



Guide to using the People Separation Tool in the electronic Exams reports on a system Blackboard





Merging sections on Blackboard system may cause the task of tracking the students' grades based on their section a monotonous job. Nonetheless, an additional (MS Excel) utility can assist the supervisors and administrators of electronic exam banks to grade each section separately. He tool creates two Excel worksheets.

The first worksheet has a list of students and their sections from (ODUS) system, and in the second worksheet has a report showing students results in the test from Blackboard, and the tool will automatically split the report into sheets in the same file based on divisions and add scores to them.

To request the tool, please email:

Ddlg.exu@kau.edu.sa

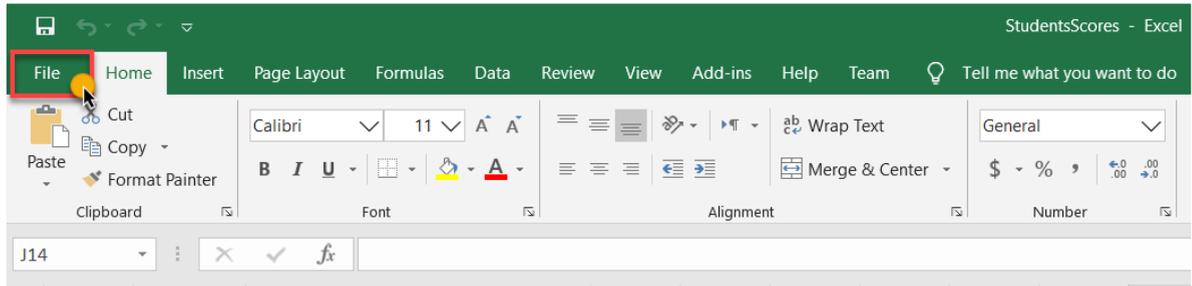


Installation steps



First: Download the tool file to your computer, then open the excel file and follow the steps below

1. Click (File) from the Tools menu.

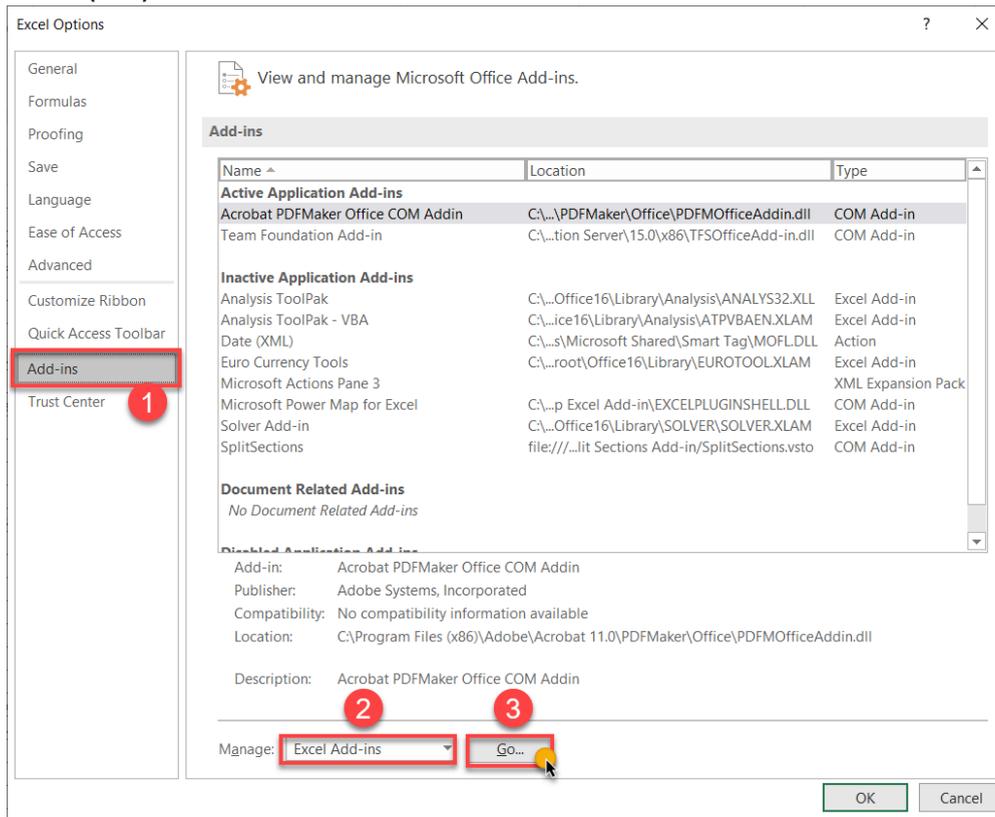


2- Click (Options) from the bottom of the side menu.



