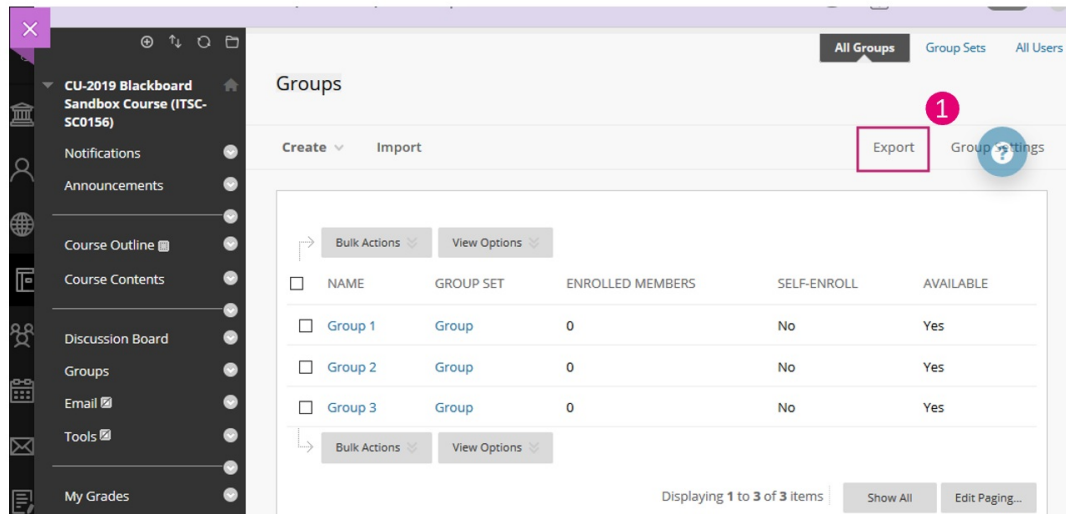


Import group members using a csv file

Last Modified on 17/01/2025 11:16 am HKT

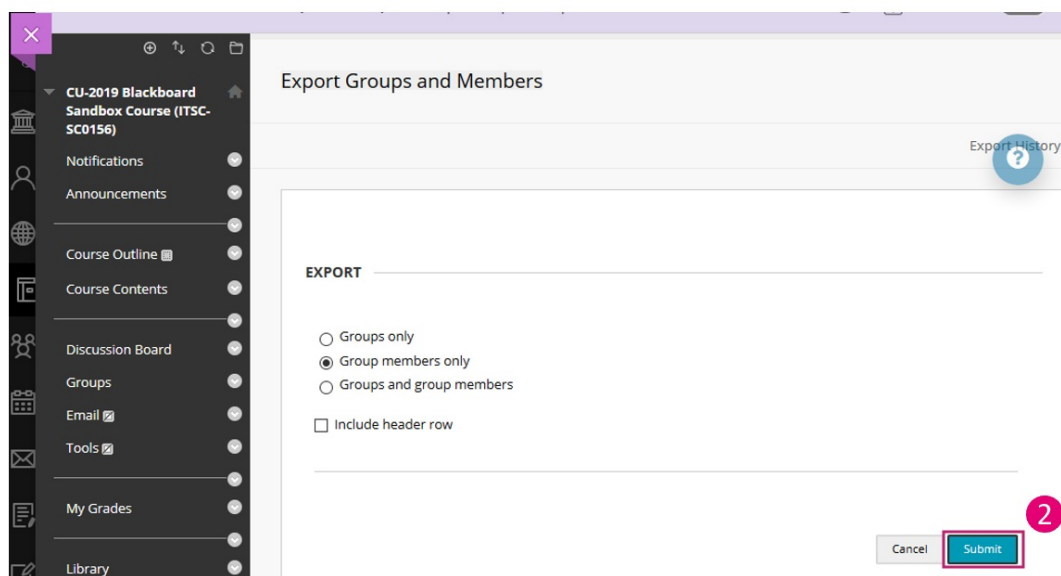
1. You need to have the "Group Codes" of the groups before you can import members into the groups. Get the group codes using one of the following methods
 - o Export Groups
 - i. Export groups to generate group codes, which are useful for importing group members. Click on "Export".



- ii. Click "Submit".

