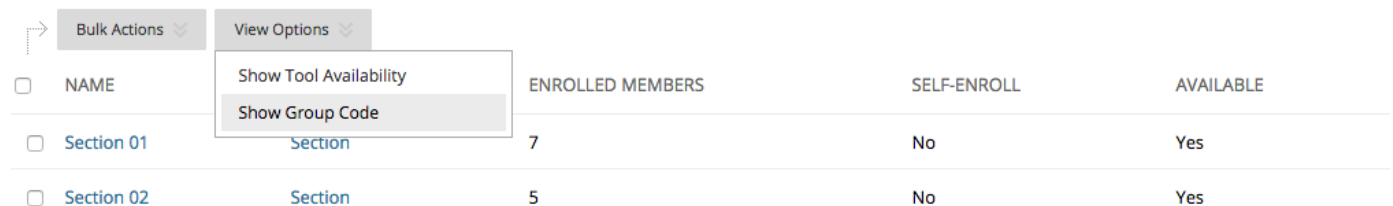# How do I batch import students into groups?

Overview

Blackboard Groups allow you to organize students for team-based learning or projects. Instructors can also use groups to organize the grade center and create smart views, or to set up adaptive release criteria for controlling content in the course. Students can be added to groups manually or randomly, or they can self-enroll. Some instructors may prefer to batch import students into groups if they have larger sections. To do this, the groups must be created first.

Tell Me

Batch importing students to groups requires two key steps: Preparing the CSV file and uploading the CSV file to the Blackboard course.
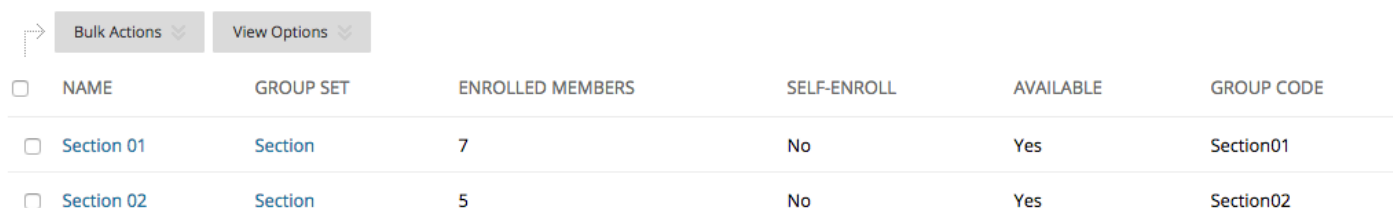
STEP ONE - PREPARING THE CSV FILE

1. In the Control Panel, select Users and Groups > Groups.
2. The groups must be created first. If you have not already done so, please review this FAQ -> **Creating Course Groups in Blackboard**
3. Batch importing students to groups requires the Group Code used by Blackboard for each group. To identify the Group Code for a group, go to Control Panel -> Users Groups -> Groups.
4. Select View Options -> Show Group Code

	NAME		ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
Bulk Actions	View Options	Show Tool Availability			
		Show Group Code			
Section 01	Section		7	No	Yes
Section 02	Section		5	No	Yes

5. A new column will appear at the far right with the Group Code.

	NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE	GROUP CODE
Bulk Actions	View Options					
Section 01		Section	7	No	Yes	Section01
Section 02		Section	5	No	Yes	Section02

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6. If the group code is blank, then you may need to Export a group first to generate a Group Code by the system.
7. Download and format the CSV template from Blackboard's help site -> [Sample for group members (available in English only)](#)
   - If you open this CSV file in Excel, please be sure to save it as CSV.
   - If you need headings while you work on the file, the first column is Group Code and the second column is Username. Both columns are required.
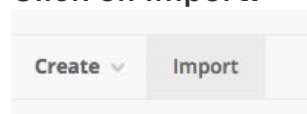   - These headings should be removed when you save your CSV file and upload it to Blackboard.

NOTE:

The student must be enrolled in your course before the student can be added to a group. You must use the student's username to batch import through this process.

Group Code	BCM Username

STEP TWO: UPLOADING THE CSV FILE

1. After the file is prepared, go to the course and select the Control Panel.
2. Click Users and Groups -> Groups.
3. Click on Import.

4. Browse for the CSV file

IMPORT GROUP MEMBERS

Click Browse to select an import file (CSV) containing group memberships. Uploading large files may take a long time.

Attach File   Browse My Computer

5. Select the tools, if any, you would like to make available to the imported students in these groups.
TIP: If the groups are hidden and you intend to use the imported members only for grade center organization, uncheck all of the boxes.

TOOL AVAILABILITY

Select the group tools you want available for all groups created by your import file. Previous tool availability settings are overwritten.

- ☑ Email
- ☑ Discussion Board
- ☑ Tasks
- ☑ File Exchange
- ☑ Blogs
- ☑ Journals
- ☑ Blackboard Collaborate Ultra
- ☑ Wikis
- ☑ Academic Materials
- ☑ Content Market Tools

6. Click SUBMIT.

You should receive an email when your membership list has been processed.

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