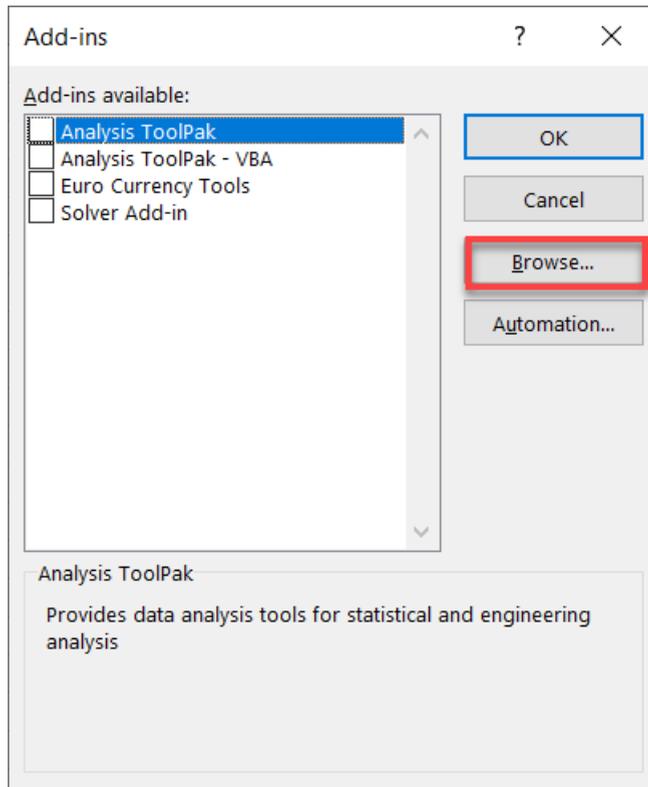


3. Click on (Add-ins) from the side menu and choose (Excel Add-ins) and then (Go).



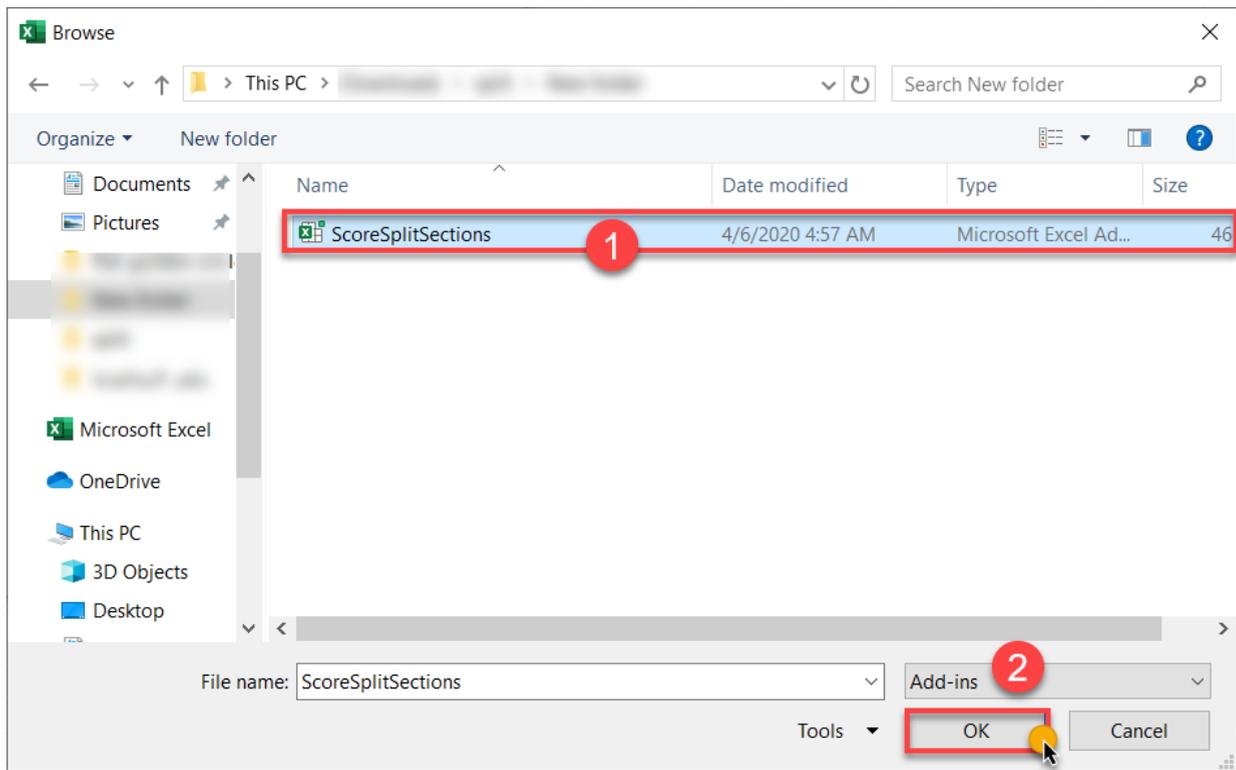


4. Click (Browse).



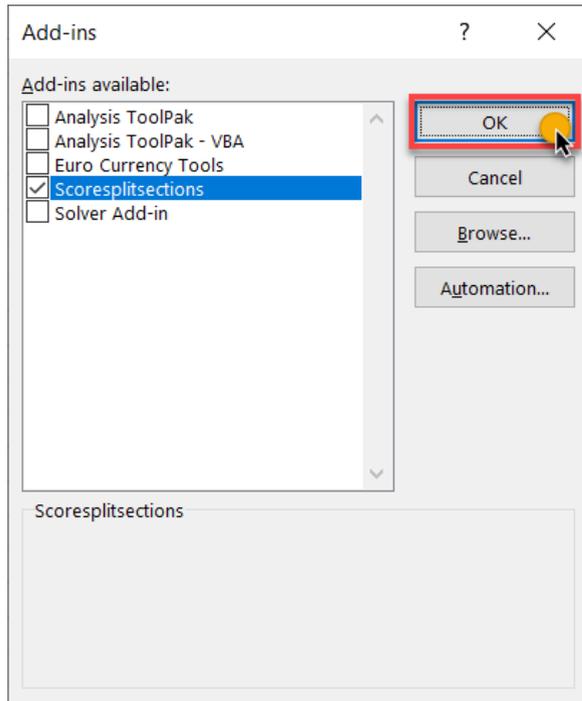


5. Choose the tool file and click (OK).



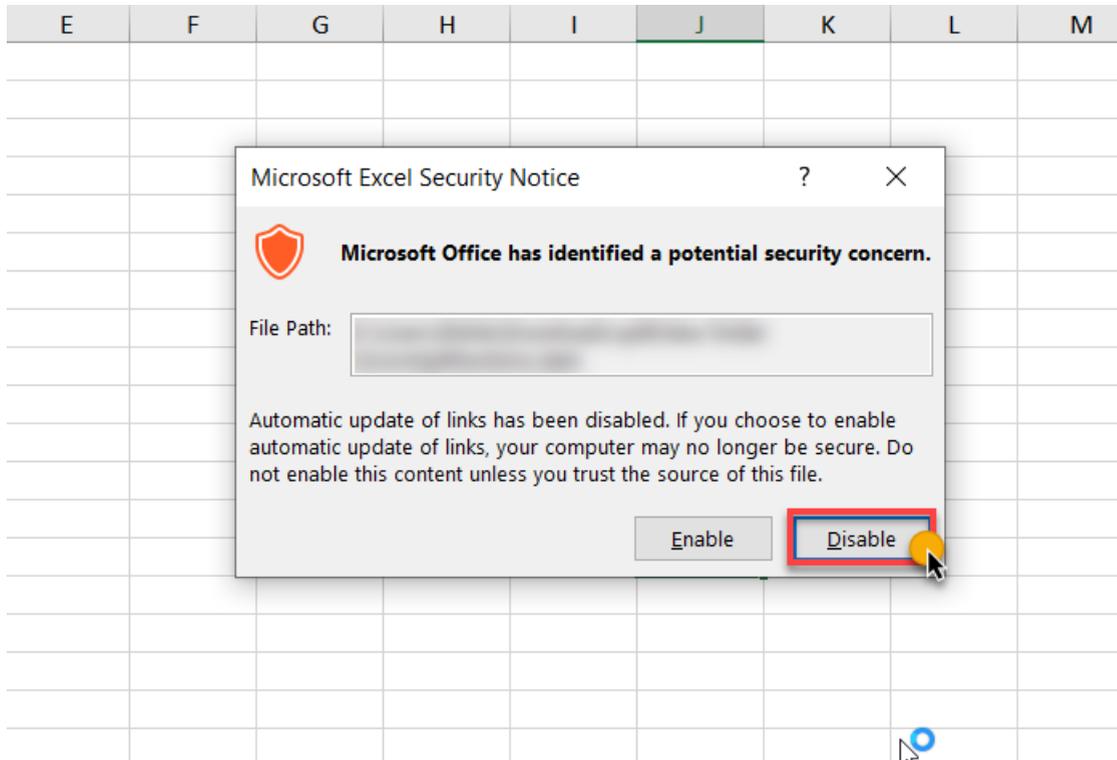


6. The tool will appear in the list, click (OK).



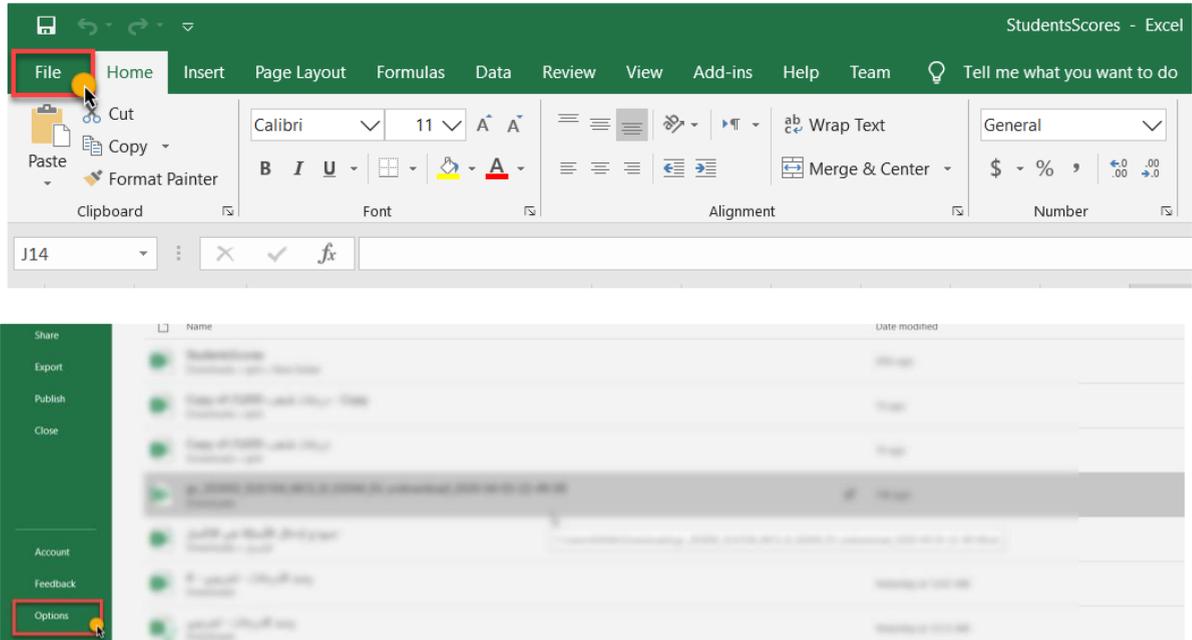


7. If the following window appears, click on (Disable).





8. Go back to Excel options from (File) and then (Options).





9. Click on "Customize Ribbon" and then click on "New Tab".

Excel Options

General
Formulas
Proofing
Save
Language
Ease of Access
Advanced
Customize Ribbon 1
Quick Access Toolbar
Add-ins
Trust Center

Customize the Ribbon.

Choose commands from: Popular Commands

- Add or Remove Filters
- All Chart Types...
- Borders
- Calculate Now
- Center
- Conditional Formatting
- Copy
- Custom Sort...
- Cut
- Decrease Font Size
- Delete Cells...
- Delete Sheet Columns
- Delete Sheet Rows
- Email
- Fill Color
- Font
- Font Color
- Font Size
- Format Cells
- Format Painter
- Freeze Panes
- Increase Font Size
- Insert Cells...
- Insert Function...
- Insert Picture
- Insert Sheet Columns
- Insert Sheet Rows
- Insert Table
- Messages

Customize the Ribbon: Main Tabs

Main Tabs

- Background Removal
- Home
 - Clipboard
 - Font
 - Alignment
 - Number
 - Styles
 - Cells
 - Editing
- Insert
- Page Layout
- Formulas
- Data
- Review
- View
- Developer
- Add-ins
- Help
- Team

