NoodleTools Quick Guide:
Sharing Your Project With Your Teacher

**Step 1:** Once you log-in to NoodleTools, select your project and then click on the tab that says “Dashboard”

![NoodleTools Dashboard](image1)

**Step 2:** Go to the “Sharing and collaboration” section and click on the box that says “Share with a project inbox”

![Sharing and collaboration](image2)

**Step 3:** Under “Project inbox,” start typing the teacher’s name and select the proper class period and assignment from the options that appear

![Project inbox](image3)
Be sure to complete “your name” and click the box that says “Share linked Google Doc” before clicking “Done”

2  Your name:  Victor Viking

3  Share linked Google Doc

4  ✔ Done  ❌ Close

**Step 4:** Click the link that says “Share paper”

**Step 5:** A “Shared” message, date, and time will appear once sharing of the project is successful (note you may need to refresh your page to see this)

Click “Reshare” if the original attempt to share the project does not work or if the project needs to be shared again