



User Guide

Blackboard Grading Instruction



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ITS

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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

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1.1 Browser Support for Blackboard

(1) Supported operating systems and desktop browsers

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

(2) Supported mobile browsers

Browser	Mobile Browser Versions
Chrome	63+
Edge	38+
Firefox	57+
Safari	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. Log in via the unified identity authentication.





浙江大学统一身份认证

UNIFIED IDENTITY AUTHENTICATION

Zhejiang University pass



[Click to activate user](#)



[Forgot password ?](#)

Login

☐ Remember me

INTL ID Login

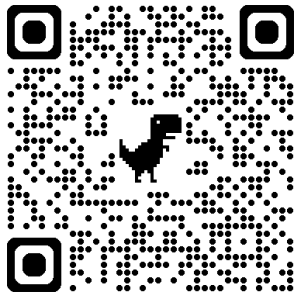
Third party account login



Unified identity authentication hotline 0571-87951669

2. Grading Instruction

You can scan this QR code for grading instruction:



2.1 Overwrite grades

Find Your course

A screenshot of the Blackboard user interface. At the top, there is a dark navigation bar with the Blackboard logo on the left and links for 'My Institution', 'Courses', 'Community', 'Services', and 'System Admin' on the right. Below this is a 'Notifications Dashboard' section. The main content area is divided into three columns. The left column contains a 'Tools' sidebar with links like 'Announcements', 'Calendar', 'Tasks', 'My Grades', 'Send Email', 'Personal Information', 'Goals', 'Application Authorization', and 'Intelliboard'. The middle column has 'My Announcements' and 'To Do' sections. The right column, titled 'My Courses', is highlighted with a red box and a red number '1'. It shows a list of courses for the '2020-2021 Academic Year (2020-2021学期)'. Under the heading 'Courses where you are: Instructor', two courses are listed: 'IBMS8012: Biomedical Horizons-LEC-1759(20-21)' and 'IBMS9007A: Integrative Biomedical Sciences 3-LEC-1245(20-21)'. The first course is highlighted with a red box and a red number '2'. Below this, there is a 'previous courses' section with 'Courses where you are: Instructor' and a list of 'IBMS10005B: Integrative Biomedical Sciences Research Project Preview test', 'bbtest', and 'bbtest08'.

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

The screenshot shows the 'Grade Export' page. On the left sidebar, under 'Course Management', 'Course Tools' is highlighted. A red box with the text 'Enter the "Course Tools"' points to this menu item. Below it, 'Export Grades' is also highlighted with a red box and the text 'Select "Export Grades"'. The main content area shows 'COURSE INFORMATION' with Course ID 'LASC-100024-H620017-1527' and Course Name 'MITR1001: Military Training-1527-LEC-2110'. Below this is a 'PREVIEW GRADES' table with columns for ID, NAME, and OVERALL FINAL GRADE. The table has three rows with grades 95, 88, and 88. A red box with the text 'Input correct grades directly' points to the grade input fields.

② Input correct grades directly

This screenshot is similar to the previous one, but with a red box highlighting the '95' grade in the 'OVERALL FINAL GRADE' column. A red box with the text 'Input or overwrite grade in the text box' points to this specific grade value.