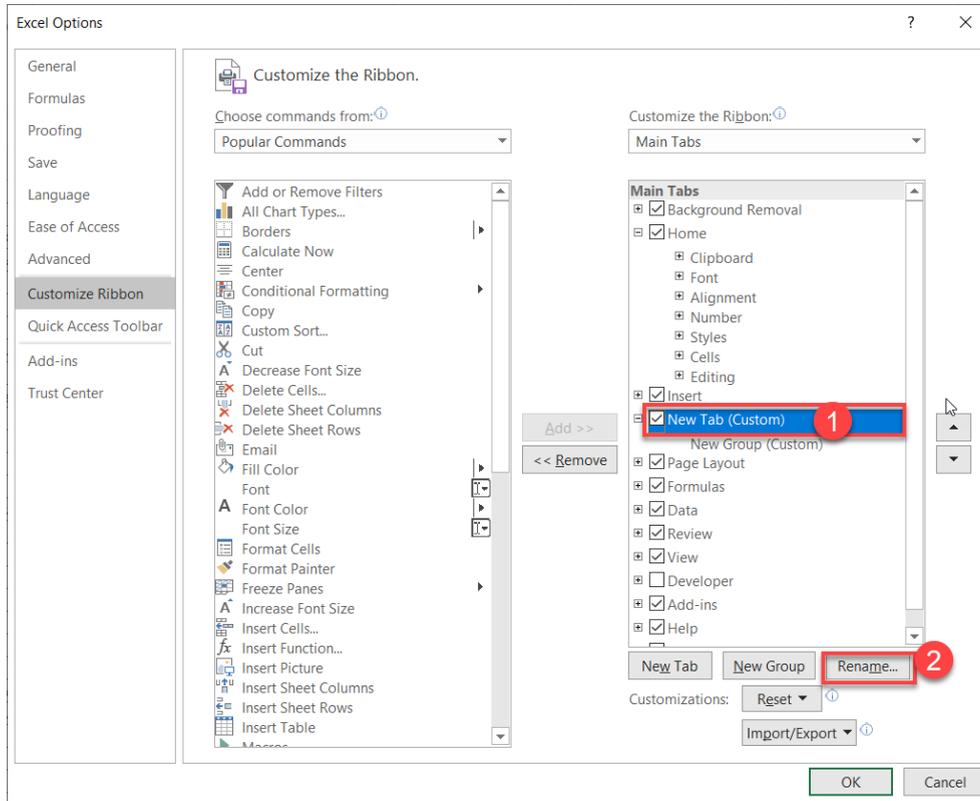
Add >> << Remove

New Tab 2 New Group Rename...
Customizations Reset Import/Export

OK Cancel



10. Select the new tab and click (Rename).



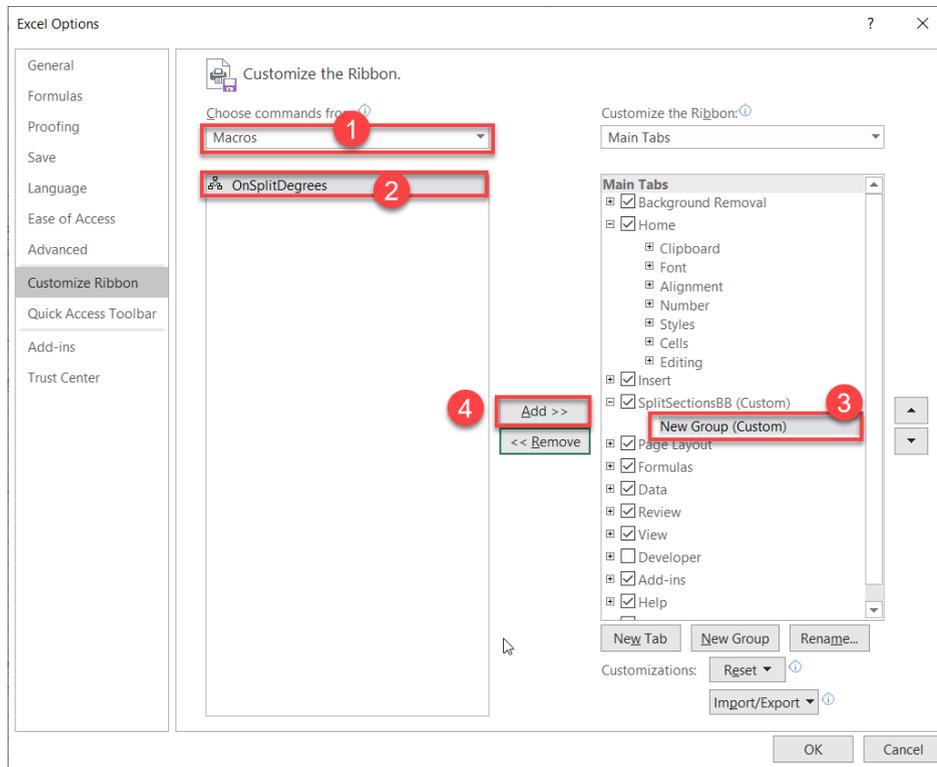


11. Type a name for the tab, such as: (SplitSectionsBB) and then click OK.

The screenshot shows the 'Excel Options' dialog box with the 'Customize the Ribbon' tab selected. The 'Customize the Ribbon' section is expanded to show 'Main Tabs'. A 'Rename' dialog box is overlaid on top, with the 'Display name' field containing 'SplitSectionsBB'. The 'OK' button is highlighted with a red circle and a mouse cursor. The 'Rename' dialog box also has a red circle around the 'Rename' title bar.

