

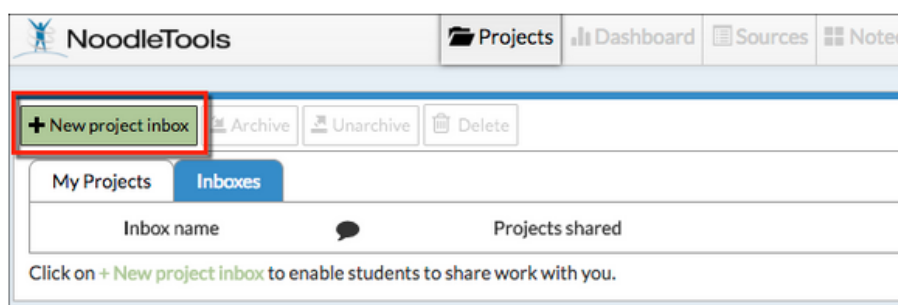
BCPS will be subscribing to Noodle Tools in the 2018-2019 school year. EasyBib no longer offers the valuable tools at a reasonable price (free).

Here is a quick look at one of the teaching features, setting up an inbox to receive student work:

### 3. 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**.

 A screenshot of the 'New project inbox' form. The form has a title bar 'New project inbox' and a close button. Below the title is a descriptive sentence: 'A project inbox allows your students to share projects with you, so that you can provide feedback and monitor progress.' The form contains several input fields: 'Inbox name:' with a text box containing 'Enter project inbox name' and a help icon; a subtext 'For example, Jones ENG115 2010 - Macbeth Paper'; 'Additional recipients:' with a text box containing 'Enter recipient's Personal ID' and a help icon, and a '+ Add more' link; 'Google Account ID:' with a text box containing 'Enter Google Account ID' and a help icon; 'Modify notecard instructions:' with a 'Show' link; 'Links to display to students (e.g., assignment sheet, LibGuide):' with two text boxes: 'Description:' containing 'Enter description' and 'URL:' containing 'Enter URL', both with help icons; and a '+ Add more' link. At the bottom right is a blue 'Submit' button with a checkmark icon.

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.](#)"

From: Noodle Tools Quick Guide for Librarians & Teachers. (2018, January 15). Retrieved April 20, 2018, from Noodle Tools Help Desk website: <https://noodletools.freshdesk.com/support/solutions/articles/6000053507-noodletools-quick-guide-for-librarians-teachers>.