



浙江大学 国际联合学院 (海宁国际校区)

INTERNATIONAL CAMPUS, ZHEJIANG UNIVERSITY

## *User Guide*

# Blackboard Grading Instruction



From: ITS, International Campus, ZJU

Hotline: 0571-87572669

Email: [itservices@intl.zju.edu.cn](mailto:itservices@intl.zju.edu.cn)

**ITS**

# Content

1. Introduction to Blackboard .....	3
1.1 Browser Support for Blackboard.....	3
1.2 Login the system and set up .....	4
2. Grading Instruction.....	6
2.1 Overwrite grades .....	6
2.1.1 Individual Update.....	6
2.1.2 Batch update grades .....	7
2.2 Export grades.....	8
2.3 Print the hard copy of grade report.....	8

# 1. Introduction to Blackboard

With a modern intuitive, fully responsive interface, Blackboard Learn™ delivers an unmatched learning experience. Bring learning to life with an LMS that is simple and easy to use, yet powerful, that will enable teaching and learning to happen anywhere at any time.

Please contact ITS if you need support.

Email: [itservices@intl.zju.edu.cn](mailto:itservices@intl.zju.edu.cn)

Hotline: 0571-87572669

## 1.1 Browser Support for Blackboard

- (1) Supported operating systems and desktop browsers

	<b>Windows</b>	<b>Mac OS X</b>
<b>Operating System</b>	Windows 8, Windows 10	Mac OS 10.12, Mac OS 10.13, Mac OS 10.14, Chrome OS
<b>Chrome</b>	63+	
<b>Edge</b>	42+	
<b>Firefox</b>	57+	
<b>Safari</b>		12+ (Mac OS only)

- (2) Supported mobile browsers

<b>Browser</b>	<b>Mobile Browser Versions</b>
<b>Chrome</b>	63+
<b>Edge</b>	38+
<b>Firefox</b>	57+
<b>Safari</b>	iOS 11+

## 1.2 Login the system and set up

- (1) Login the system at <http://learn.intl.zju.edu.cn>
- (2) Use INTL ID or myZJU account to log in
  - Use INTL ID directly



- If you do not have INTL ID. Enter myZJU page and use INTL ID to log in





# 浙江大学统一身份认证

UNIFIED IDENTITY AUTHENTICATION

## 浙大通行证



职工号/学号/手机号/邮箱/别名

[点击激活用户](#)



[忘记密码?](#)

