

RefWorks Fundamentals Training Training Outline

The following is a sample outline of a RefWorks Beginner User training session. The RefWorks Leader Guides follow this outline. This session would run approximately 1 1/2 hours if given demonstration style...longer if hands-on.

Module 1: Logging in/Creating an Account

- Creating your account
- On-campus login
- Off-campus login (via group code, proxy server or other authentication system)

Module 2: Navigating RefWorks

- Toolbar used to access various areas
- Search box (demonstrated later)
- Show online help
- Show online tutorials
- Show Quick Start Card

Module 3: Getting References into RefWorks

- Direct Export from a data vendor
- Importing a Text File
- Entering References Manually
 - o What is AccuCite?
- Searching Online Catalog or Database

Module 4: Organizing/Managing Your References

- Creating Folders
- Moving References into Folders
- Removing References from Folders

Module 5: Searching

- Search RefWorks (quick search)

Module 6: Creating a Bibliography

- Reference List from a folder of References
- Using Write-N-Cite **AND/OR**
- Using One Line/Cite View
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Module 7: Conclusion