited to Annotated Bibliography
15. You will now add your annotations after each source. This entire document is double spaced. No extra spaces are necessary. You will need to change paragraph settings after each source.

To change paragraph settings:

1. Go to Paragraph section at top and click on the box with an arrow
2. Click on the Special section and change hanging to First Line
3. Click OK
4. You will need to do this so that the first line of your annotation is indented but the following lines are not.
5. This must be done after each source.

Here is another annotated bibliography example in MLA for an article on the MLA website.

The diagram shows an annotated bibliography entry with the following components and labels:

- Center page title:** Annotated Bibliography
- Running Head:** Gomez 8 (Last Name + Page #)
- Citation:** Adams, John. *Data on the Change in Temperature Due to Global Warming*. ABC books, 2012.
- Annotation:** This source presents data that points to global warming over the last 100 years and discusses possible causes. The temperature data appears to be credible and is backed up by research from other vetted studies. Although the author is an expert, his writing is somewhat biased due to his corporate ties to solar energy. Still, Smith manages to present a strong argument that global warming exists.
- Indented 1/4 inch:** This source presents data that points to global warming over the last 100 years and discusses possible causes. The temperature data appears to be credible and is backed up by research from other vetted studies. Although the author is an expert, his writing is somewhat biased due to his corporate ties to solar energy. Still, Smith manages to present a strong argument that global warming exists.
- Double-spaced lines:** Harris, Donald. "Monitoring Global Warming." *Energy & Environment*, vol. 22, no. 7, 2011, pp. 929-937. *JSTOR*, www.jstor.org/stable/43735567.
Harris examines global temperature trends in the last century and discusses reasons why tracking these changes continues to be an important task.

Video on turning Works Cited page into an Annotated Bibliography:

Step 3- <https://screencast-o-matic.com/watch/crenrLWJX6>

Additional resources:

[MLA Annotated Bibliography Format - EasyBib Blog](#)

[Annotated Bibliographies // Purdue Writing Lab](#)