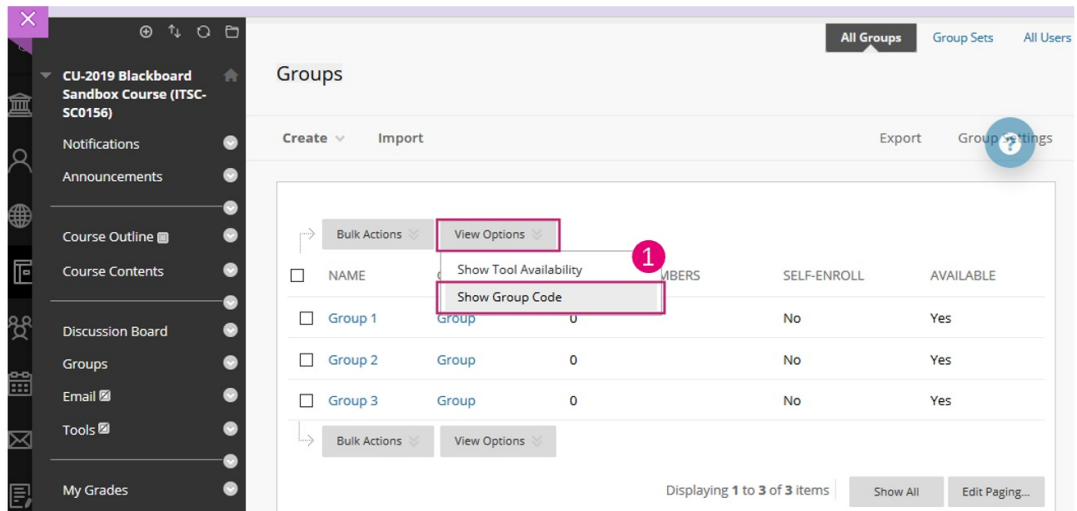
Blackboard Help: [Export groups](https://help.blackboard.com/Learn/Instructor/Original/Interact/Course_Groups/Import_and_Export_Groups#export-groups_OTP-0)

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



- o View Group Codes
 - i. Rollover "View Options" and select "Show Group Code".

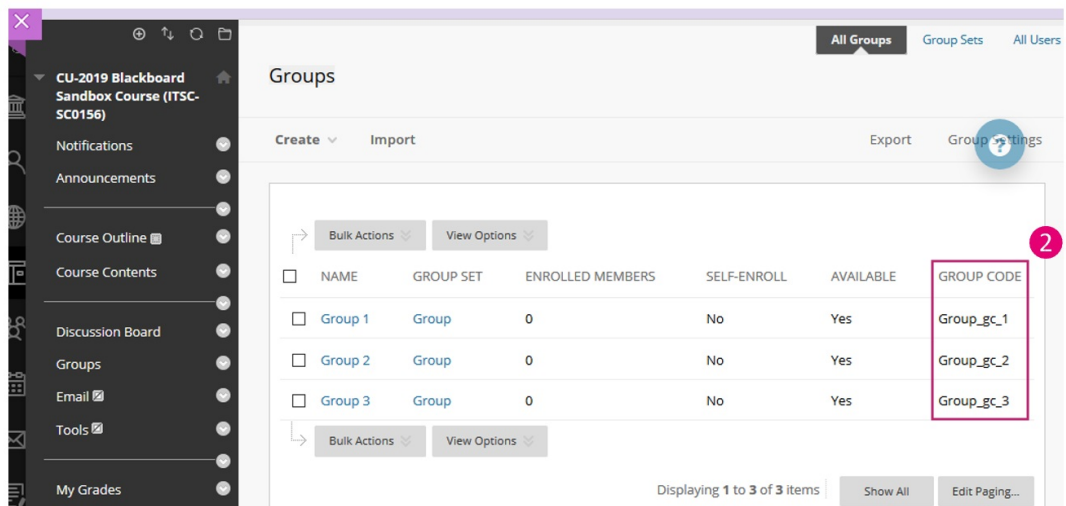
Questions: elearning@cuhk.edu.hk



ii. Get the Group Codes.

