

Import group members using a csv file

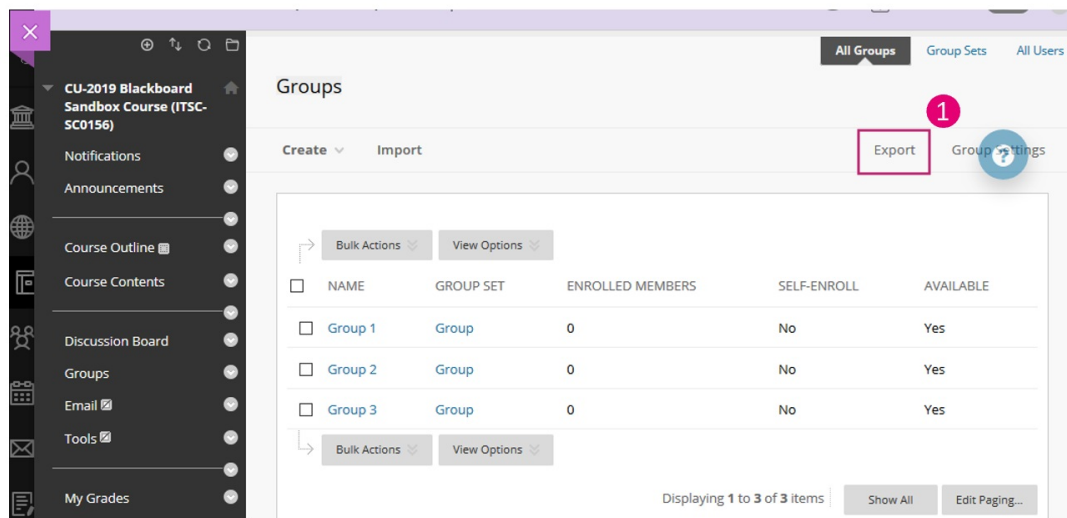
Last Modified on 03/06/2025 3:08 pm HKT

Ultra Course View

Please refer to Blackboard Help: [Import and Export Groups and Members](https://help.blackboard.com/Learn/Instructor/Ultra/Interact/Course_Groups/Manage_Groups)
(https://help.blackboard.com/Learn/Instructor/Ultra/Interact/Course_Groups/Manage_Groups)

Original Course View

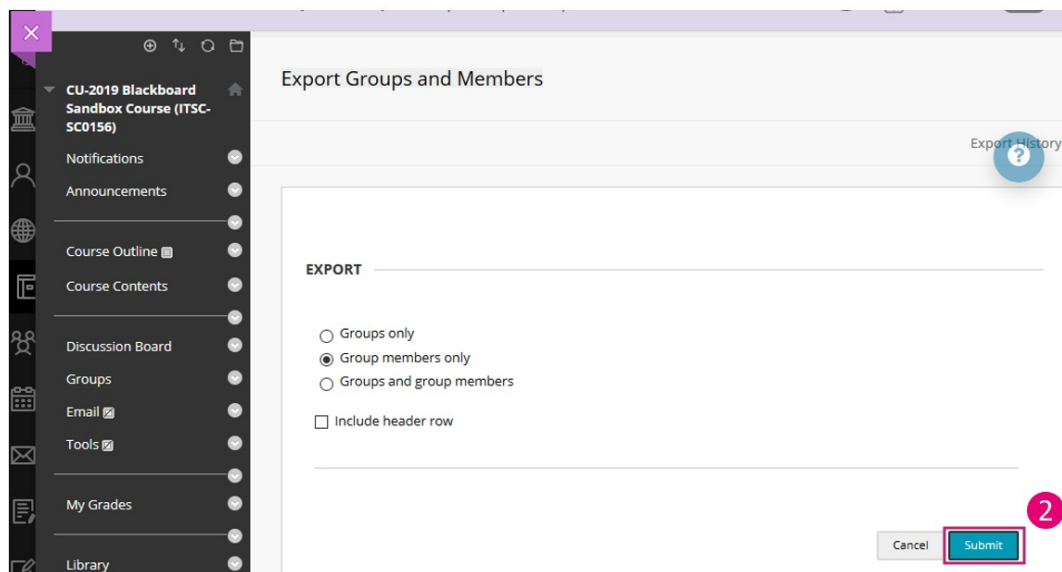
1. You need to have the "Group Codes" of the groups before you can import members into the groups. Get the group codes using one of the following methods
 - o Export Groups
 - i. Export groups to generate group codes, which are useful for importing group members. Click on "Export".



