***Put a check in the block to the left after you finish the task. Keep this checklist until complete and turn in with draft.***

**Mon. 17 – Day 1**

* Log into computer/intranet (library)
* Find one (physical) book related to your research
* Log into NoodleTools:
* Enter “(topic) Research Project” as project name
* Enter topic as temporary research question
* Enter topic as temporary thesis
* Share project with “Mrs. White – Block 1” or “Mrs. White – Block 4” and press “Done.”
* Enter citation for YOUR BOOK as source

**Tues. 18 – Day 2**

* Use databases (SIRS Knowledge Source & eLibrary) to find AT LEAST TWO other sources about topic
* Use NoodleTools to add citations for your 2 new electronic sources
* Build separate Notecards in NoodleTools with information from each your sources (at least TWO notecards per source)
	+ TITLE each notecard with keywords from source
	+ (optional)TAG each notecard with the possible placement of it in the paper (introduction, opposing viewpoint, assertion 1, assertion 2, assertion 3, or conclusion)

**Wed. 19 – Day 3**

* CHOOSE ONE:
	+ Use databases and search engines to to find one VIDEO source (must be approved)

or

* + INTERVIEW an expert about your source (must be approved)
* Use NoodleTools to add these citations for your two new electronic sources
* Build Notecards in NoodleTools for your sources (AT LEAST one notecard per source)
* Start filling in your SOL Outline

**Thurs. 20 – Day 4**

* Create a thesis about your topic and your research question (get approval)
* Update NoodleTools: add your thesis and your research question
* Continue research of sources (SIRS Knowledge Source & eLibrary) in databases and books
* Finish SOL Outline and turn in

**Fri. 21**

* Write ROUGH DRAFT in a Word document (save to your folder on the share drive AND your file locker on Synergy)

**Mon. 24**

* Finish Rough Drafts (be sure to re-save to BOTH saved locations)

**\*\*\* Tuesday, October 25th – Multiple Choice SOL \*\*\***

**\*\*\* Thursday, October 27th – Essay SOL \*\*\***

**Fri. 28**

* Peer Edit Rough Drafts IN WORD DOCUMENT and with handout (save edit to Kendrick folder on share drive and turn in peer edit worksheet)

**Mon. 31**

* Research Essay: FINAL DRAFT (save your final draft to the Kendrick folder on the share drive, but be sure to also save a backup in your file locker on Synergy)