This quick guide covers the following topics:

1. How to create a new account
2. How to create a new project and add sources and notecards
3. How to set up a project inbox to receive student work and provide feedback

How to create a new account

At the Sign In page (https://my.noodletools.com/logon/signin) you have two options.
Option 1: If you are a new NoodleTools user, click **Register** to create a new account.

OR

Option 2: If your school has Google Apps for Education and has installed the NoodleTools app there, enter your Google account email in the field on the right and click **Sign In**.

*If you are using Option 2 (Google Apps), skip to "How to create a new project, source list, and notecards" on this page. Otherwise, continue the registration process...*

NOTE: Depending on how NoodleTools is set up at your school, you may next see a screen asking you to enter your school's username and password to register as a new user. Enter the subscription username and password (ask your NoodleTools admin if you don't know them, or else contact us via the help desk).

Click **Continue** and fill out information for your account. Be sure to select "I am a teacher or librarian." Click **Register**.
After you register, you will see the Projects screen:

The Projects screen in the teacher account has two tabs:

1. **My Projects** displays projects that you as a teacher create for yourself, perhaps as demonstration projects to show students. Your students will create their own projects or group projects in their own NoodleTools accounts.
2. **Inboxes** is a classroom management system in teacher accounts only. In this area, you can do two things: 1) Look at work that's been submitted to you for a particular assignment, and 2) create a new assignment for a group of students or class.

**How to create a new project and add sources and notecards**

To learn how to create a new project and add sources and notecards, please refer to "[NoodleTools Quick Guide for Students](https://noodletools.freshdesk.com/solution/articles/6000053400-noodletools-quick-guide-for-students)."

**How to set up a project inbox to receive student work and provide feedback**

An inbox is where students submit a specific project for your review so that you can monitor progress and provide feedback on their work.

1. Click the **Inboxes** tab and **New project inbox**.
2. In the **New project inbox** screen enter a name for your inbox. In the **Additional recipients** field, teachers' IDs can be added to allow them to view and provide feedback on projects submitted to this inbox. Click **Submit**.

3. The new inbox now appears under **Inboxes** on your Projects screen.

4. Share the name of the new inbox with your students.

For more details on setting up your inbox, please see "**How to set up an inbox and work with projects shared with you**

See "**How to share your project with a teacher**
(https://noodletools.freshdesk.com/solution/articles/6000055975-how-to-share-your-project-with-a-teacher)" to understand the process by which students submit their
projects to the inbox.