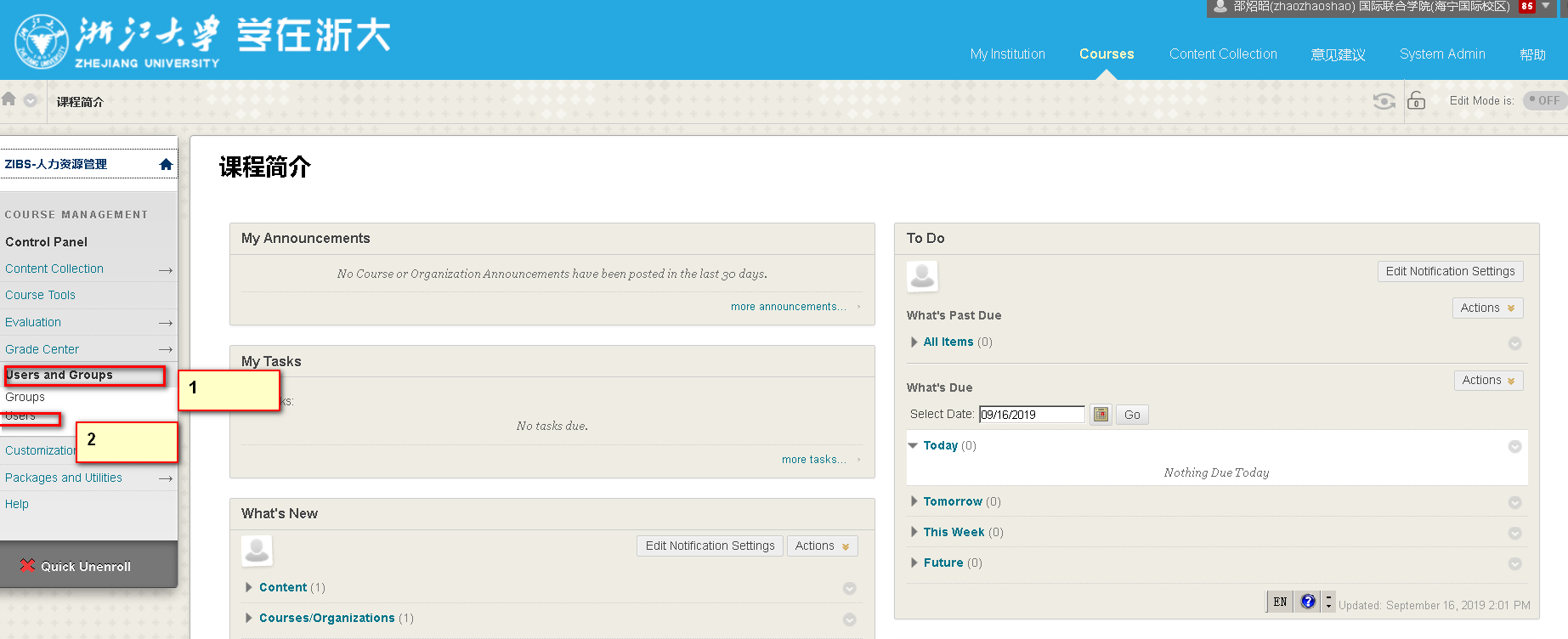
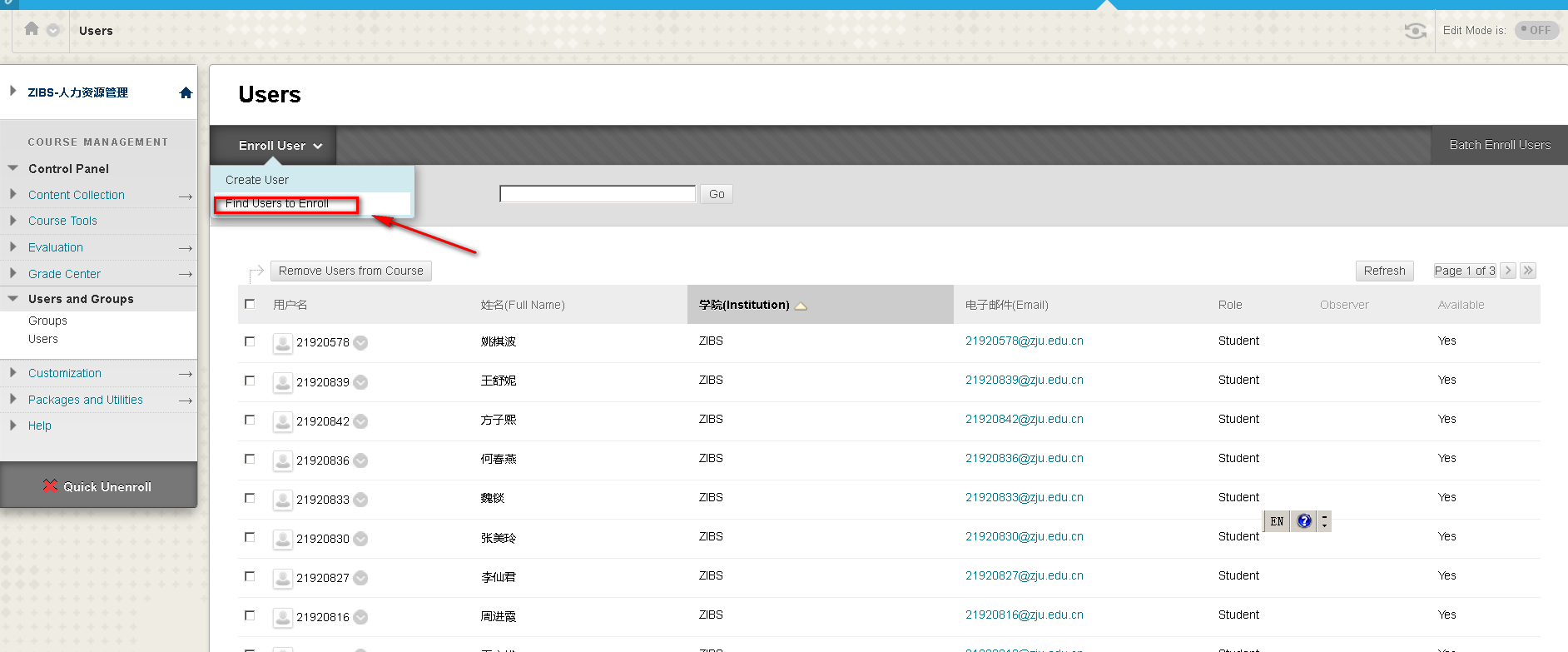
管理员BB操作指南：

