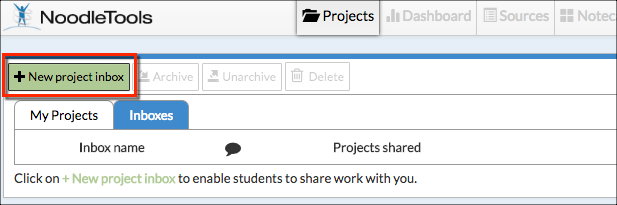
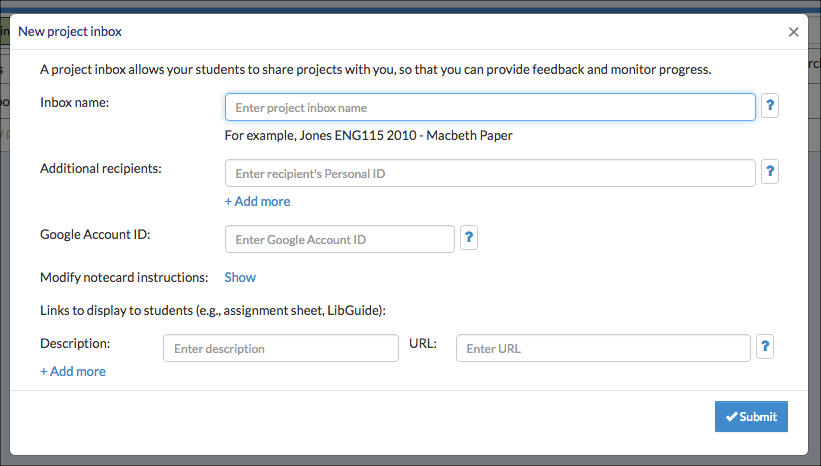
**How to set up a project inbox to receive student work and provide feedback**

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**.

[](file:///C:\Users\lmagnuson\OneDrive%20-%20Baltimore%20County%20Public%20Schools\NoodleTools\NoodleTools%20Quick%20Guide%20for%20Librarians%20&%20Teachers%20_%20NoodleTools%20Help%20Desk_files\qg_teacher_projects_inbox_screen.png)

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](https://noodletools.freshdesk.com/solution/articles/6000055996-how-to-set-up-an-inbox-and-work-with-projects-shared-with-you)."

See "[How to share your project with a teacher](https://noodletools.freshdesk.com/solution/articles/6000055975-how-to-share-your-project-with-a-teacher)" to understand the process by which students submit their projects to the inbox.