- ii. Click "Submit".

Blackboard Help: [Export groups](https://help.blackboard.com/Learn/Instructor/Original/Interact/Course_Groups/Import_and_Export_Groups#export-groups_OTP-0)

(https://help.blackboard.com/Learn/Instructor/Original/Interact/Course_Groups/Import_and_Export_Groups#export-groups_OTP-0)



- o View Group Codes

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- i. Rollover “View Options” and select “Show Group Code”.

The screenshot shows the Blackboard Groups page for the course 'CU-2019 Blackboard Sandbox Course (ITSC-SC0156)'. The 'View Options' dropdown menu is open, and 'Show Group Code' is selected. The table below shows three groups: Group 1, Group 2, and Group 3. The 'GROUP CODE' column is highlighted with a red box and a red circle with the number 1.

NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
Group 1	Group	0	No	Yes
Group 2	Group	0	No	Yes
Group 3	Group	0	No	Yes

- ii. Get the Group Codes.

Blackboard Help: Group codes

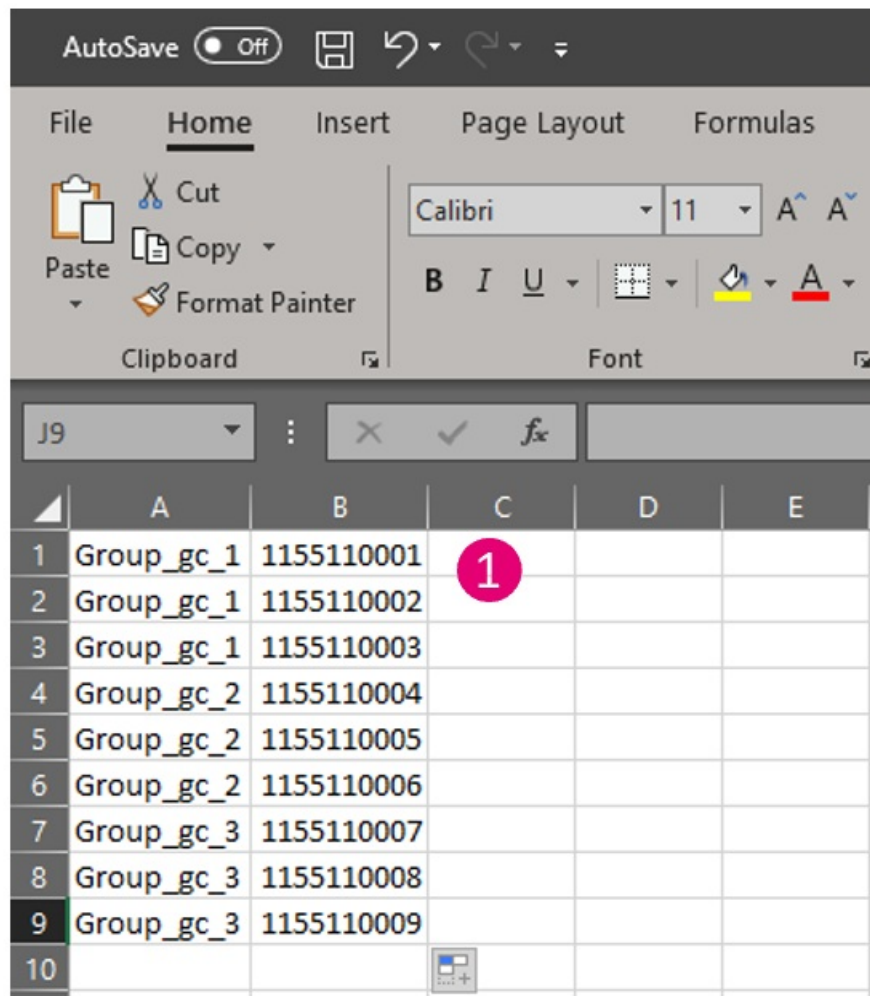
(https://help.blackboard.com/Learn/Instructor/Original/Interact/Course_Groups/Import_and_Export_Groups#group-codes_OTP-3)

The screenshot shows the Blackboard Groups page with the 'View Options' dropdown menu open. The 'GROUP CODE' column is now visible in the table, and the 'GROUP CODE' header is highlighted with a red box and a red circle with the number 2.