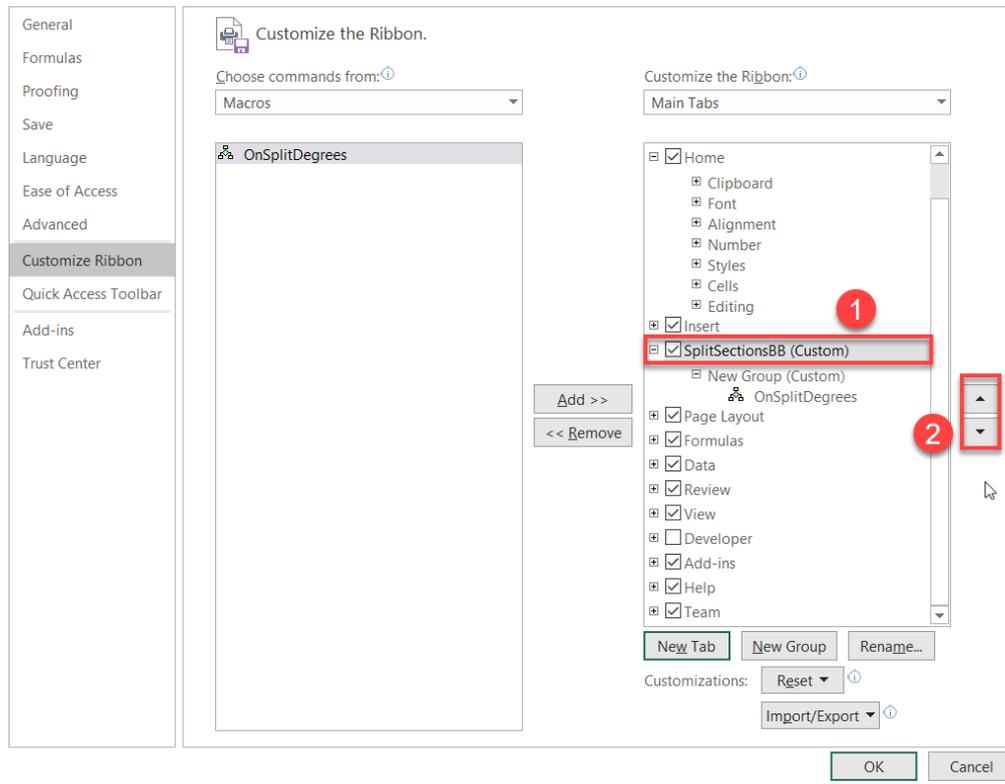


12. Choose (Macros) from the drop-down list and click on the tool in the box below the list, then click on the(New Group) tab dedicated to the tool and press(Add).



