**Log In**

- After login, click Start New Project.
- Keep default settings of MLA and Advanced.

**Hint:** duplicate your school login

**Dashboard**

- Enter research question and thesis statement.
- Share with teacher’s drop box, if requested.
- Share with student collaborators, if applicable.
- Components box can also be used as a navigation tool.
- View comments from teacher or student partners.

**Bibliography**

- Fill-in forms ask for all available information about the source. If a piece of information cannot be found or is not present, leave it blank.

- Choose from tabs where you found your source.

- Choose the best description of your source.

- If source provides a pre-formatted citation, you can paste it here.
Bibliography, continued

Mark primary sources by Select an attribute below.

Click in-text reference to show the format to use after a direct quote or paraphrase.

Pick name of database from drop-down called “My library’s databases.”

Note cards

Copy and paste section from source here.

Explain it in your own words here.

Add personal notes about follow-up needed.

Drag notecards from creation box onto notecard desktop. Arrange or put in piles.

Add colors and symbols to notecards. CTRL-click to highlight notecard then choose from Tags menu.

-Label note card with source from works cited list. Add page numbers.

-To save url of database article, use persistent link as found in article, not url from navigation bar.

-Tag notes with keywords that describe parts of the project or topic.