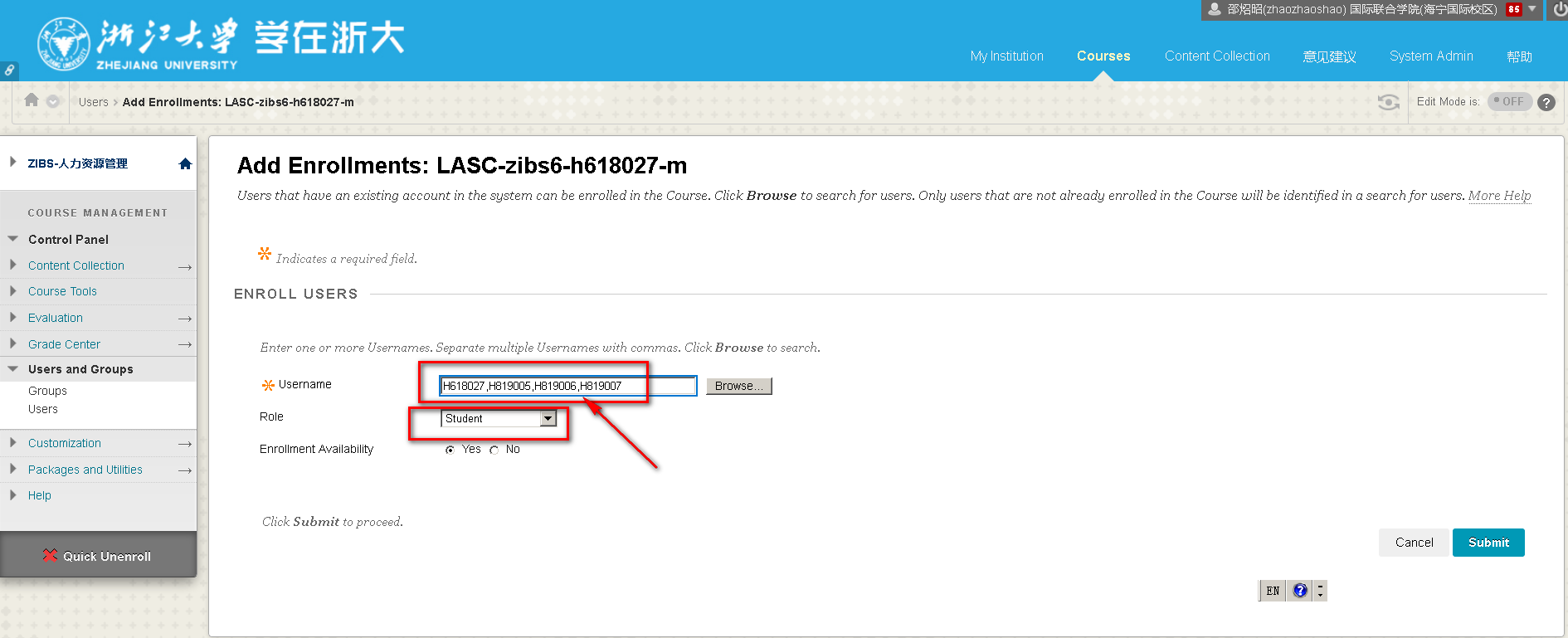
# 课程的申请和创建：

申请者需要提供课程的以下信息：

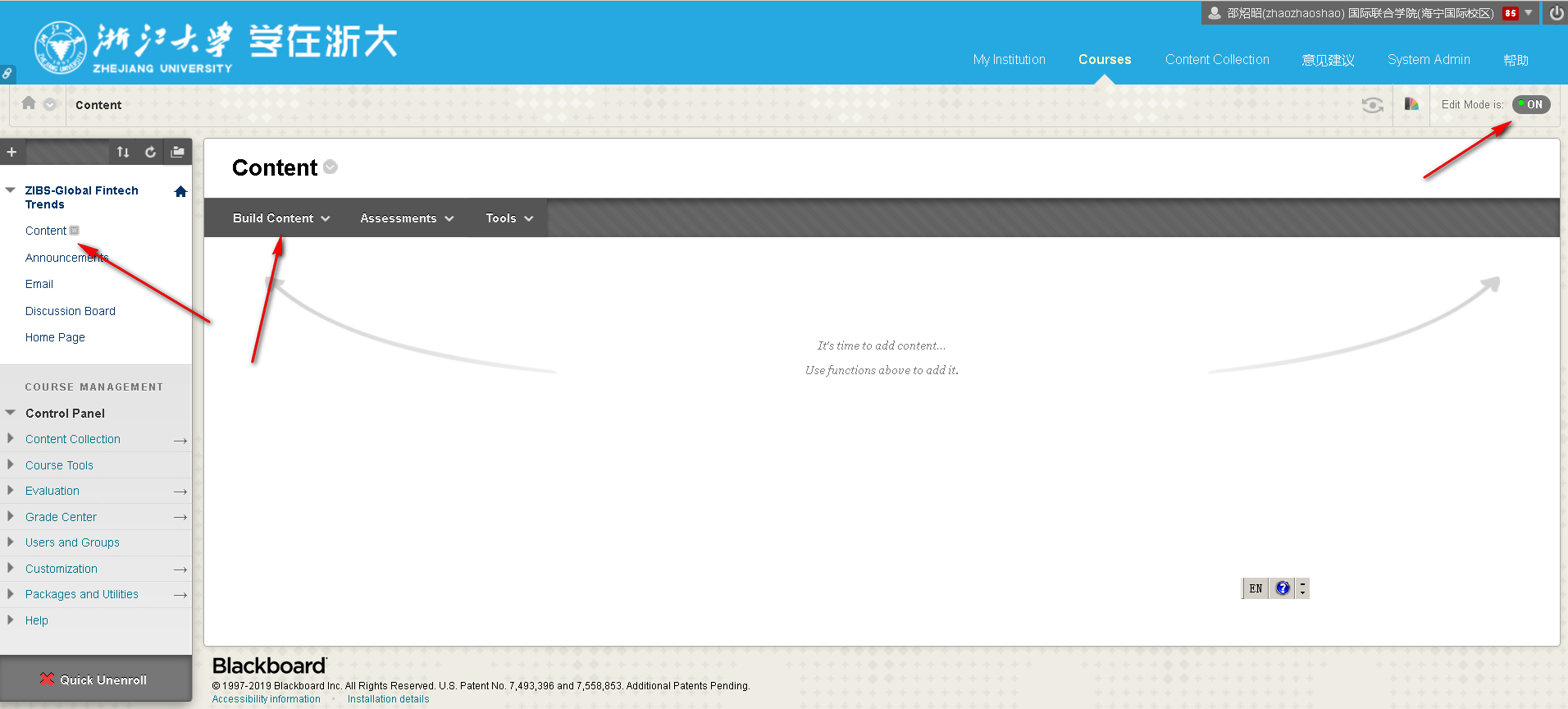
* 课程名称（英文，括号中文，例如： ZIBS finance accounting（[ZIBS-财务会计](https://c.zju.edu.cn/webapps/blackboard/execute/launcher?type=Course&id=_4659_1&url=)）），教师的工号
* 学生的名单首批。（学号）
* 增量添加学生或者老师：



