



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

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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:

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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.





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







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

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Note: The previous installation steps are performed only once.









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).





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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

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

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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