

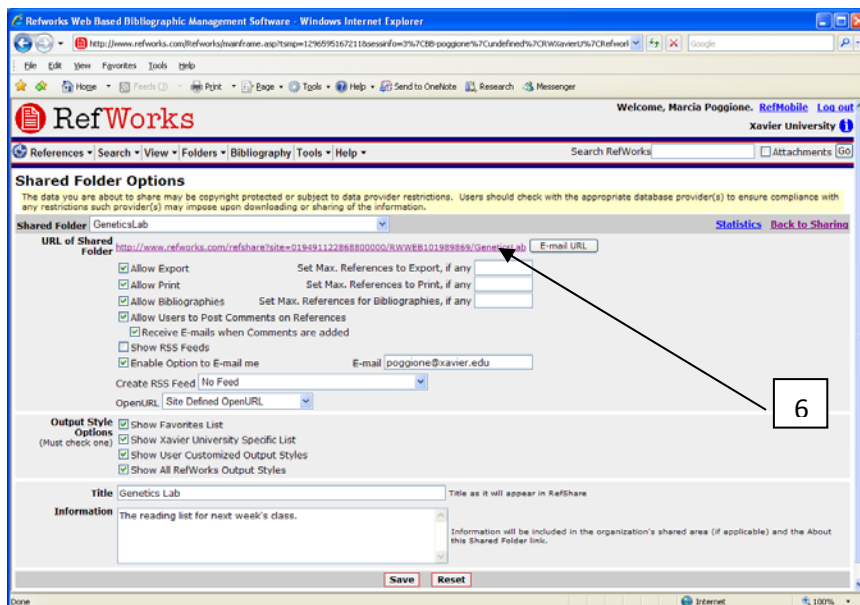


Creating a RefWorks Reading List in Blackboard

RefWorks reading lists can be shared in Blackboard. Instructors can provide links to RefWorks folders in any of the course content areas and each content area can link to an entirely different RefWorks folder. Items in shared RefWorks folders can incorporate comments by students and FIND IT links to full-text options are accessible.

In RefWorks

1. Go to *Folders* | *Create New Folder* and create a new RefWorks folder for your readings.
2. Place the articles you want students to read and/or comment on in the new folder.
3. Go to *Folders* | *Share folders*
4. Click the *Share Folder* button next to the new folder you created.
5. Determine the options of your shared folder: export, print, create bibliographies, enter comments, etc. and click the *Save* button (see image below).
6. Highlight and copy or right-click and copy the URL of Shared Folder (**don't** click the E-mail URL button).



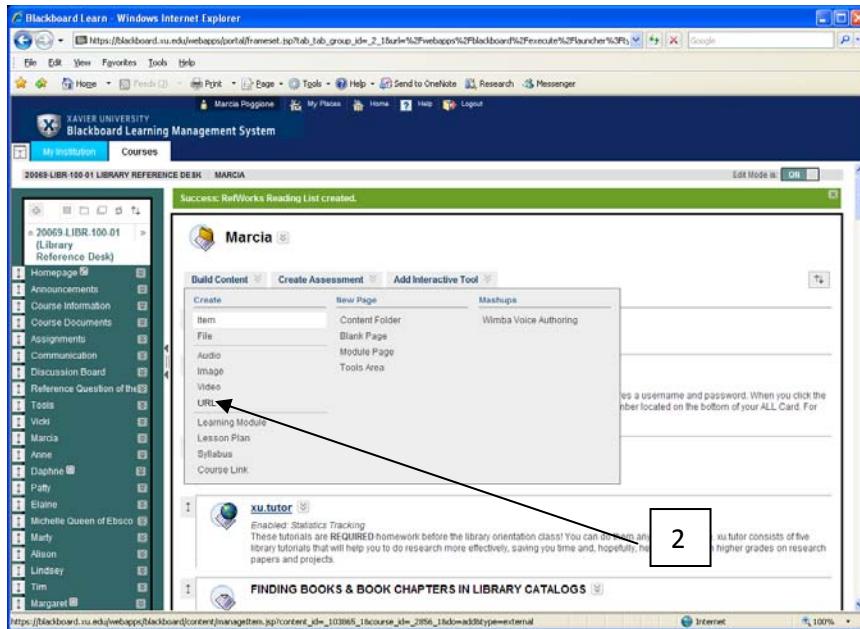
In Blackboard

1. Go to the content area (left menu) where you would like the RefWorks reading list to be.
2. At the top of the page click the arrow next to *Build Content* and click *URL* in the *Create* column.
3. In the first textbox give the URL a name (e.g., RefWorks Reading List), paste the copied URL in the second textbox, and provide any instructions for students in the large textbox.
4. Scroll down to *Options* and click *Yes* next to *Open in New Window*.
5. Click the *Submit* button.



Xavier University Library

Ask a Librarian: text 66746 askxu | askus@xavier.edu | 513 745-4808



What Students & Faculty See in the Shared RefWorks Folder

1. A link to comments and the number of comments displayed.
2. Faculty also receive students' comments in their email.

