



Thomas G. Carpenter Library

RefWorks Database in Blackboard

Set up a new RefWorks account with the username and password you want to use for this set of articles. You may have as many sessions of RefWorks as you wish – one for each class or one for each reading assignment, etc. Just give each one a different username and password.

- Set up your RefWorks database by importing the articles you select.
- Set a Read-only password if you do not want students to be able to add/delete records from the RefWorks database.

After logging in to RefWorks, select Tools > Update User Information. Enter a Read-only Password.

- Now open Blackboard > Control Panel. You may add a RefWorks database in any area – Course Assignments, Course Documents, External Links, etc.
- On the right, click the down arrow beside Learning Unit and select Link to RefWorks Database > Go.
- Enter the username and password you assigned to your database. If you set a read-only password, you will use it here.
- Enter a title and text for the link.
- Students can link to full text using the Article Linker icon. If off campus, they will be prompted for username and password.
- That's it! You don't have to worry about copyright or course reserves. Your students can get their readings anytime, anyplace.