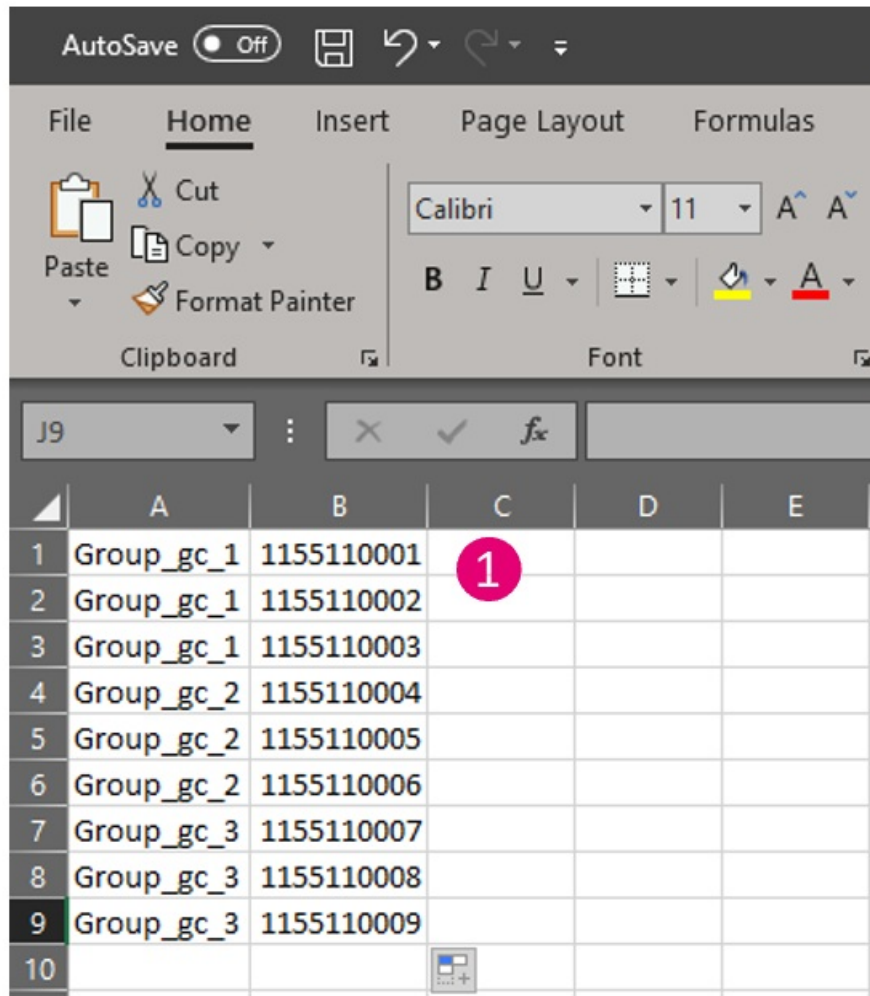
Blackboard Help: Group codes

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

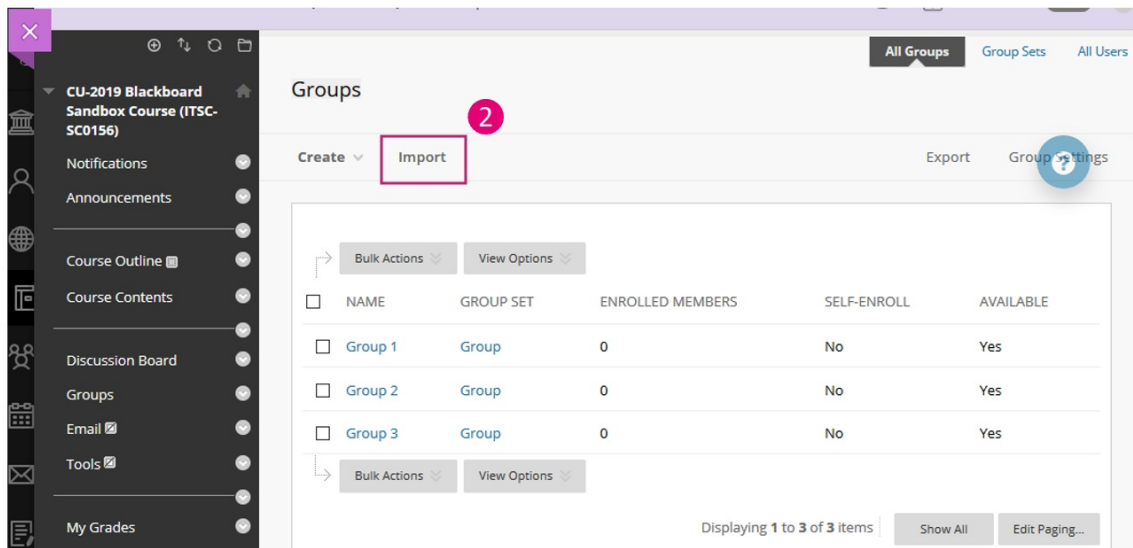


2. Follow the following steps to import group members

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)

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

IMPORT GROUP MEMBERS

Click [Browse](#) to select an import file (CSV) containing group memberships. Uploading large files may take a long time.

Attach File **3**
 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.

Groups All Groups Group Sets All Users

[Create](#) [Import](#) [Export](#) [Group Settings](#)

	NAME	GROUP SET	ENROLLED MEMBERS 4	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

Displaying 1 to 3 of 3 items Show All Edit Paging...