

How to import groups

Overview:

This guide will show you how to import groups from a spreadsheet (CSV).

What to know:

You can only create empty groups through this method. If you want to upload groups and group members, please check the bulk user import user guide for details. [Bulk enroll students and groups](#)

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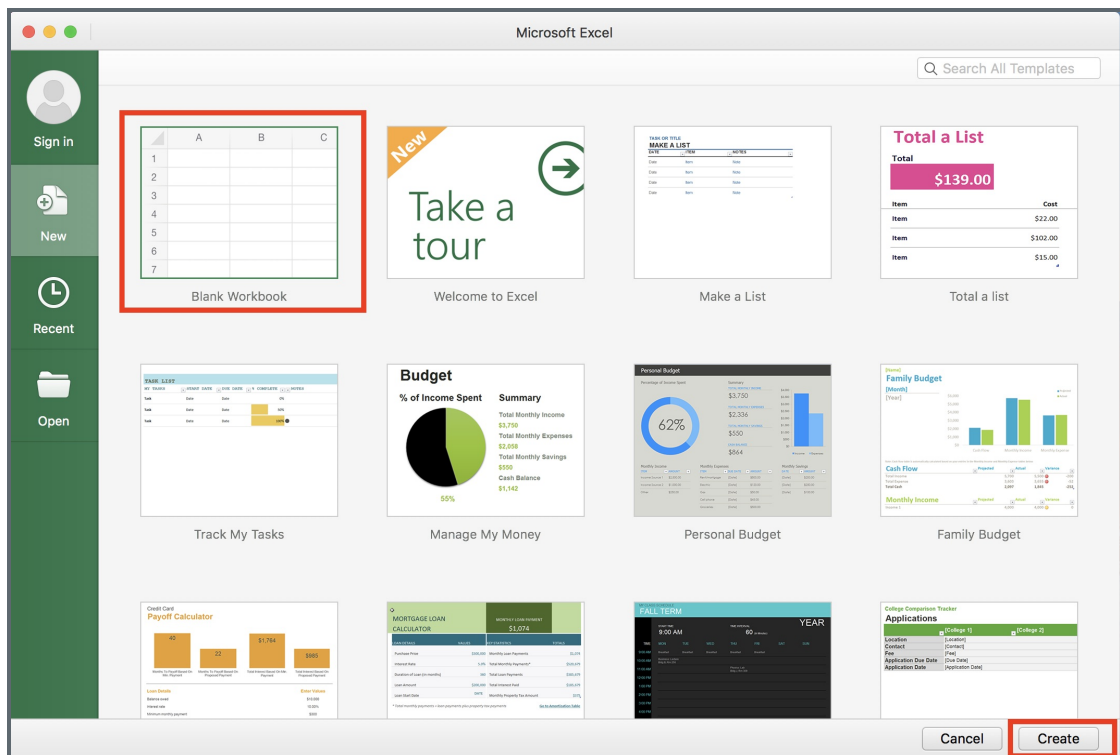
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Step 1: Prepare the group list spreadsheet

Create an Excel file, input "groupname" as the first column title. Input the group names in the first column from the second row. Only this column is required.

All the other columns and data showed in the screenshot is optional. Choose the file format of "Comma Separated Values (.csv)" and save the file on to your computer.



	A	B	C	D
1	groupname	description	groupidnumber	enrolmentkey
2	Team1	Group Assignment Team 1	team1	orange
3	Team2	Group Assignment Team 2	team2	purple
4	Team3	Group Assignment Team 3	team3	green
5				
6				
7				
8				

Save As:

Tags:

Where:

File Format:

Options...

Cancel

Step 2: Access to the import groups area

Click the "Groups" menu on the left navigation block within your module page. Click the "Import groups" button at the bottom of the groups page.

Lina's Test Module

Participants

Groups

Grades

Download center

Sections

Activities

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Dashboard - My courses - Lina's Test Module - Groups - Users - Groups

Lina's Test Module

Groups Groupings Overview

Lina's Test Module Groups

Groups

- Group 1 (2)
- Group 2 (0)

Members of: Group 1 (2)

Teacher

- Example Teacher (,)

Student

- Example Student (,)

Edit group settings Delete selected group Create group

Auto-create groups **Import groups** Add/remove users

Step 3: Upload the spreadsheet

Upload the CSV file either by dragging and dropping into the box or by clicking "choose a file" and uploading from the File picker, and then click "import groups".

Import groups [?]

General

Choose a file...

Import

You can drag and drop files here to add them.

Import groups Cancel