登录

记住我

国际校区师生登录

第三方账号登录

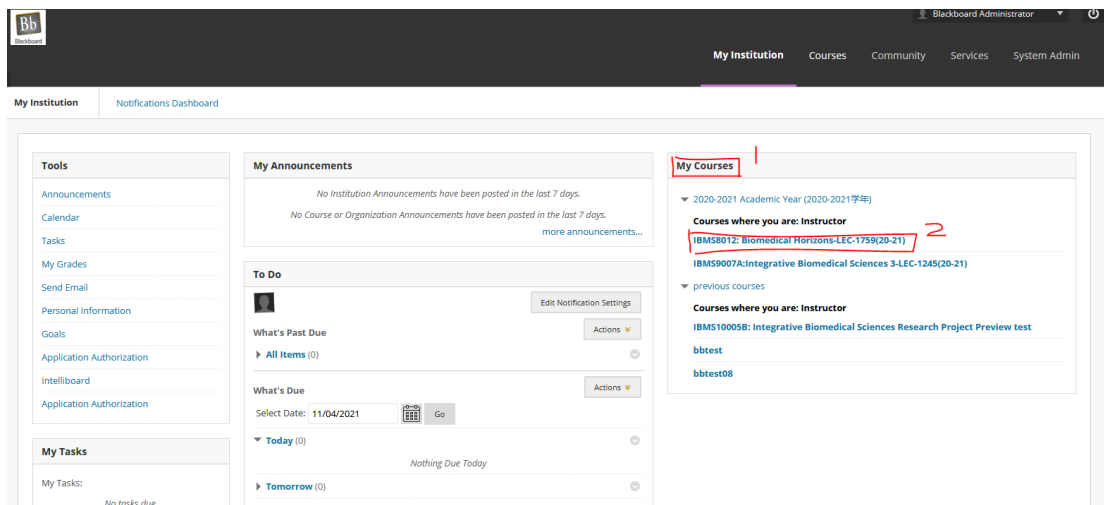


统一身份认证咨询电话 0571-87951669

# 2. Grading Instruction

## 2.1 Overwrite grades

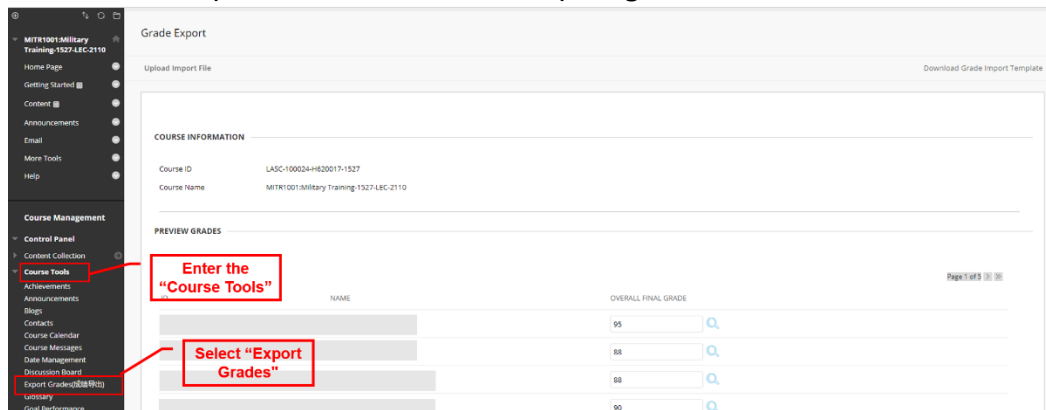
### Find Your course



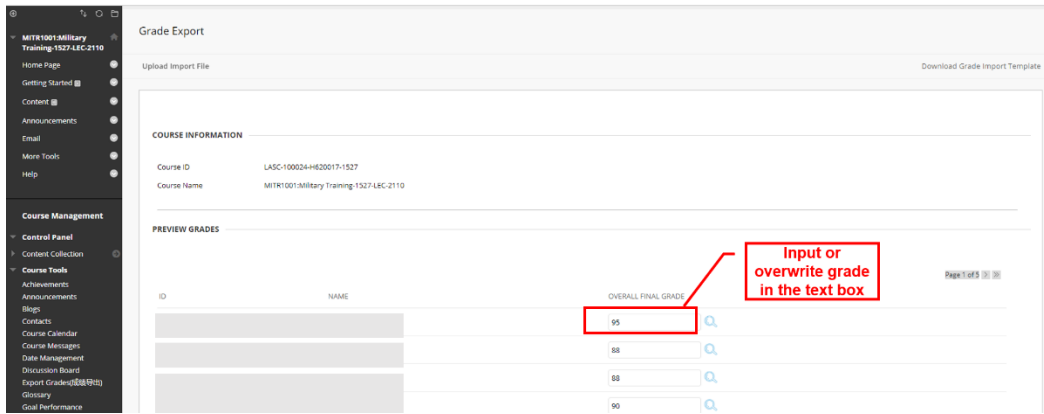
### 2.1.1 Individual Update

\* Individual update is the easiest way to input student grade. For people who have student grade in excel, please to consider to use 2.1.2 and skip this section (2.1.1)

① Control panel > Course tools > Export grades



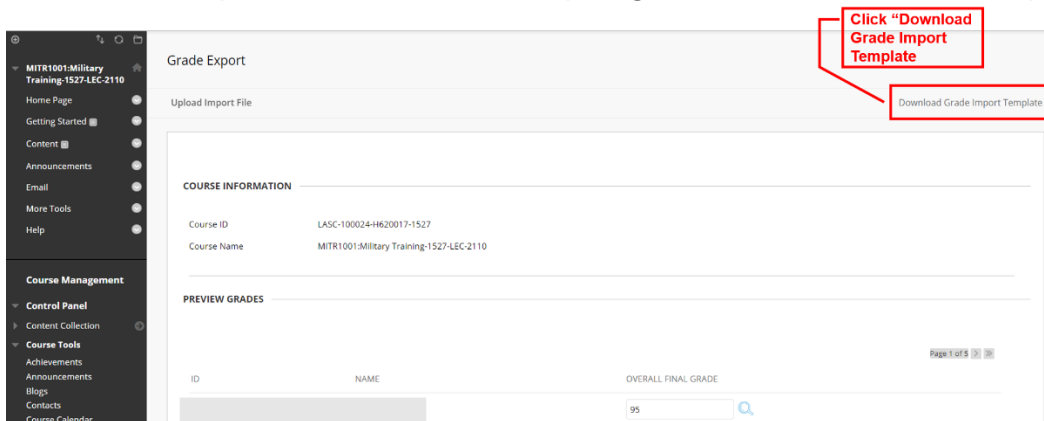
② Input correct grades directly



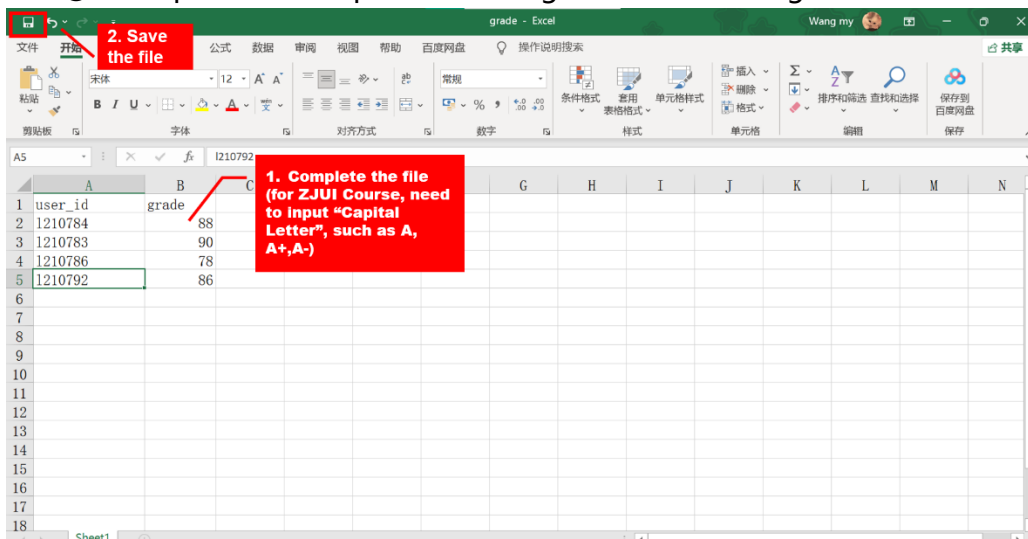
## 2.1.2 Batch update grades

\* Audience can skip this section(2.1.2) if you have completed the section 2.1.1

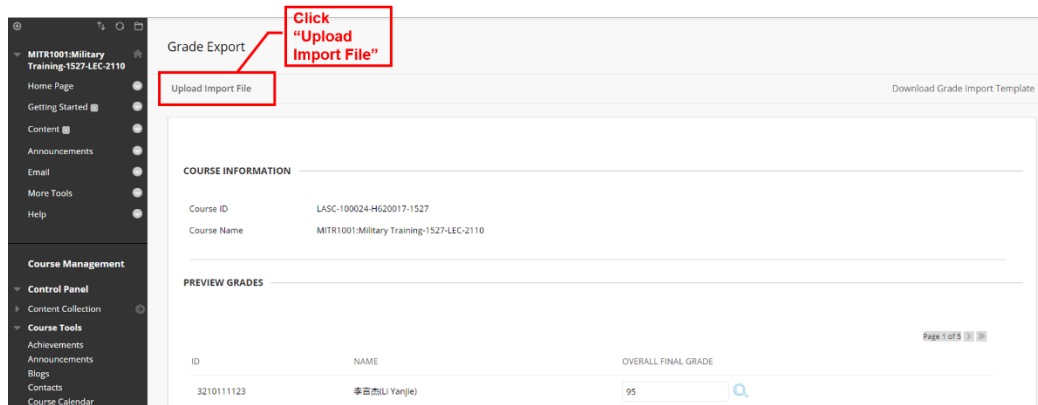
① Control panel > Course tools > Export grades > Download Grade Import Template



② Complete the template, including student IDs and grades, and save the file.