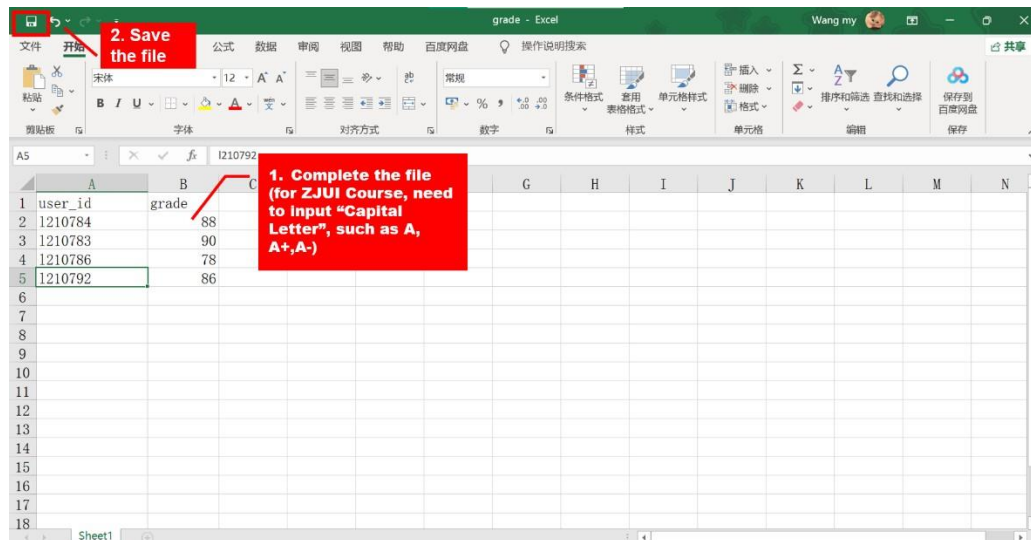
2.1.2 Batch update grades

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

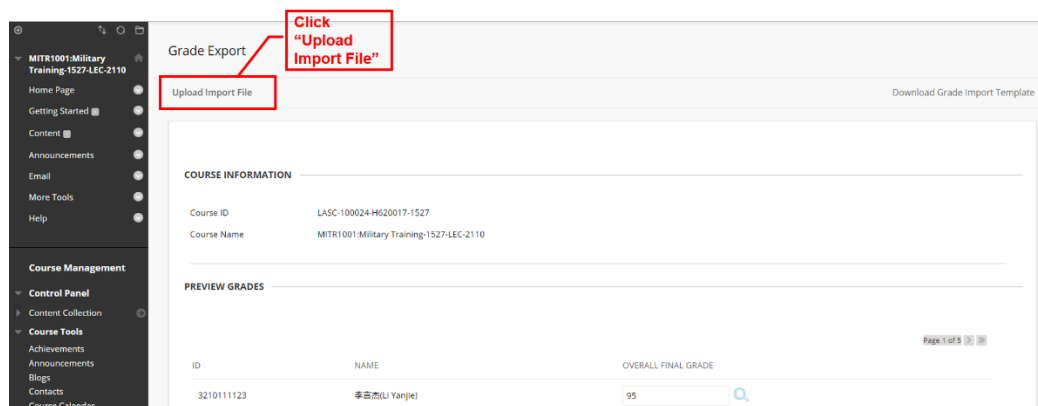
① Control panel > Course tools > Export grades > Download Grade Import Template

This screenshot shows the 'Grade Export' page with a red box highlighting the 'Download Grade Import Template' link in the top right corner. A red box with the text 'Click "Download Grade Import Template"' points to this link.

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

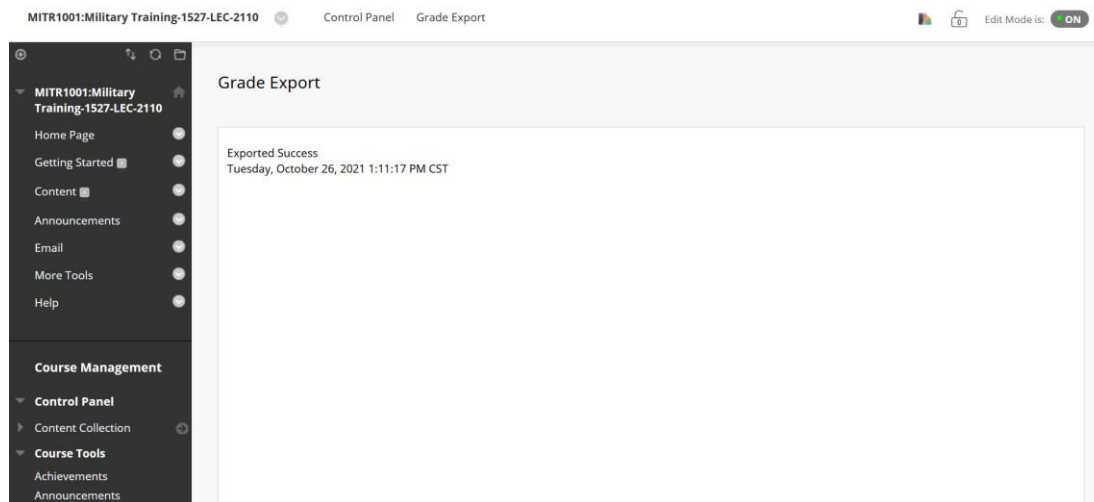


- ③ Click "Upload import file" > browse from "my computer" > select the file and submit



2.2 Export grades

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



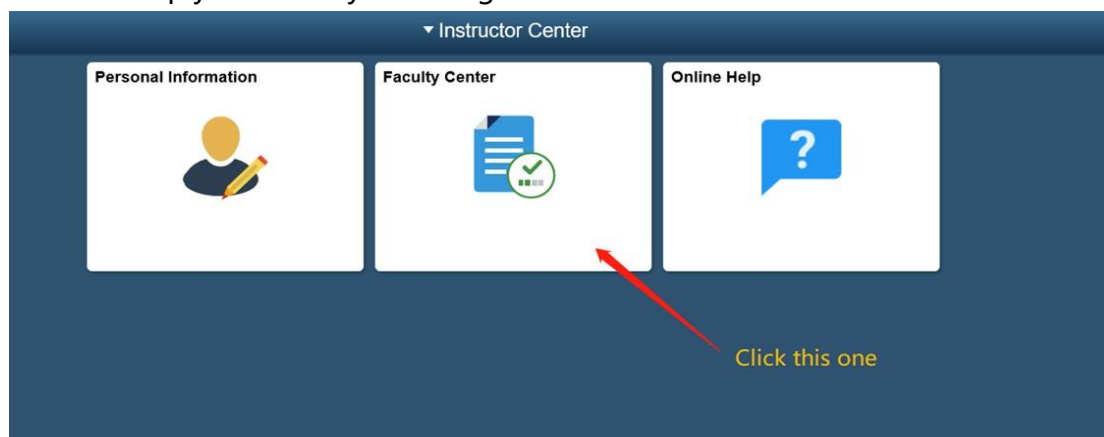
2.3 Print the hard copy of grade report

(1) please use this link to print the grade in PeopleSoft system at the next whole hour, with extra 40 minutes of synchronization before you can print:

<https://scrsprd.zju.edu.cn/psp/CSPRD/?cmd=login&languageCd=ENG&>

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'.

Instructor Center **Faculty Center**

My Schedule 1

Class Roster

Grade Roster

Test Paper Print Request

Faculty Center Search

my schedule class roster grade roster gradebook class assignments

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 (1002)	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 (1002)	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 ☐ Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status [save](#)

[Grade Report Print](#) 1. Click this button to print the grade report

Student Grade	Transcript Note	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
☐		1 3170111878				HSC	ZJU-UIUC Science Program - Civil Engineering	First Year
☐		2 3170111834				HSC	ZJU-UIUC Science Program - Civil Engineering	First Year
☐		3 3170111145				HSC	ZJU-UIUC Science Program - Computer Engineering	First Year
☐		4 3170111446				HSC	ZJU-UIUC Science Program - Mechanical Engineering	First Year
☐		5 3170111150				HSC	ZJU-UIUC Science Program -	First Year

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

Faculty Center

my schedule
class roster
grade roster

Search

Faculty Center

My Schedule

Year 2018 Spring 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 2018 Spring Semester > Zhejiang University

View All | | First 1-4 of 4 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	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
	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
	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
	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

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

* This instruction is updated on 26 June 2026.