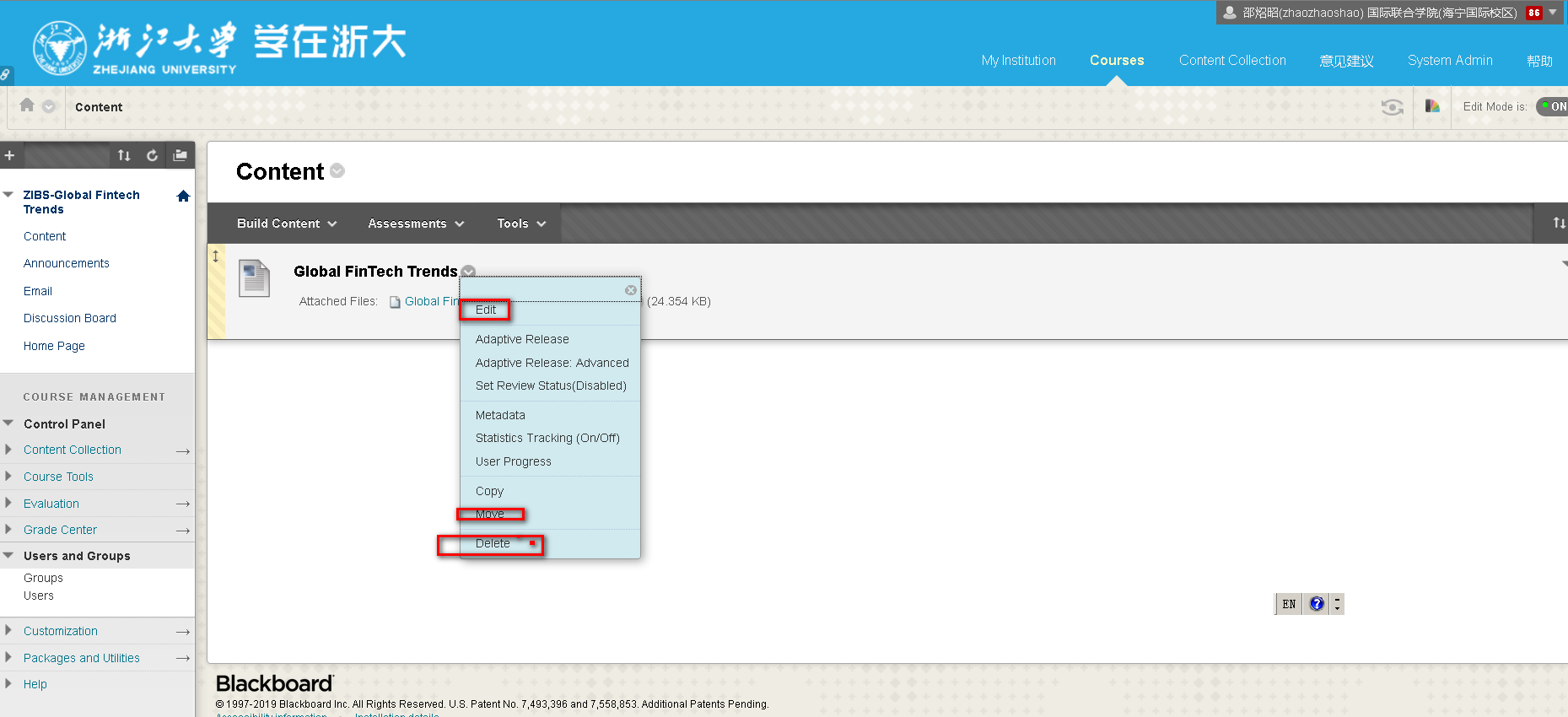




# Create teaching materials



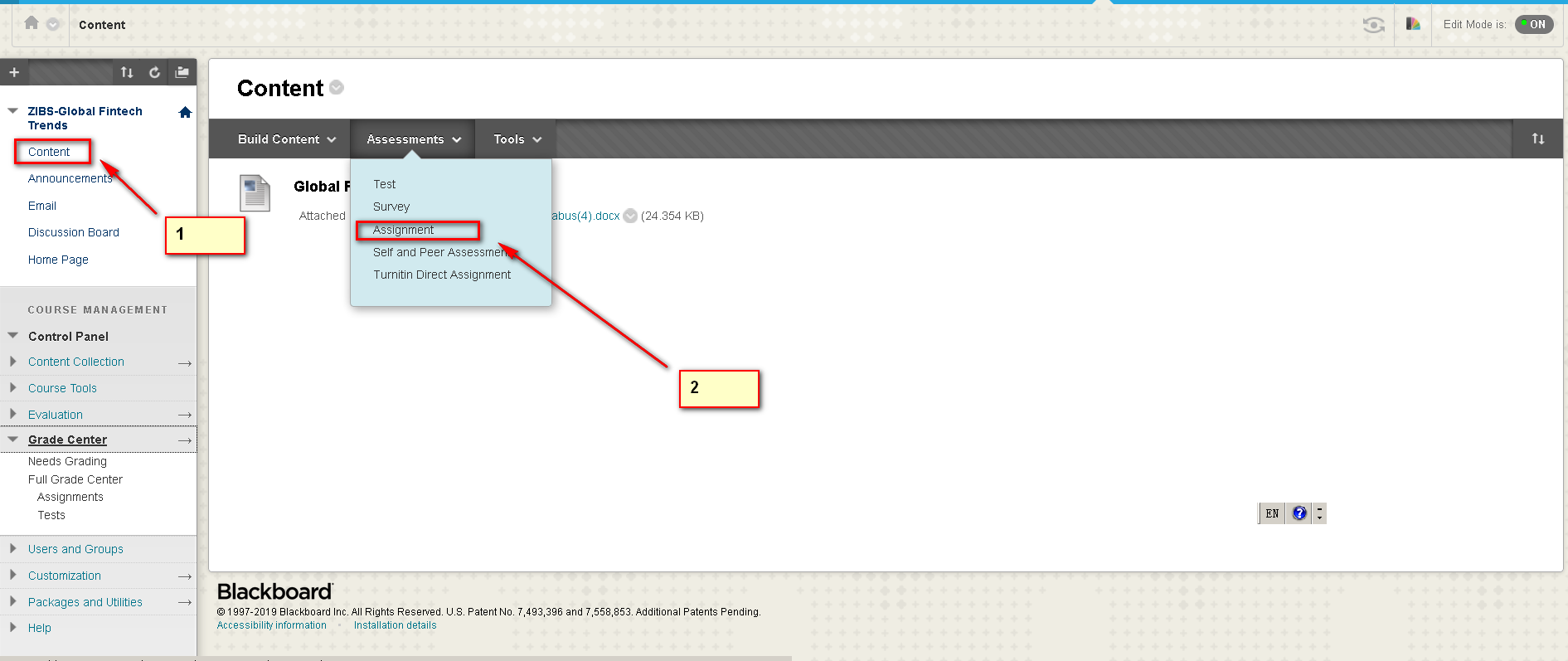
Edit and remove files:

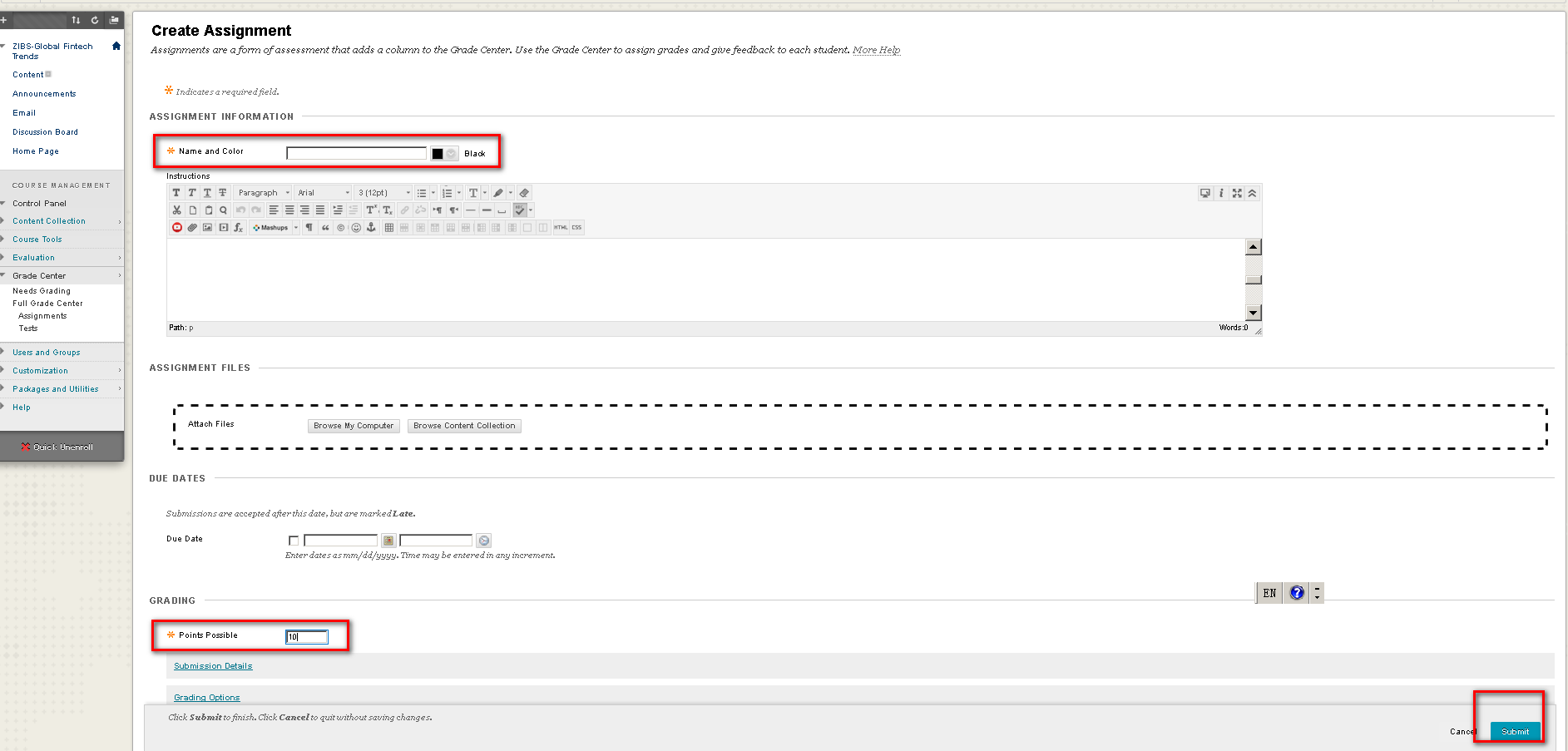


# Assignment

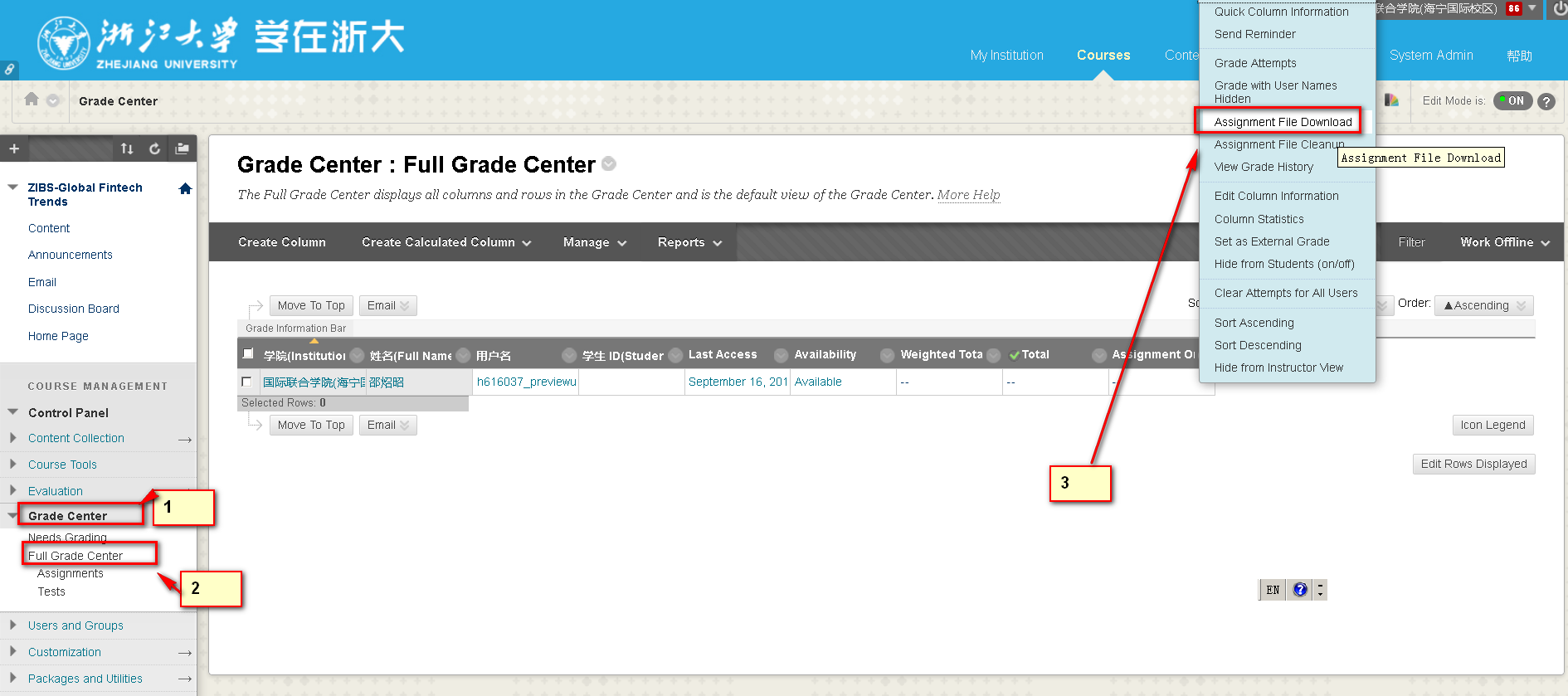
Release assignment:

1. Create an assignment



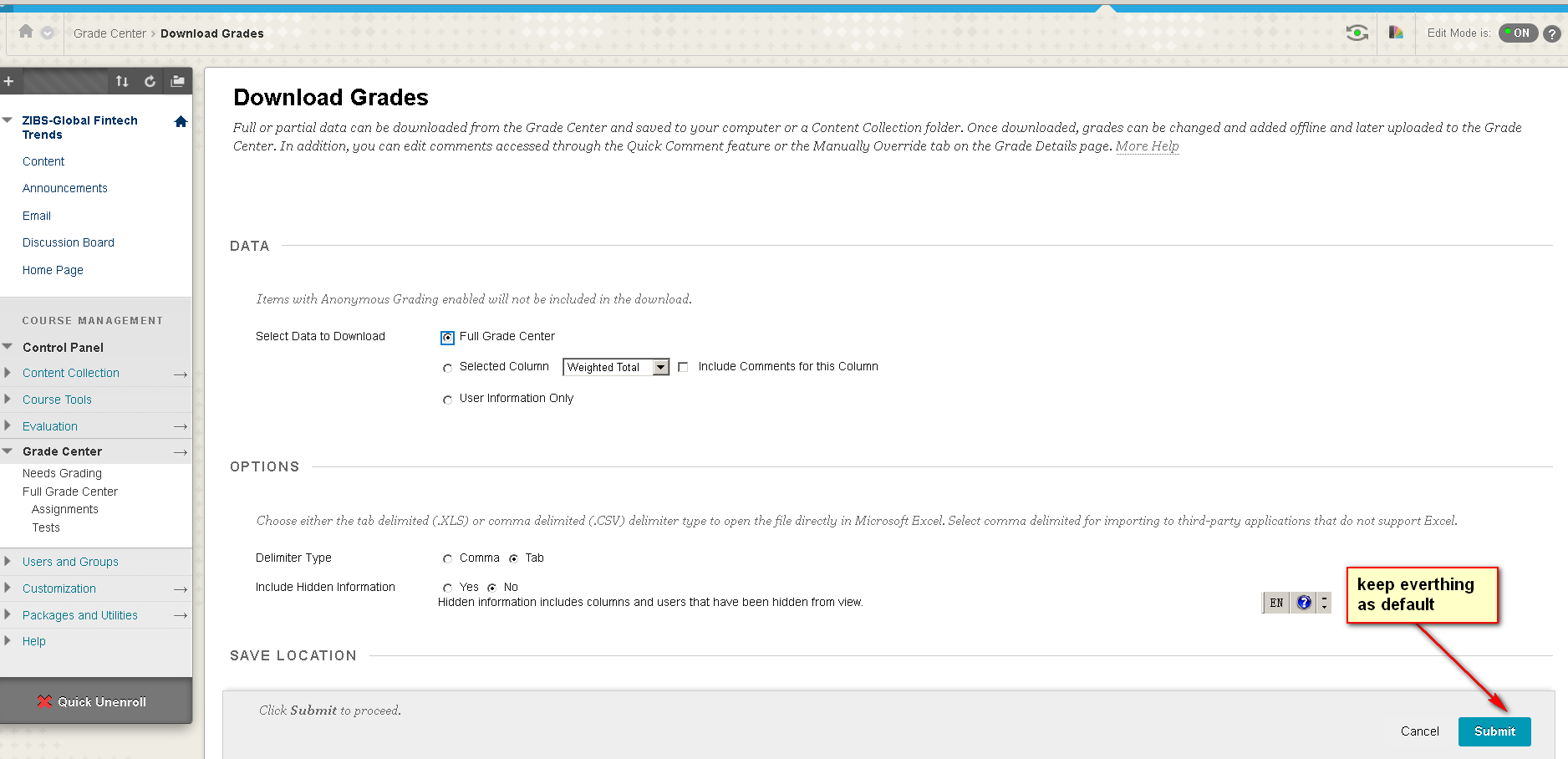


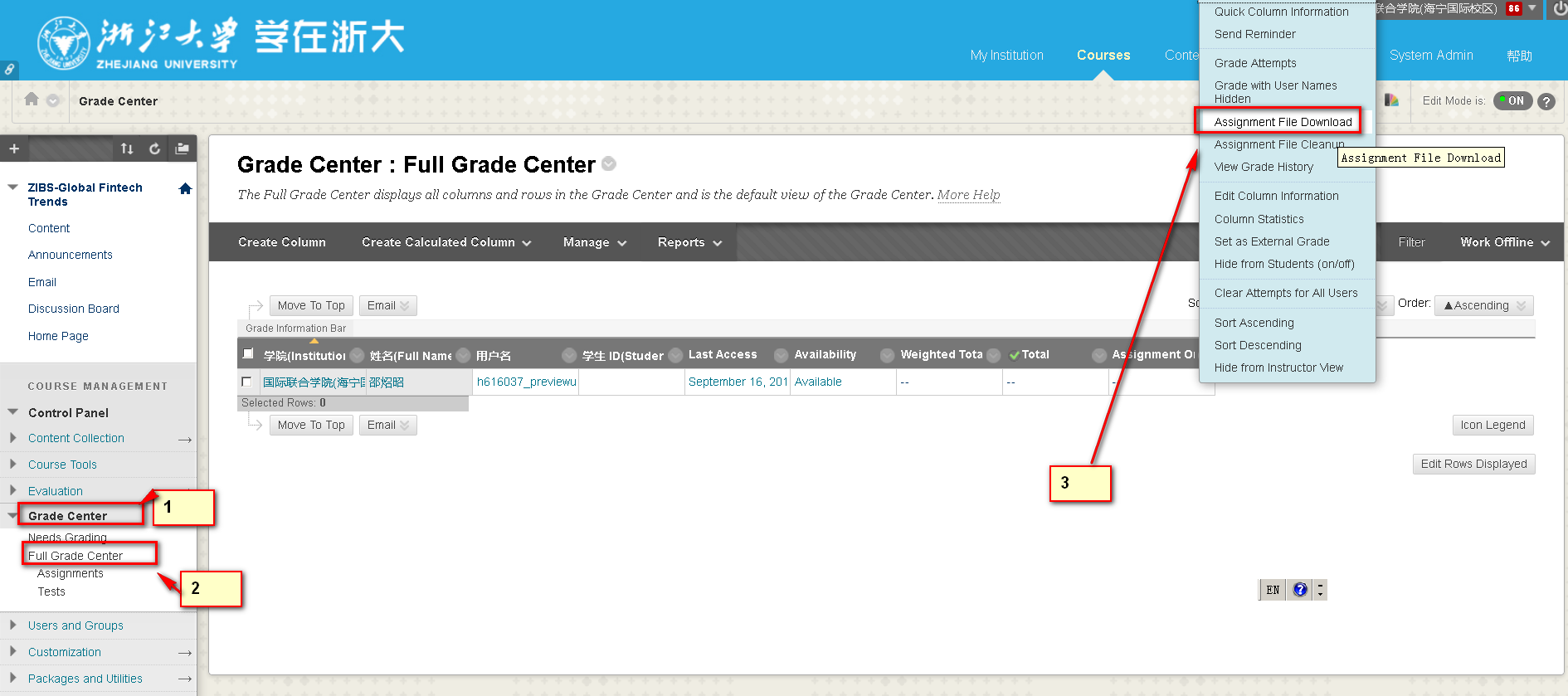
Download the assignment in batch:

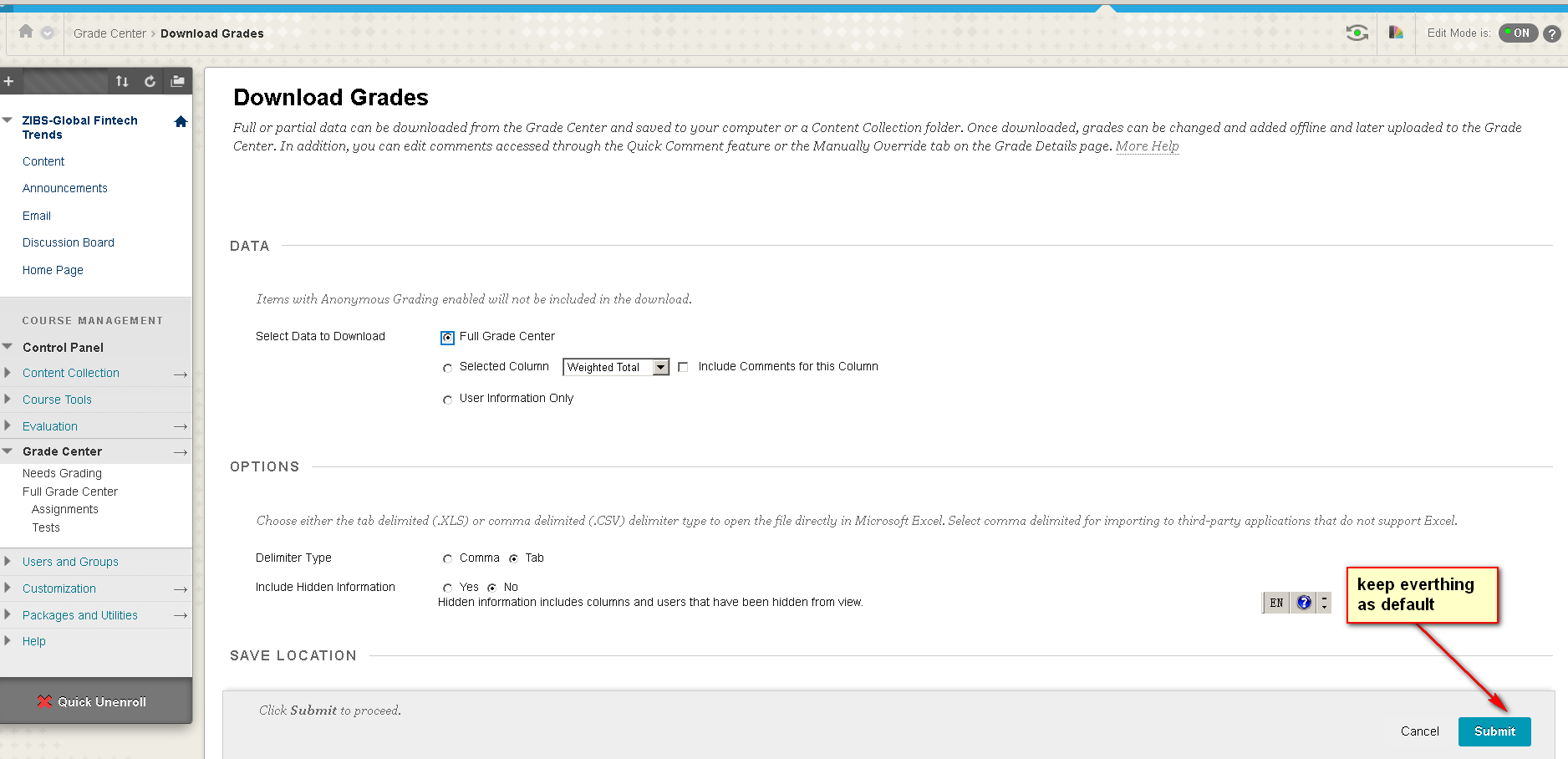


Upload Grades:

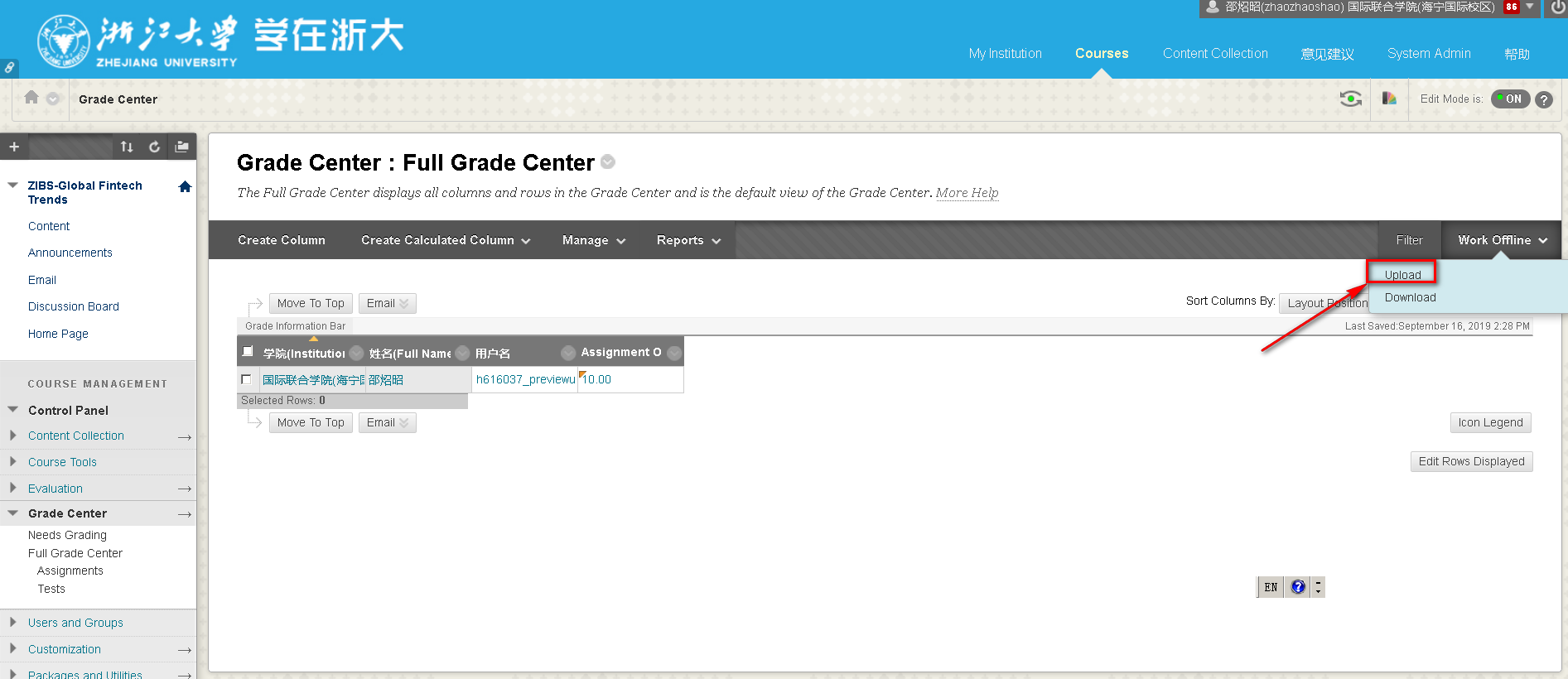
Download the template for the assignment:



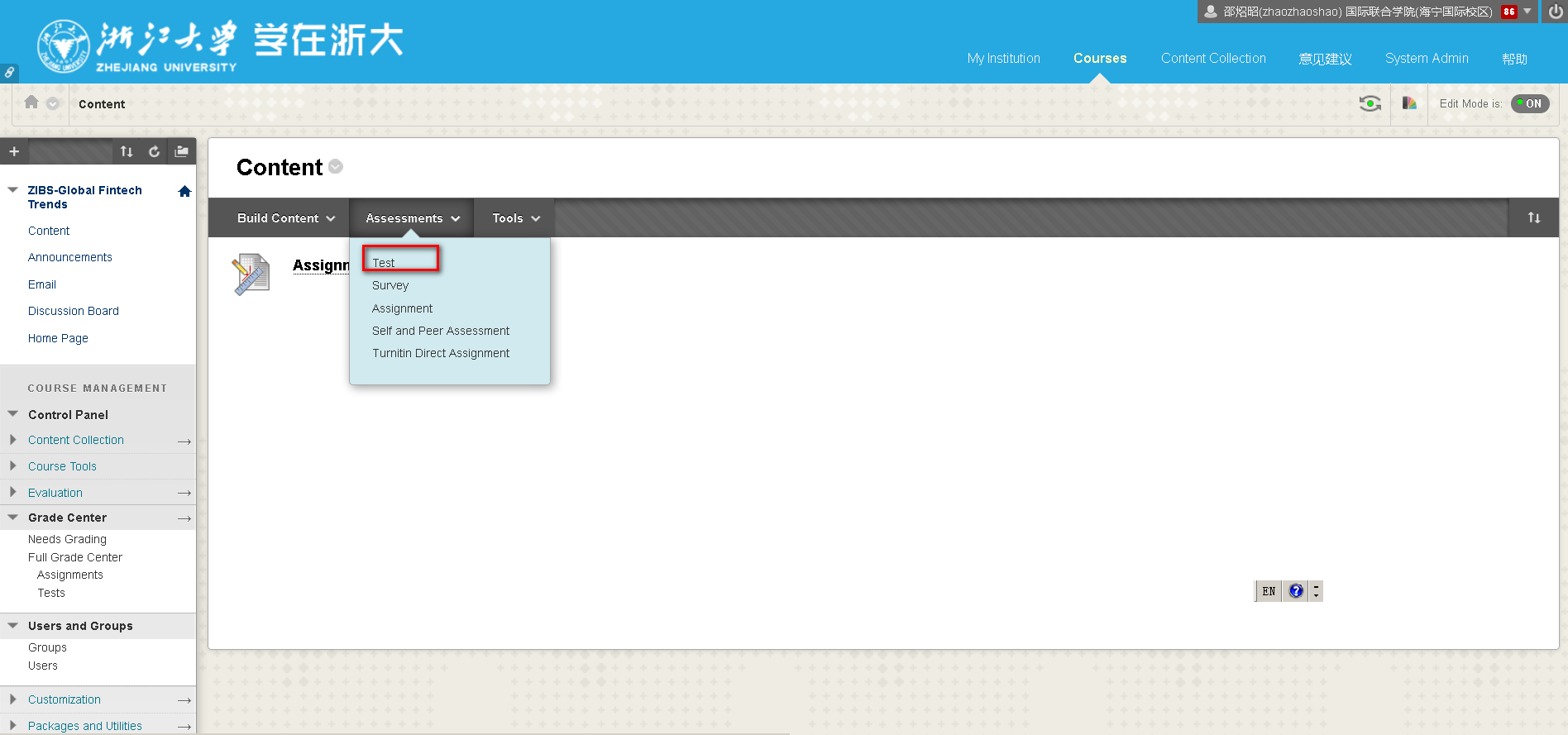




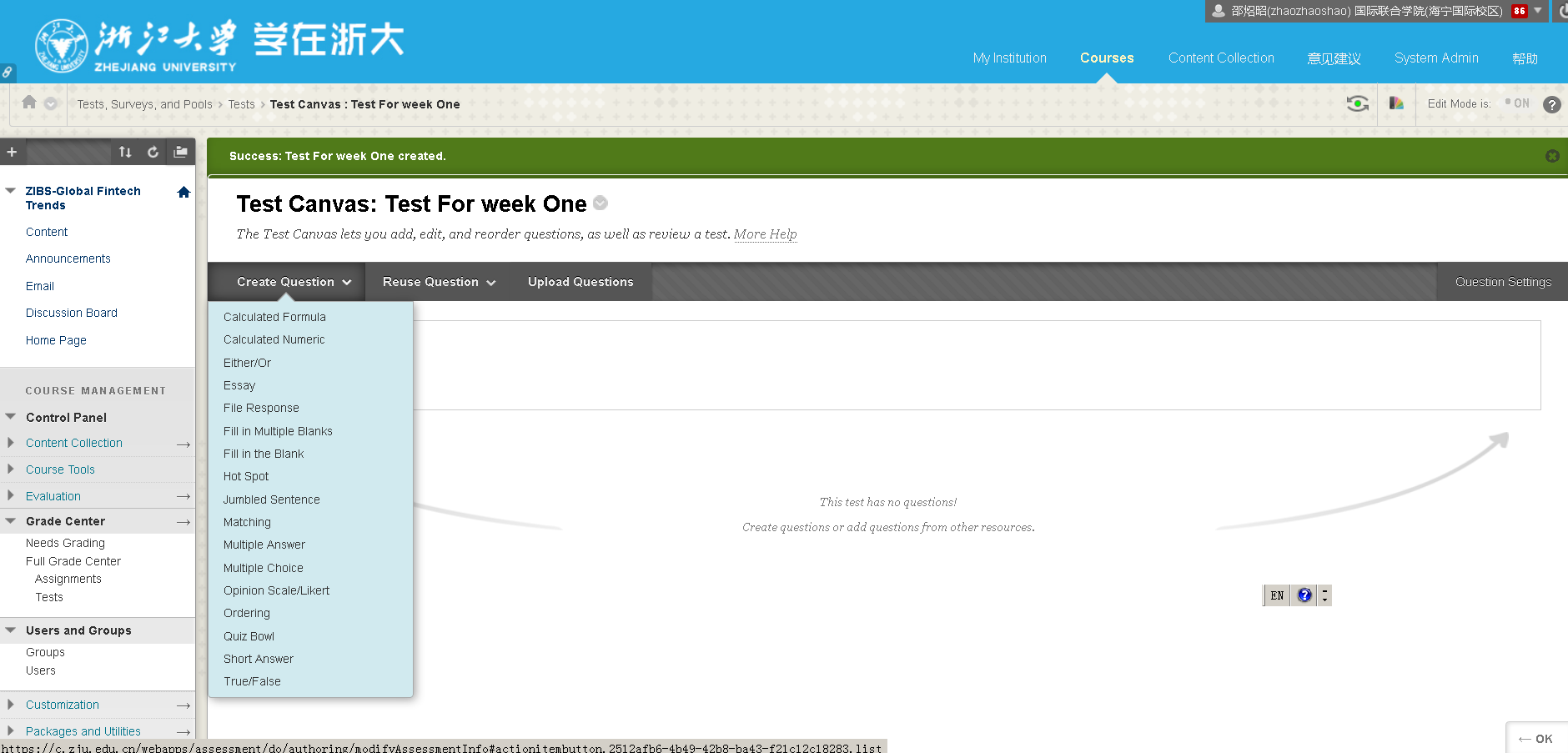
Once the excel being updated, just upload it back to the system:

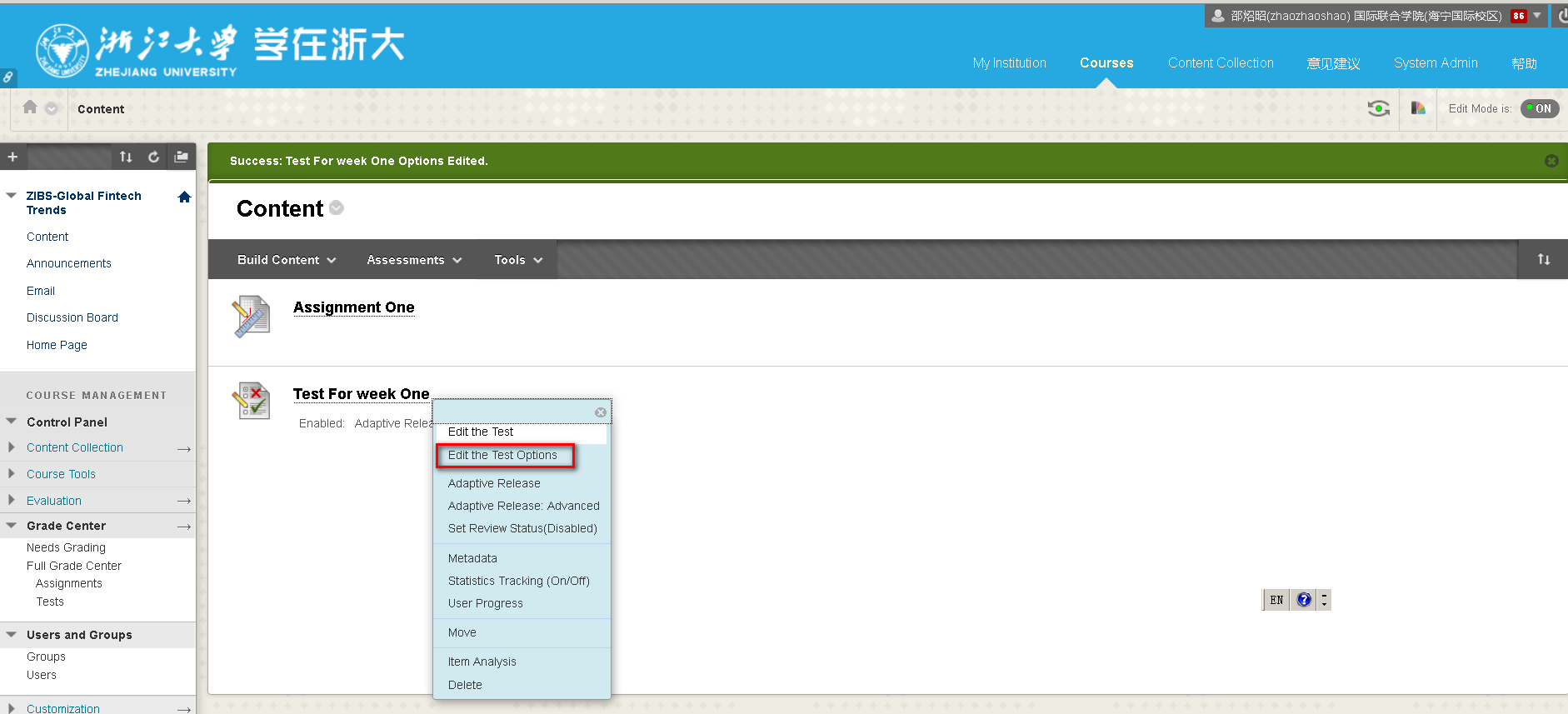


# Online examine:









# Enroll students to a course

Following the steps:

