NoodleTools Quick Guide: Creating Teacher Inboxes & Accessing Shared Projects

**Step 1:** Once you log-in to NoodleTools, click on the tab that says “Inboxes”

**Step 2:** To create a new inbox for a particular assignment and/or class, select the green box that says “New project inbox”
Step 3: You will be prompted to name your new inbox—be sure to include your name, the class period, and the name of the assignment or class, then press submit.

Step 4: You will then see a green confirmation box at the top of the page and your new inbox added to your list.
Step 5: Click on the title of the inbox to view projects shared with you by your students (NOTE: you will only be able to click on your inbox once at least one student has shared a project with you—you can view the number of projects shared with you under the “Projects Shared” column)

Step 6: You will then be taken to the list of students who have shared their projects with you under that particular inbox—click on the title of the project to access students’ NoodleTools accounts to view their progress and leave feedback