1. Create a New **Project**
   a. Citation Style: MLA
   b. Citation Level: Junior
   c. Description: what your teacher tells you to describe it as
   d. Click “Create Project” at the bottom.

2. Research question and Sharing Project
   a. Fill out research question. What is the question that you want answered by your research? (Check with your teacher.)
   b. Thesis statement- Check with a teacher
   c. Skip History
   d. Skip Public View
   e. Sharing- Click on the link that says “Share with a teachers drop box”
      i. Type what teacher tells you to for “assign drop box)
      ii. Put First and Last name in the applicable boxes
      iii. Click Share Project

3. **Bibliography** - This is the page where you enter the information for ALL of your sources. This can include books, websites, databases, published articles etc.
   a. Make sure you choose the correct type of source (ask for help if you are unsure)
b. If you are using a book, a lot of the information will be on the Publication Page (usually right after the title page)
c. If you are using a website, scroll down the bottom of the webpage to find a lot of the information
d. You can also add annotations (comments) about your bibliography source.
e. When you complete the information, click “Submit” at the bottom of the screen.

4. **Notecards** – Notecards are used to store important information of things you find in a book, website, or other source. It’s basically a summary of something you find that is relevant and important to your research.
   a. ALL of the following boxes need to be filled out
      i. Title- What is the topic of your notecard?
      ii. Source- This is a choice from your bibliography (see below)
      iii. Direct Quotation- This is a DIRECT copy, word for word, from the source
      iv. Paraphrase or Summary- This is where you put the direct quotation in your own words
      v. My Ideas- How are you going to use this information? Why is it important? This is where you explain how your plant will reflect the information in the paraphrase box (for example: if there is a lack of water in your environment, how will your plant store the little water it does get?)
      vi. URL- ONLY if using a website
      vii. Pages- the pages of the book the information came from
   b. Make sure your notecards only have 1 topic per card. You can have as many notecards as you want, so don’t try to cram too much information in one notecard. For example, “In Massachusetts Bay Colony they built many ships in shipyards near Boston.” That would be one notecard. If they did other things, then use a different notecard.

5. **Clean Up**
   a. Delete any bibliography sources that you do not have a notecard for
   b. After you have created them, you may put your notecards in piles according to topics. You can think of piles like they are paragraphs.