

# Brief guidance for Blackboard learners

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# Log in

## 1. Supported browsers

For Blackboard Learn, followings are the supported versions of different browsers:

- Google Chrome™, most recent stable version and two preceding versions.
- Mozilla® Firefox®, most recent stable version and two preceding versions.
- Apple® Safari® for MacOS and iOS, two most recent major versions.
- Microsoft® Edge®1 most recent stable version and two preceding versions

## 2. Access and log in

- Method A (**RECOMMENDED**): Visit <https://learn.intl.zju.edu.cn/> and log in via your INTL ID.



浙江大學 国际联合学院 (海宁国际校区)  
INTERNATIONAL CAMPUS, ZHEJIANG UNIVERSITY

English

### Blackboard

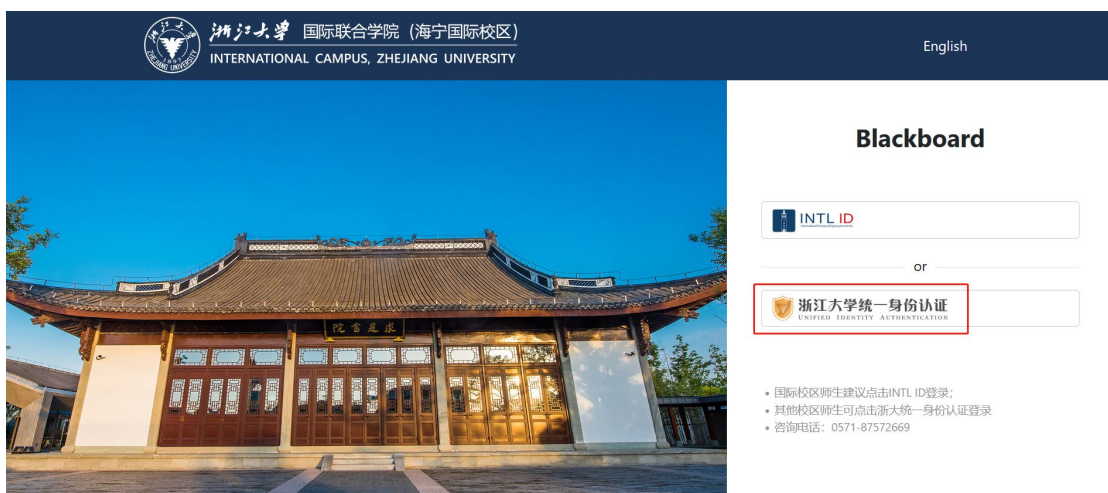
INTL ID

or

浙江大學统一身份认证  
UNIFIED IDENTITY AUTHENTICATION

- 国际校区师生建议点击INTL ID登录;
- 其他校区师生可点击浙大统一身份认证登录;
- 咨询电话: 0571-87572669

- Method B: If you do not have INTL ID. Log in via the unified identity authentication.



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or

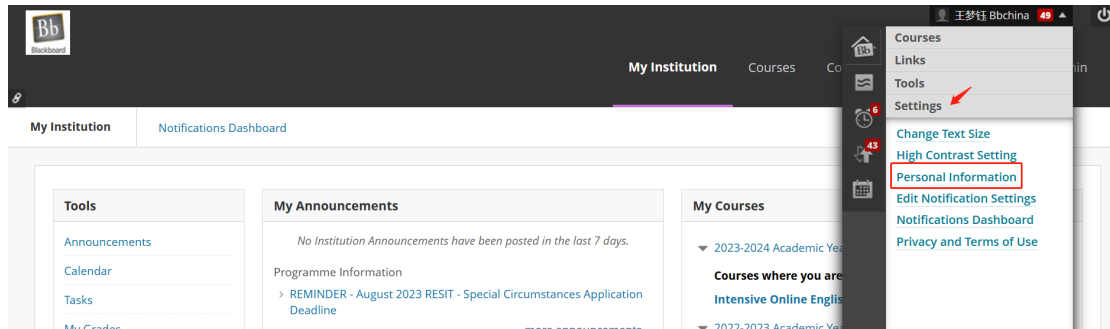
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## Modify personal settings

1. Expand the dropdown menu next to the account name and then select Settings> Personal Information.



2. On this page, you can edit email, password, avatar, language and other personal information about your BB account. Click on *Submit* to save changes.

### Personal Information

#### Edit Personal Information

*Edit your Personal Information. Personal Information is your contact information, name, address, phone number,*

#### Change Password

*Choose a new password.*

#### Personalize My Settings

*Upload a personal avatar and set which links appear on your My Settings navigation menu.*

#### Change Personal Settings

*Set language, calendar, and help text options.*

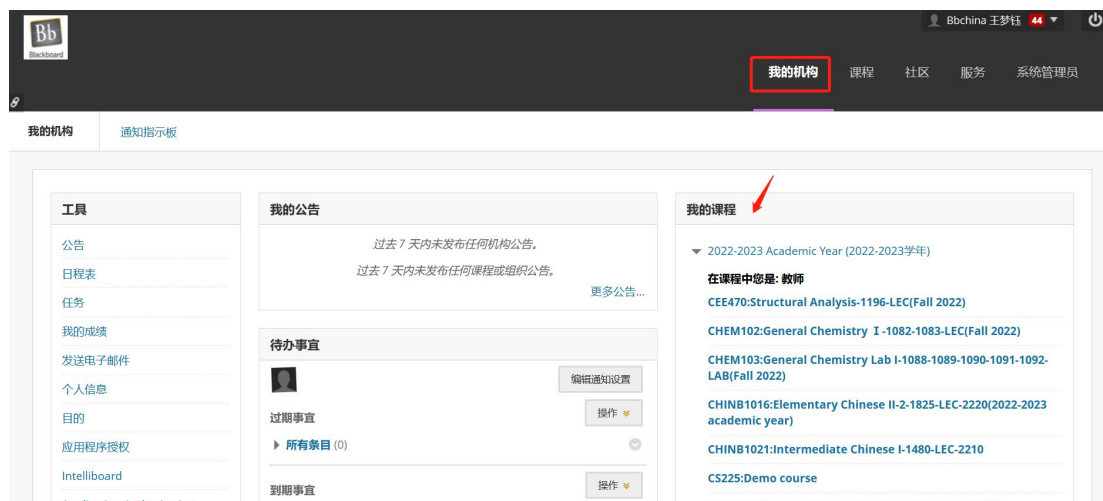
#### Set Privacy Options

*Select which fields of your personal information can be seen by others.*

# Find and access courses

## 1. Find your courses

- 1) On *My Institution* page, find the column *My Courses* on the right, where all of the courses that you're enrolled in are listed.



- 2) Click on the course name to directly visit the course space.

## 2. Navigate inside a course



- Course-to-course navigation:** Expand the dropdown menu next to the course name and access the other courses you're enrolled in.
- Breadcrumbs:** Access previous pages you visited recently.
- Course menu:** The access point for all course content, including course materials, interaction tools, links, etc.
- Content frame:** The larger area of the screen next to the course menu that displays the selected content, tool, module page, or material.

- Home Page contains *My announcements, What's new, Tasks to do, What's due, Alerts*, etc.

### 3. Access course content

You access course content from links on the course menu. Links that hold content like course folders, assignments and tests are called content areas.

- If there are attachments to an item or an assignment, you can click on the attached file to download and view them offline.

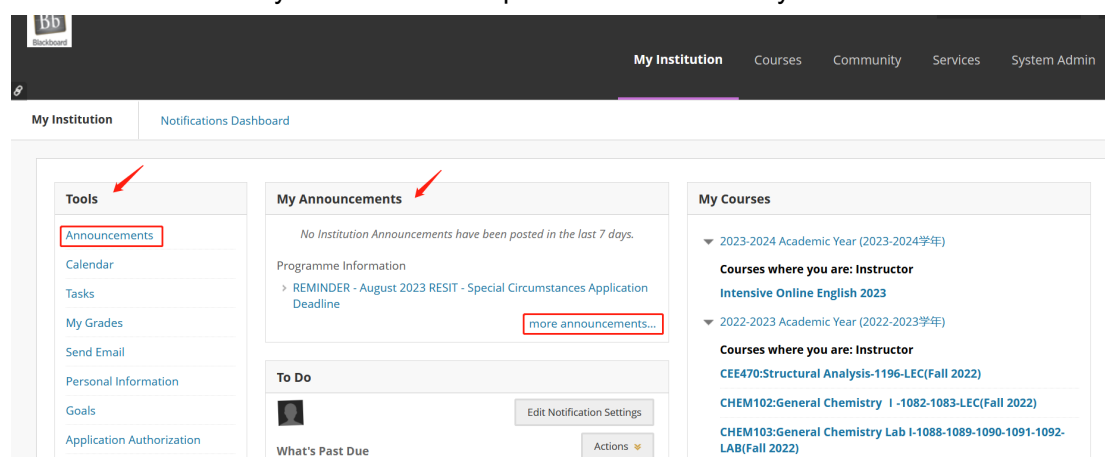
The screenshot shows a course interface for 'Introduction to Oceanography--Section 2'. The left sidebar menu has 'Week 1' highlighted. The main content area is titled 'Week 1' and contains several sections: 'Objectives' with a list of learning goals; 'Week 1 Assignment' which includes an attached file 'Chapter 1 Assignment (37.5 KB)'; 'Oceans in the News'; 'NY Times Oceans Site'; and 'Week 1 Study Guide Questions'. A green callout box with a black border points to the 'Chapter 1 Assignment' link with the text: 'Click on the link and download the attached file directly.'

# Check announcements

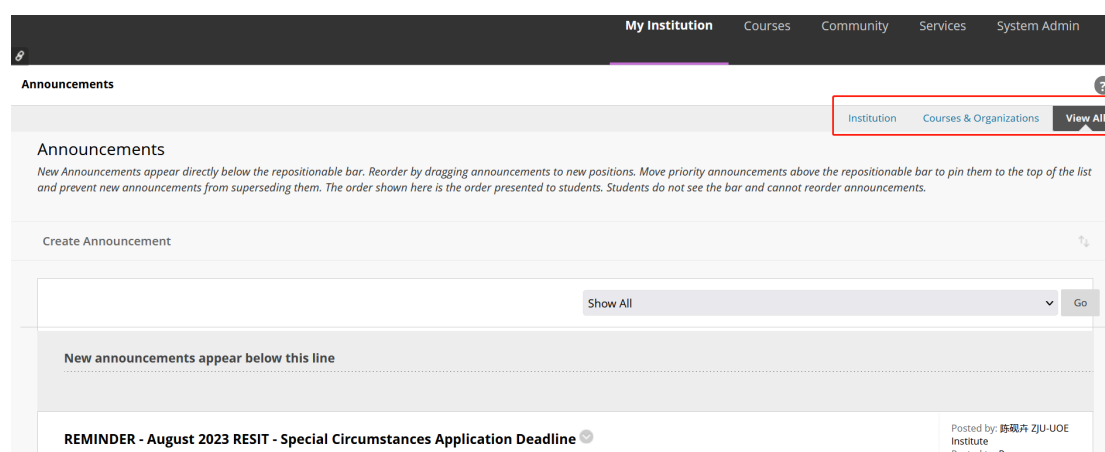
You can access your announcements on the *My Institution* tab or on the course *Home Page*. Information is presented in boxes called modules, such as My Announcements.

## 1. Institution/ System announcements

- 1) On the *My Institution* page, you can access announcements through:
  - Selecting *Announcements* from the *Tools* module;
  - Or clicking on *more announcements...* on the *My Announcements* module to view all. Only announcements posted in the last 7 days are listed in the box.



- 2) When you select an announcement link, the main Announcements page opens. At the top of the page, you can **filter** your announcements by Institution, Courses & Organizations, and View All. Use the additional menu to refine your filter results.



**Announcements**

Institution Courses & Organizations **View All**

**Announcements**  
*New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.*

Create Announcement

-CHEM105:General Chemistry Lab II -1315-1316-LAB-2120(Spring 2022) v Go

**New announcements appear below this line**

**REMINDER - August 2023 RESIT - Special Circumstances Application Deadline**

Posted on: Thursday, July 20, 2023 2:24:20 PM CST

**\*This notice only applies to students who are informed to take resits in August 2023\***

Dear ZJU-UoE Institute students,

Posted by: 陈曦丹 ZJU-UOE Institute  
 Posted to: Programme Information

## 2. Course announcements on course Homepage

On the home page of the course, find the *My Announcements* module. Only announcements for the course you're in appear. Select an announcement or *more announcements...* to view the complete list of course announcements.

test0727 Home Page

test0727

- Home Page →
- Getting Started
- Weekly Content
- Discussions
- Messages
- Library Service
- Course groups

Home Page

Add Course Module

**My Announcements** →

*No Course or Organization Announcements have been posted in the last 7 days.*

[more announcements...](#)

test0727 Announcements

**Announcements**  
*New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.*

Create Announcement

**New announcements appear below this line**

<p><b>期中考试通知</b></p> <p>Posted on: Wednesday, April 12, 2023 3:15:02 PM CST</p> <p><a href="#">Course Link /Weekly Content/Week 2/主观题测试</a></p>	<p>Posted by: 王梦钰 @china          Posted to: test0727</p>
<p><b>111</b></p> <p>Posted on: Saturday, March 25, 2023 9:57:32 AM CST</p> <p>messagetest</p>	<p>Posted by: Blackboard ZJU          Posted to: test0727</p>



## Submit assignments

### 1. Find your assignments

Your instructor can add assignments to different areas of your course. You might access assignments from a link on the course menu called "Assignments." Or, your instructor might incorporate assignments into each week's content.

- If the assignment has a due date, please make sure to complete it on time or else your assignment will be marked as late.

### 2. Submit an assignment

#### 1) Make full preparation

On the *Upload Assignment* page, review the instructions, due date, points possible, and download any files provided by your instructor. If your instructor has added a rubric for grading, you can view it.

- 2) Select Write Submission to expand the area where you can type your submission. You can use the options in the editor to format the text.
- 3) Select Browse My Computer to upload a file from your computer.

-OR-

Drag files from your computer to the "hot spot" in the Attach Files area.

- Select *Do not attach* in the folder's row to remove it as you need. You can use the file name or provide another name for the file.

## Preview Upload Assignment: assignment a

You are previewing the assignment - your submission will not be saved.

### ASSIGNMENT INFORMATION

Points Possible

**100**

[View Rubric](#)

### ASSIGNMENT SUBMISSION

Text Submission

[Write Submission](#)



Path: p

Attach Files

[Browse My Computer](#)


[Browse Course](#)

Attach Files

[Browse My Computer](#)

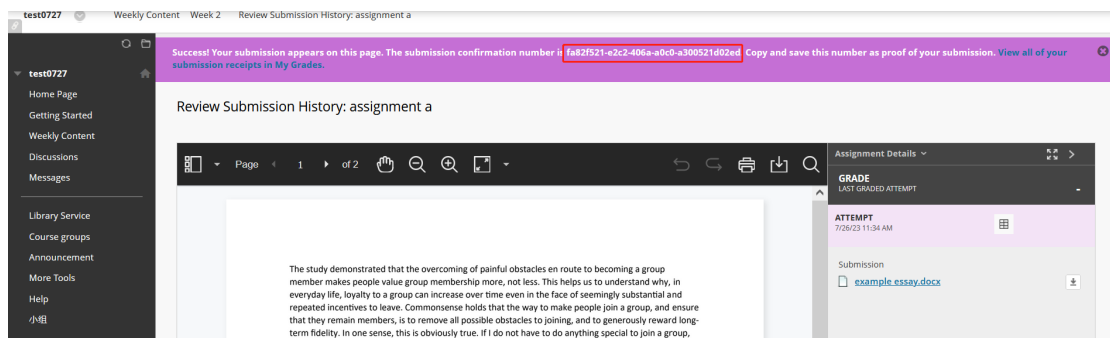
[Browse Course](#)


Attached files






File Name	Link Title
 example essay.docx	<a href="#">example essay.docx</a> <a href="#">Do not attach</a>

#### 4) Submit and review the submission history.

Click on *Submit*. The *Review Submission History* page appears with information about your submitted assignment and a success message with a **confirmation number**. At the meantime, a notification email will be sent to your mailbox, which contains confirmation number and other details about your assignment. Copy and save this number as proof of your submission.





 learn@zju.edu.cn  
To: Wang, Mengyu

      
Wed 7/26/2023 11:34 AM

Your work was received!

You successfully submitted your coursework. Each time you submit coursework, you receive a unique confirmation ID to verify when your submission was received. You can view your submission receipts on your My Grades page.

Submission details:  
Submission confirmation ID: **fa82f521e2c2406aa0c0a300521d02ed**  
Title of course: test0727  
Course ID: 20210727  
Title of coursework: assignment a  
**Date/time of submission:** Jul 26, 2023 11:34 AM  
**Size of written submission:** 0bytes  
**Size and name of files received:** example essay.docx (14kb)  
Unique Item ID (for administrator use only): \_204199\_1

### 3. Supported file types

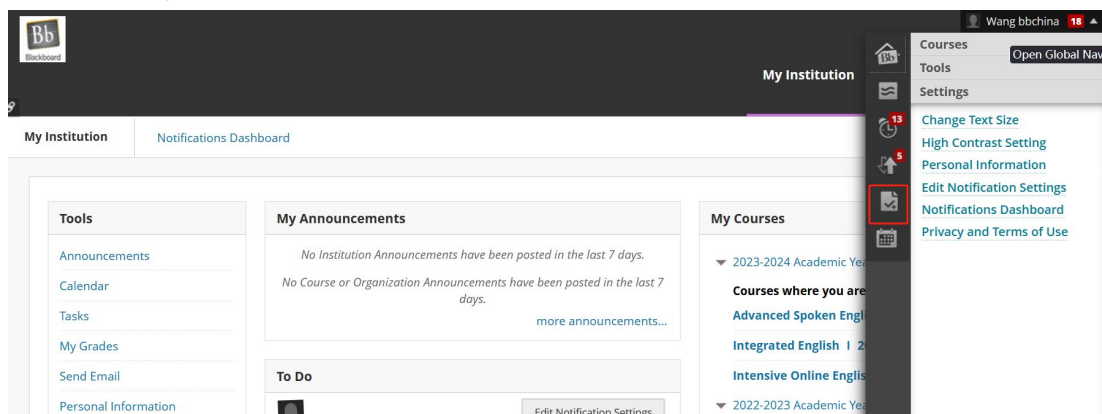
You can visit the following link to check for supported file types on BB.

[https://help.blackboard.com/zh-hans/Learn/Student/Original/Assignments/Supported\\_File\\_Types](https://help.blackboard.com/zh-hans/Learn/Student/Original/Assignments/Supported_File_Types)

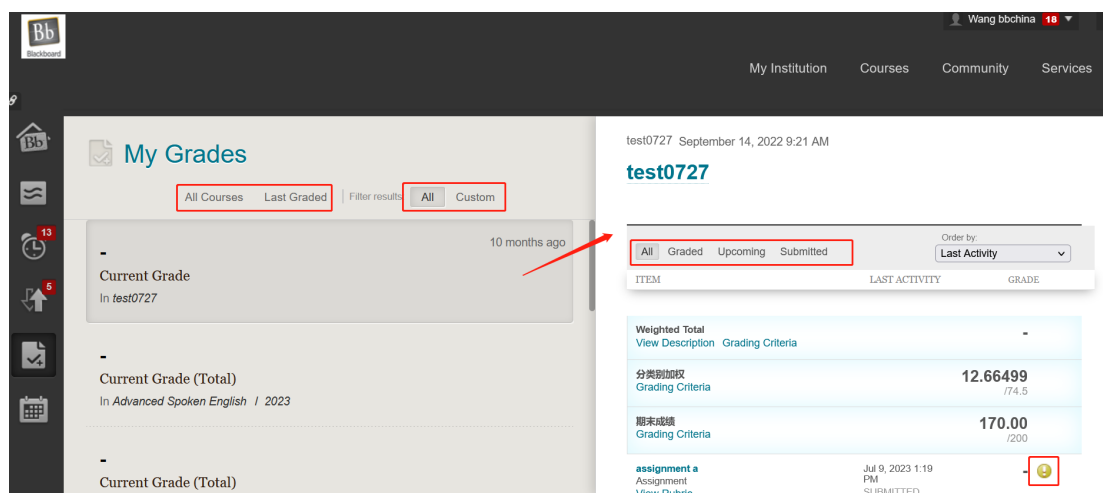
# View grades

## 1. View all grades

- 1) To view grades for all of your courses, select the arrow next to your name in the upper-right corner. Click on the *My Grades* icon.



- 2) You can sort your grades by All Courses, Last Graded or Custom (select the course you want to check for grades).
- 3) Select a graded item's title to review your submission. For **tests**, after you select the title, the *View Attempts* page opens. Select the grade to review your submission.
  - If your work hasn't been graded, grade status icons appear.



## 2. View grades within courses

- 1) To view the grades for the course you're in, select *More Tools* from the course menu and find *My Grades* link.

- 2) You can view all the coursework and grades for the course you're in. Select an assignment's title to access the assignment's *Review Submission History* page and review the grade, annotations, and feedback in context. You can filter and order your view.

### My Grades

Order by:

ITEM	LAST ACTIVITY	GRADE
<b>What do you know?</b> Survey	Jun 3, 2017 12:24 PM GRADED	<input checked="" type="checkbox"/>
<b>Unit 1 Quiz</b> Test	Jun 5, 2017 4:53 PM GRADED	<input checked="" type="checkbox"/> <b>30.00</b> /30.00000
<b>Unit 2 Quiz</b> Test	Jun 12, 2017 4:40 PM SUBMITTED	- <input type="checkbox"/>
<b>Group Jupiter: Most Unexpected Fact?</b> Journal	Jun 15, 2017 3:19 PM SUBMITTED	<b>30.00</b> /30.00000
<b>Space Exploration</b> Journal	Jun 19, 2015 5:40 PM SUBMITTED	- <input type="checkbox"/>
<b>Group Jupiter: Most Unexpected Fact?</b> Journal	Jun 20, 2017 3:19 PM SUBMITTED	- <input type="checkbox"/>
<b>Group Plan</b> Assignment	Jun 24, 2017 9:56 AM SUBMITTED	- <input type="checkbox"/>
<b>Planet Presentation</b> DUE: JUL 7, 2015 Assignment <a href="#">View Rubric</a>	Jun 27, 2017 10:54 AM GRADED	<input checked="" type="checkbox"/> <b>89.00</b> /100.00000
<b>Attendance</b> Attendance	Jun 27, 2017 3:08 PM GRADED	<b>90.00</b> /100.00000

● **Blackboard Help for Students:**

<https://help.blackboard.com/Learn/Student/Original>