How to import groups

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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

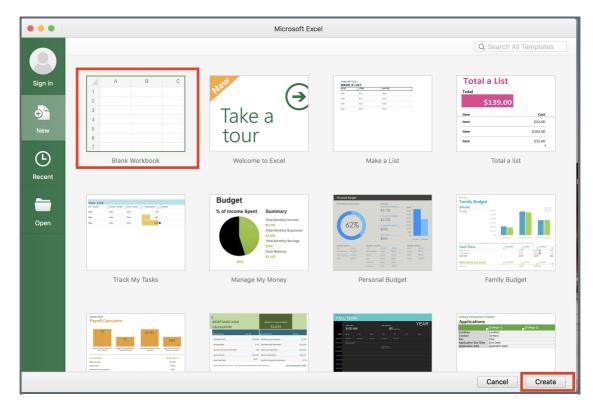
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Step 1: Prepare the group list spreadsheet

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.



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groupname	description	groupidnumber	enrolmentkey	
Team1	Group Assignment Team 1	team1	orange	
Team2	Group Assignment Team 2	team2	purple	
4 Team3	Group Assignment Team 3	team3	green	
6				
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Save As: group import Tags: Where: Learning Mall Online Locations File Format: Comma Separated Values (.csv) Options				
Cancel Save				

Step 2: Access to the import groups area

- 1. Open the 'Participants' tab on the top menu.
- 2. Choose "Groups" in the dropdown list.
- 3. Click the "Import groups" button at the bottom of the groups page.

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Import groups	

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".

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Import	Choose a file Maximum size for new files: 1 GB
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