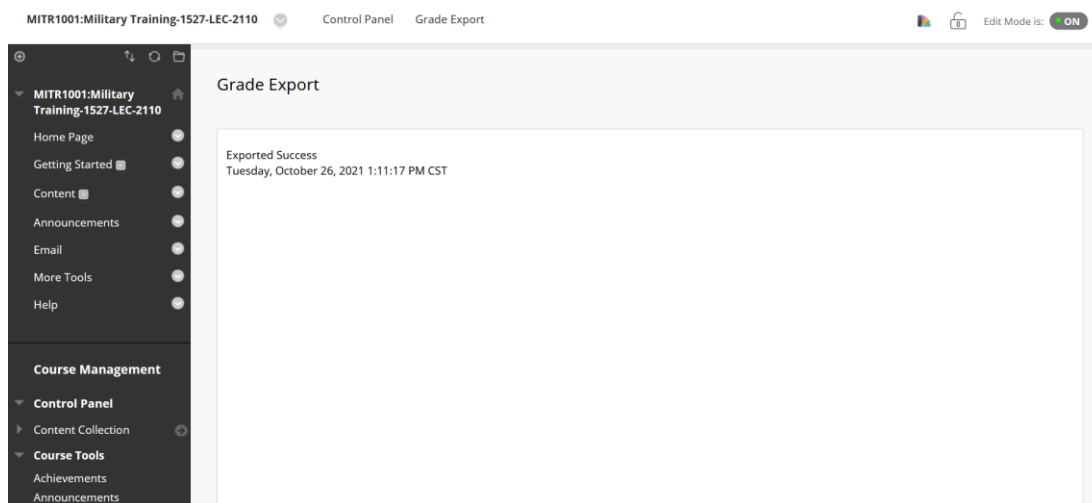


③ Click "Upload import file" > browse from "my computer" > select the file and submit



## 2.2 Export grades

Make sure the latest version of grades has been imported and click “Submit” on the “Export grades” page.



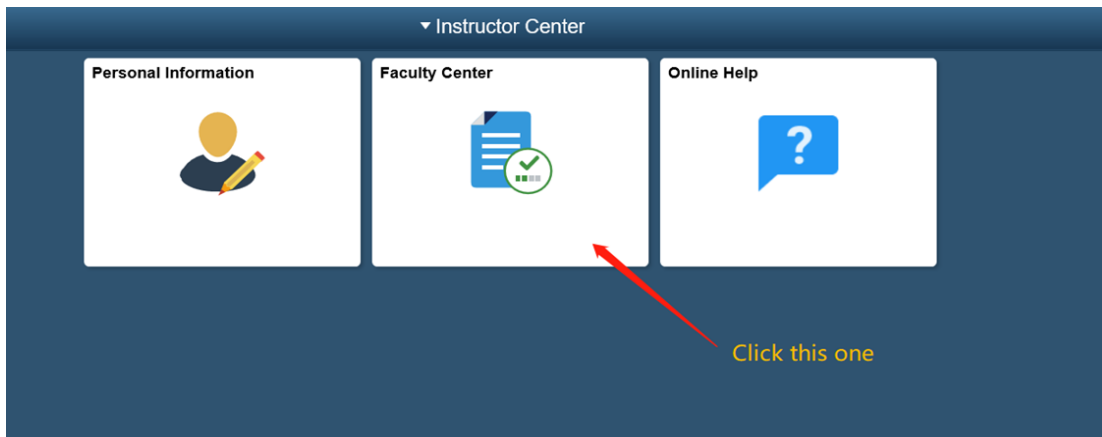
## 2.3 Print the hard copy of grade report

(1) Now please to use this link to print the grade in PeopleSoft system

① Find The Faculty Center

- IF you are outside of the campus (like in European and US), please to visit this page to setup your VPN by following this instruction.