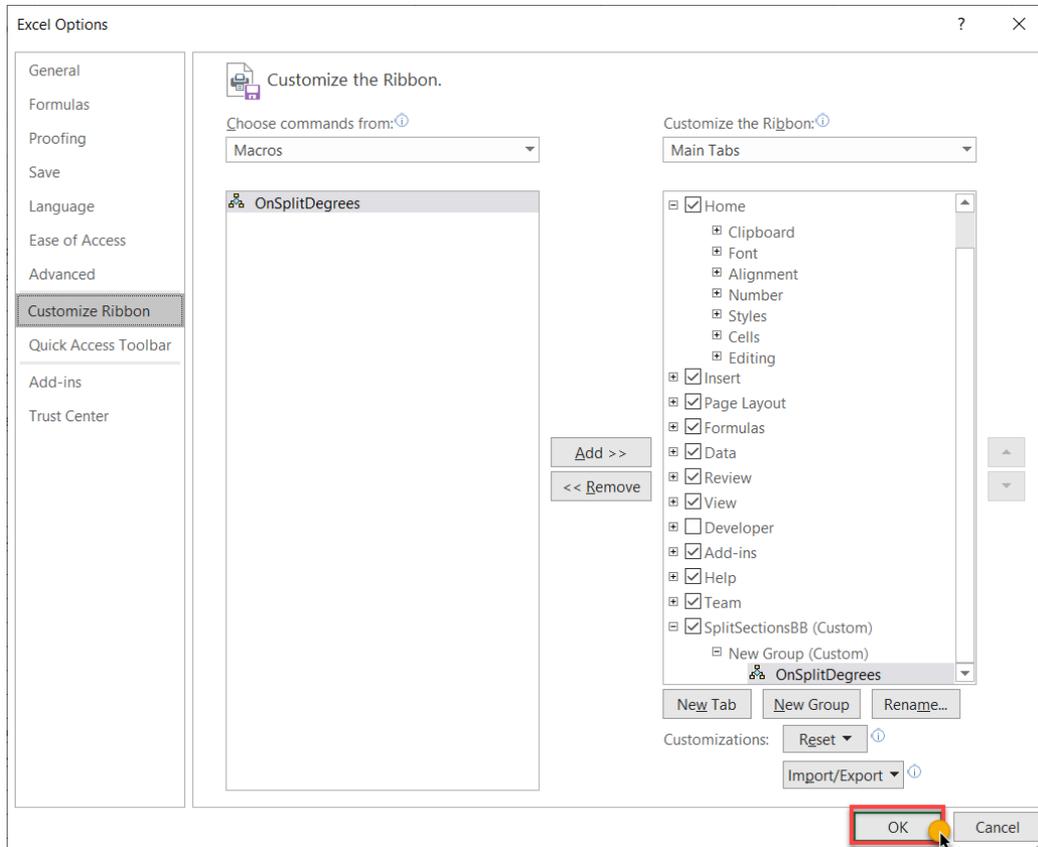


13. (Optional) To change the location of the new tab in the list, you can select it and then move it through the side arrows or by drag and drop.



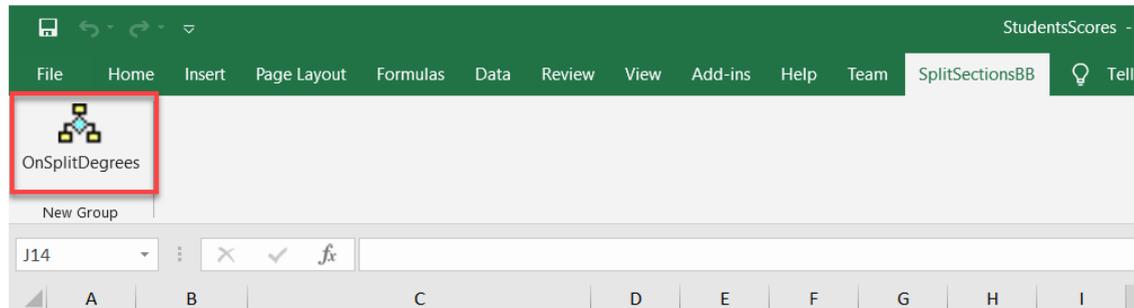
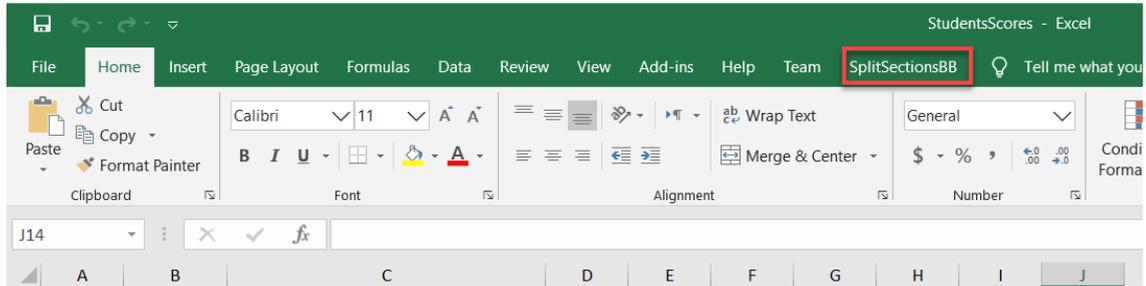


14. Click OK.





15. The Tool tab will appear in the Tools menu.



Note: The previous installation steps are performed only once.



Steps to use



First: Create the excel file by adding the Student List report from the ODUS system in the first sheet as (Sheet1), and the exam report from the (Blackboard) system in the second sheet with the name (Sheet2).



The screenshot shows an Excel spreadsheet with the following structure:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	التسلسل	الرقم العادي	اسم الطالب	الشعبة															
2	1																		
3	2																		
4	3																		
5	4																		
6	5																		
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27	26																		
28	27																		
29	28																		

Annotations:

- it must be confirmed that the section of the division that contains the students people is column D
- Column E can be named by degree or exam name
- first papers, which contain the ODUS report



StudentsScores - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Help

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1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Last Name	First Name	Username	Student ID	Last Access	Availability	التقييم الأول														
2																					
3																					
4																					
5																					
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الورقة الثانية والتي تحتوي على تقرير البلاكيورد

Sheet1 Sheet2

Important Notes:

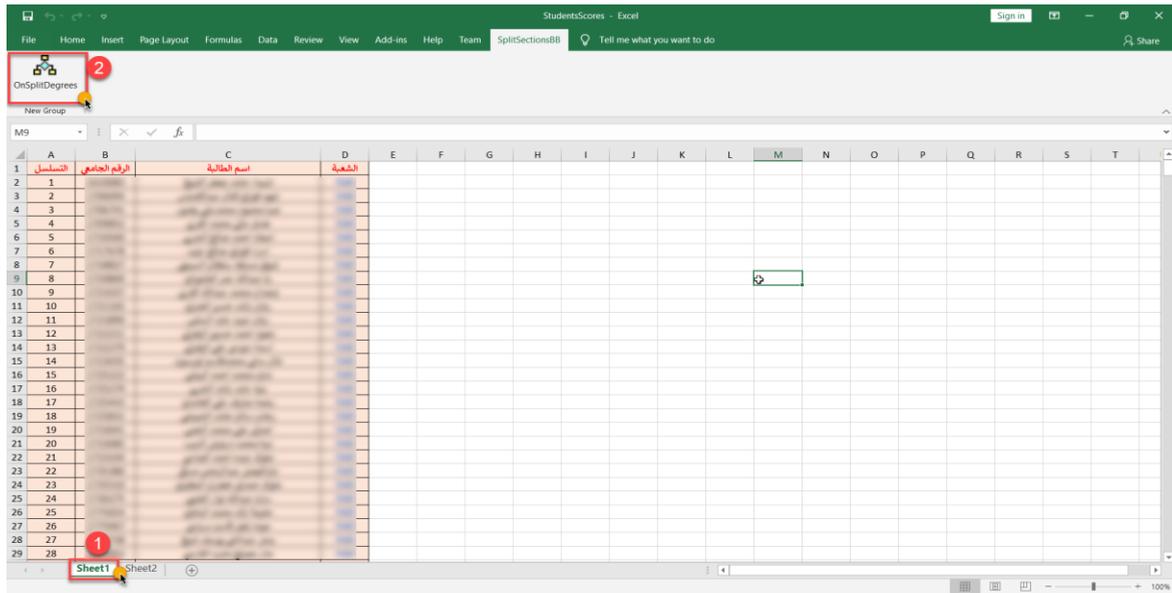
1. The ODUS report should contain scholastic names such as (ABC) and not reference numbers
2. The ODUS report should be on the first sheet as (Sheet1) and the Blackboard report on the second sheet as (Sheet2).



3. The blackboard report is downloaded from the system in a way (working offline)
4. The Division column must be on the first sheet (D) and the Grades column on the second sheet (G).

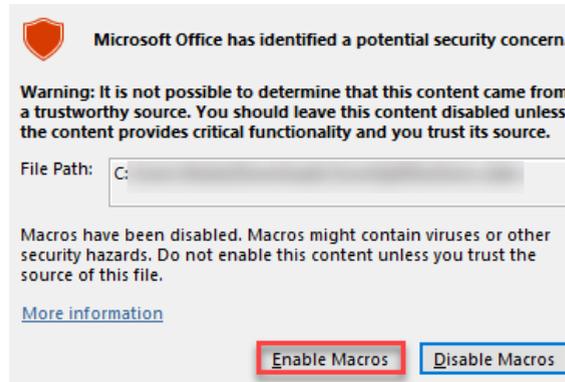


Second: Open the first (ODUS) report sheet and click on the tool

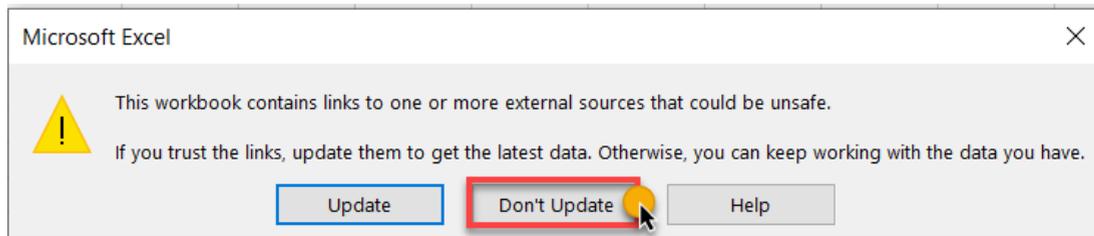




If the following window appears click on (Enable Macros).



Click “Don't Update” if required.





Third: The divisions will be separated so that each division is in a separate worksheet and a grade column is added to it..



Notes:

1. The classroom takes several minutes, depending on the number of female students
2. If the symbol (# N / A) appears in place of the student's degree, please ensure that her degree is included in the Blackboard report added on the second sheet (Sheet2).

For inquiries and support, please contact us via e-mail:

Ddlg.exu@kau.edu.sa