RESEARCH PAPER CHECKLIST: *Using Noodletools for Web Sites/Database Sources*

☐ Day 1 with Mrs. McClung – verify that you have a Noodletools account and that it is the correct type of account.

☐ Day 1 or 2 with Mrs. McClung – go to official website of your musician or group **OR GO TO** Bio.com to find your musician or group. Will go over how to site a website in Noodletools. We will do this together.

In addition, we will copy and paste your website information into a document in GoogleDocs. You can try it on your own but I will demonstrate it, too.

☐ Post the information in GoogleDocs – see steps on the back of this sheet
☐ Print out the information
☐ Cite the source in Noodletools – we will walk through this together

☐ Day 3 with Mrs. McClung – Instruction on how to find the **English 9 LibGuide** and we will watch a short video clip on “What is a Database?” We will go to **Student Resources in Context** and learn how to navigate the database. We will begin to search for two more articles and we will print these. One last thing we will do is learn how to copy and paste the citation into Noodletools.

☐ Find an article with usable information for my paper in the database
☐ Email the database article to my LPS Google email address
☐ Print the article
☐ Cite the article using the new copy and paste feature in Noodletools

☐ Find a second article with usable information for my paper in the database
☐ Email the second database article to my LPS Google email address
☐ Print the second article
☐ Cite the second article using the new copy and paste feature in Noodletools

☐ Day 4 with Mrs. McClung – we should have three pieces of information in all.
☐ Verify with Mrs. McClung that you have done all three articles, saved them in GoogleDocs, printed them and cited them in Noodletools.
Copying your website content and pasting it into GoogleDocs

☐ 1. At the “official” website or Bio.com look for information about your artist’s background, accomplishments or public’s perception. Highlight the text and press “Command+C” to copy the information, but DO NOT CLOSE that page.

☐ 2. **Open a New Tab!** Go to the Lincoln Public Schools web site [www.lps.org](http://www.lps.org). In the upper-right corner of the page you’ll see “Keyword/Profile/Search.” Type “goog” to take you to Google Docs. Once you have logged in, click the red “create” square to provide a drop-down list. On that list you’ll see “Document,” then click on it.

☐ 3. Once the document is open, you must do the following:
   - Type your name and the name of your musical artist.
   - Press “Command+V” to paste the information from your web site.
   - c) Go back to the web site, highlight the **URL which is also the web address.** Press “Command+C” to copy, then go back to your GoogleDoc and press “Command+V” to paste that web address below the information you found.
   - Click on the blue “Share” button on the top, right-hand side of the document.
   - A box entitled “Name before sharing” will pop up. The “Untitled document” should be the name of your artist, followed by 2015 (e.g. SAMMY HAGAR 2015). Click on “Save”
   - f) “Sharing settings” will pop up. Down below you’ll find “Invite people:” Begin typing in “rdroud” and Mr. Droud’s address will come up. Click on his name, then click on the green “Share and Save” button.