

How do I batch import students into groups?

Overview

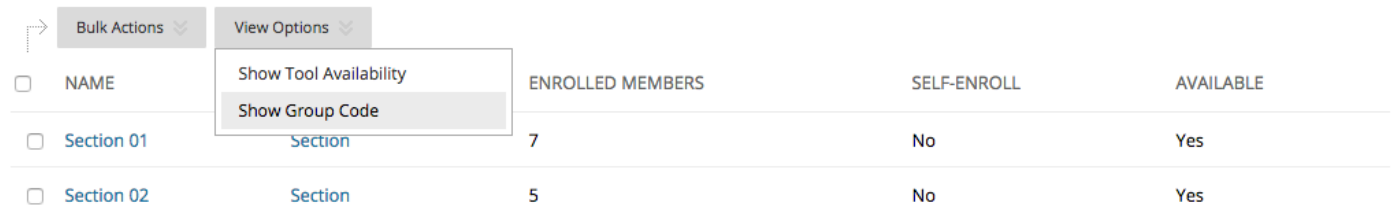
Blackboard Groups allow you to organize students for team-based learning or projects. Instructors can also use groups to organize the grade center and create smart views, or to set up adaptive release criteria for controlling content in the course. Students can be added to groups manually or randomly, 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

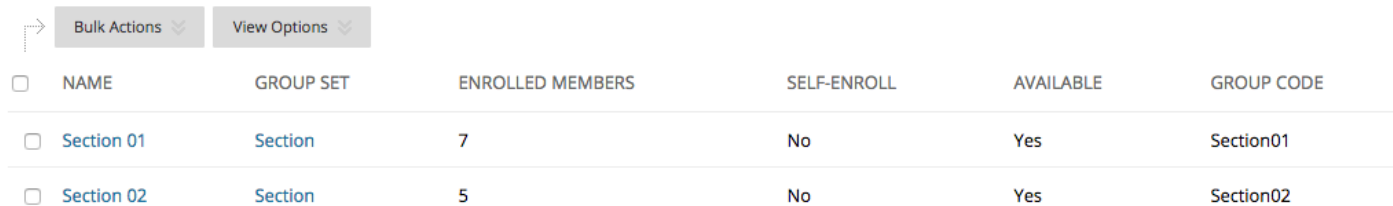
1. In the **Control Panel**, select **Users and Groups > Groups**.
2. The groups must be created first. If you have not already done so, please review this FAQ - > [Creating Course Groups in Blackboard](#)
3. Batch importing students to groups requires the Group Code used by Blackboard for each group.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



The screenshot shows the Blackboard Groups page. At the top, there are two dropdown menus: 'Bulk Actions' and 'View Options'. The 'View Options' menu is open, showing two options: 'Show Tool Availability' and 'Show Group Code'. The 'Show Group Code' option is selected. Below the menu, there is a table with the following columns: NAME, ENROLLED MEMBERS, SELF-ENROLL, and AVAILABLE. The table contains two rows of data:

NAME	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
Section 01	7	No	Yes
Section 02	5	No	Yes

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



The screenshot shows the Blackboard Groups page with the 'View Options' dropdown menu open and 'Show Group Code' selected. The table now has an additional column, 'GROUP CODE', at the far right. The table contains the following data:

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

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.

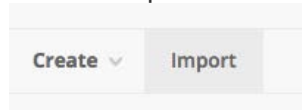
NOTE:

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.