

# 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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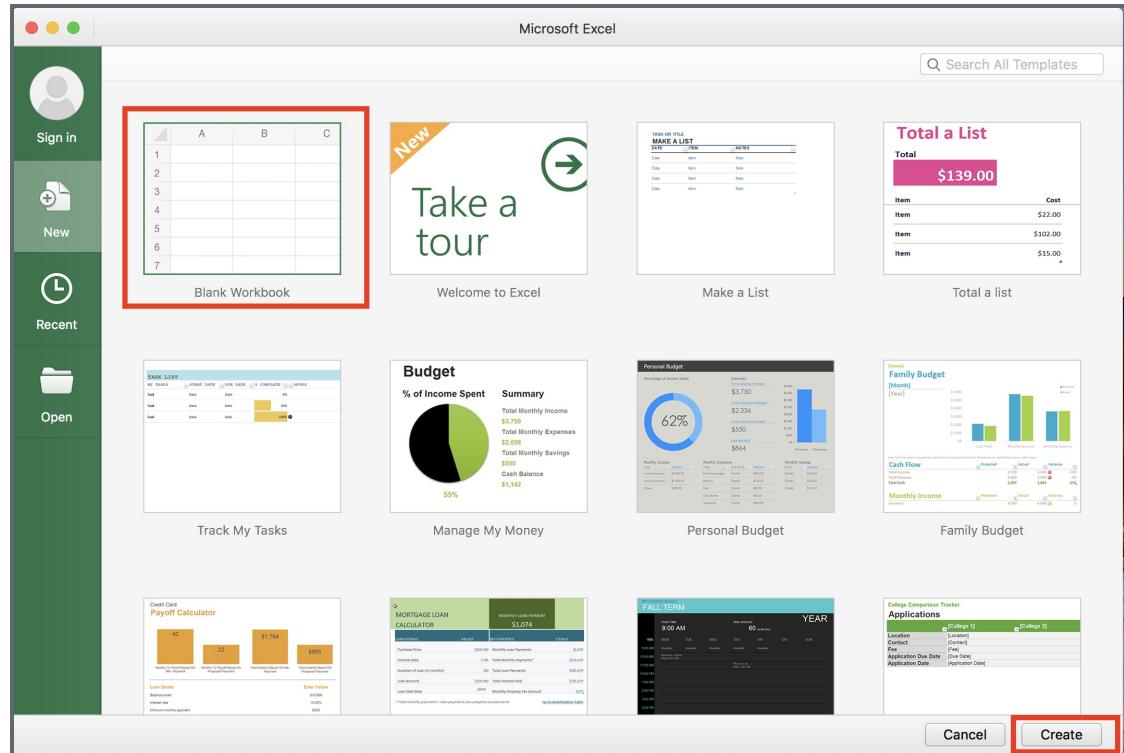
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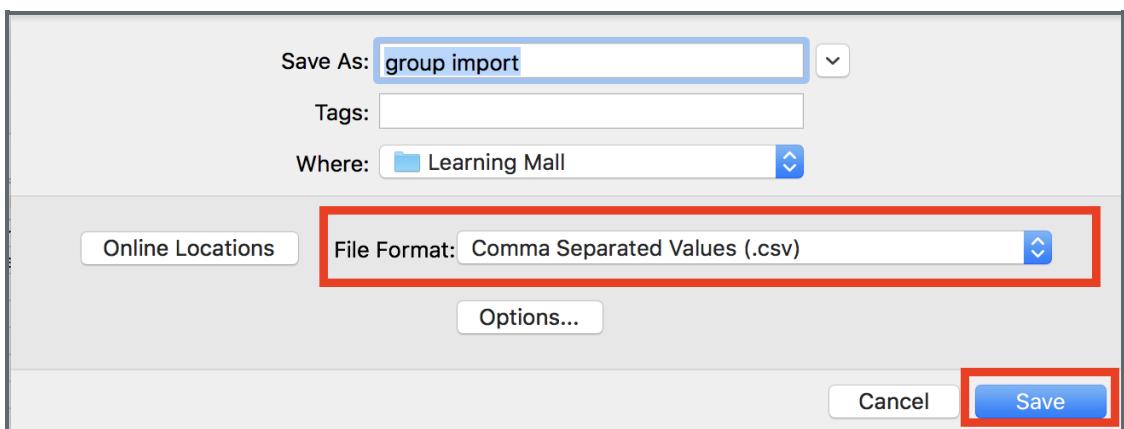
### Step 1: Prepare the group list spreadsheet

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



## 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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Groups

## Chenhui's Test Module Groups

Groups

Members of:

Empty box for displaying group details.

Empty box for displaying members of the group.

Edit group settings

Add/remove users

Delete selected group

Create group

Auto-create groups

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".

#### Import groups

##### General

Import

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

Empty box for dragging and dropping files. A circular arrow icon is in the center.

You can drag and drop files here to add them.

CSV separator

,

Encoding

UTF-8

Import groups

Cancel