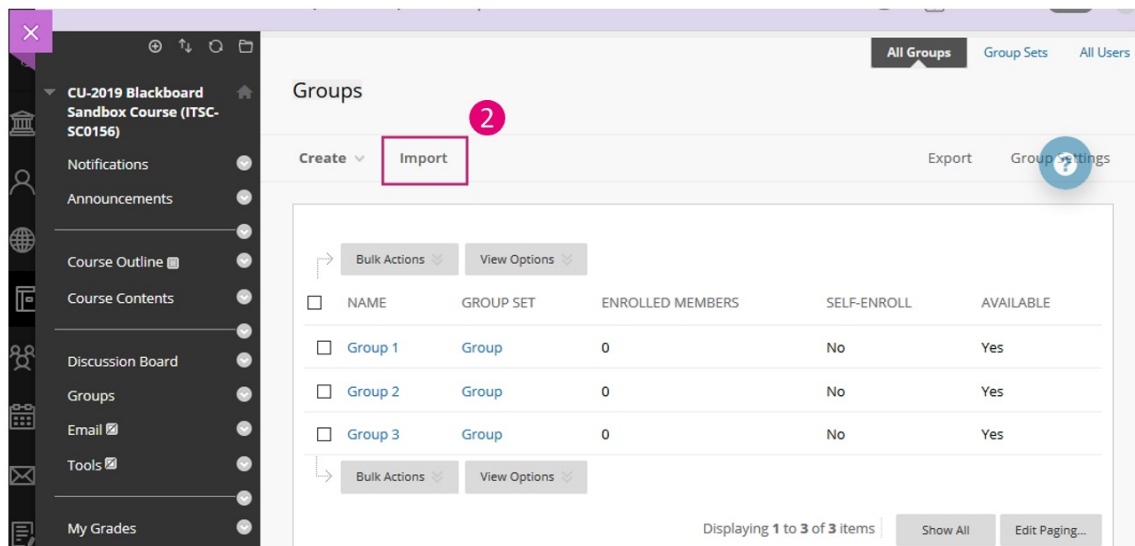
NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE	GROUP CODE
Group 1	Group	0	No	Yes	Group_gc_1
Group 2	Group	0	No	Yes	Group_gc_2
Group 3	Group	0	No	Yes	Group_gc_3

2. Follow the following steps to import group members

- i. Open an Excel. Fill in the Group Codes and Student IDs as follows. Save it as CSV (Comma delimited).



ii. Click "Import".



iii. Under Import Group Members, click "Browser My Computer" to select the CSV file. Click on "Submit".

Blackboard Help: [Import groups](#)

(https://help.blackboard.com/Learn/Instructor/Original/Interact/Course_Groups/Import_and_Export_Groups#import-groups_OTP-1)

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Import Groups

Import a CSV (comma-separated value) file that contains a list of users that also identifies their group memberships. [More Help](#)

Import History

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

IMPORT GROUPS

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

Click **Submit** to proceed.

Cancel

Submit

iv. Refresh “Groups” page, and you can see the number of enrolled members is updated.

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Group Settings

	NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
<input type="checkbox"/>	Group 1	Group	3	No	Yes
<input type="checkbox"/>	Group 2	Group	3	No	Yes
<input type="checkbox"/>	Group 3	Group	3	No	Yes

Bulk Actions

View Options

Displaying 1 to 3 of 3 items

Show All

Edit Paging...

Contact us: elarning@cuhk.edu.hk / ITSC Service Desk (<https://servicedesk.itsc.cuhk.edu.hk>)