- ② Find your course, and click the small icon marked by step 2.
- It will redirect you to other page and you will find the print button named of 'Grade Report Print'.

**Faculty Center**

my schedule | class roster | grade roster | gradebook | class assignments

**Faculty Center**

**My Schedule**

Year 2019 Fall Semester | Zhejiang University [change term](#) [My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

**My Teaching Schedule > Year 2019 Fall Semester > Zhejiang University**

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ECE 220-MUD (1005)	Computer Systems & Programming (Discussion)	2	-	TBA	2019-09-01/2020-01-14
	ECE 374-MU (1013)	Intro to Alg & Mod of Comp (Lecture)	1	-	TBA	2019-09-01/2020-01-14
	ECE 391-MU (1009)	Computer Systems Engineering (Lecture)	1	-	TBA	2019-09-01/2020-01-14
	ECE 391-MUD (1010)	Computer Systems Engineering (Discussion)	1	-	TBA	2019-09-01/2020-01-14
	MATH 213-MU (1007)	Discrete Structures (Lecture)	2	-	TBA	2019-09-01/2020-01-14
	MATH 213-MUD (1008)	Discrete Structures (Discussion)	2	-	TBA	2019-09-01/2020-01-14

[View Weekly Teaching Schedule](#) [Go to top](#)

**My Exam Schedule > Year 2019 Fall Semester > Zhejiang University**

You have no final exams scheduled at this time.

- ③ Click 'Grade Report Print' and print.
- If there is no response, please to allow pop-up function in your browser because browser intercepts the pop-up page as advertisement.

Faculty Center Search

my schedule class roster grade roster

### Grade Roster

Year 2018 Spring Semester | Regular Academic Session | Zhejiang University | Undergraduate

ENGL 1002 - LE1 (1549) **change class**

2. Then click 'change class' to select another class

Display Options: \*Grade Roster Type Final Grade  Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status Approved  **Grade Report Print**

1. Click this button to print the grade report

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 3170111878				HSC	ZJU-UIUC Science Program - Civil Engineering	First Year
<input type="checkbox"/>	2 3170111834				HSC	ZJU-UIUC Science Program - Civil Engineering	First Year
<input type="checkbox"/>	3 3170111145				HSC	ZJU-UIUC Science Program - Computer Engineering	First Year
<input type="checkbox"/>	4 3170111446				HSC	ZJU-UIUC Science Program - Mechanical Engineering	First Year
<input type="checkbox"/>	5 3170111060	ZJU			HSC	ZJU-UIUC Science Program -	First Year

(2) Switch to other classes if you are teaching multiple classes in this semester.

Faculty Center Search

my schedule class roster grade roster

### Faculty Center

#### My Schedule

Year 2018 Spring Semester | Zhejiang University

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Gradebook  Assignments  Learning Management

My Teaching Schedule > Year 2018 Spring Semester > Zhejiang University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<input type="checkbox"/> ENGL 1002-LE1 (1549)	Integrated English II (Lecture)	15	Mon. 13:00-13:50 Wed. 13:00-13:50	TBA	2018-01-08/2018-05-27
<input checked="" type="checkbox"/> ENGL 1002-LE10 (1550)	Integrated English II (Lecture)	16	Tues. 11:00-11:50 Thur. 11:00-11:50	TBA	2018-01-08/2018-05-27
<input type="checkbox"/> ENGL 1002-LE3 (1551)	Integrated English II (Lecture)	15	Mon. 14:00-14:50 Wed. 14:00-14:50	TBA	2018-01-08/2018-05-27
<input type="checkbox"/> ENGL 1002-LE8 (1552)	Integrated English II (Lecture)	21	Wed. 16:00-16:50 Mon. 16:00-16:50	TBA	2018-01-08/2018-05-27

Repeat step 2

[View Weekly Teaching Schedule](#) [Go to top](#)

\* This instruction is updated on 28 Oct 2021.