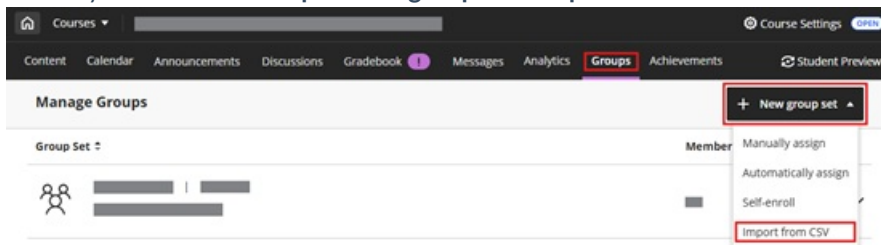


# Create Custom Groups and Import Group Members

Last Modified on 23/06/2026 3:07 pm HKT

## Create a Group Set and Group(s)

1. Access your course > **Groups** > **New group set** > **Import from CSV**.



2. Click **Download Group Sets template**.

CU-2025 Blackboard Sandbox Course (ITSC-ULTRA-SC0052)

## Import Group Sets

Group Sets allow you to break your class into smaller student groups. Use the CSV template below to format your student list.

Upload file [Help](#)



Supported format: CSV only

[Download Group Sets template](#)



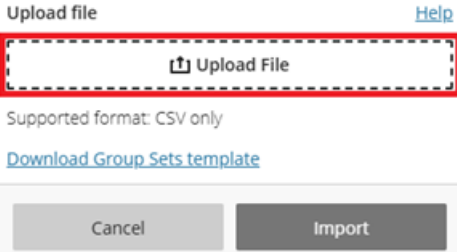
3. Open the .csv file you have just downloaded and fill in the following information:

Group Code*	Title*	Description	Group Set*	Self Enroll*
New_gc_Group_gc_1	random group 1	content describing group1	first_gc_ultra_gc_group_gc_set	Y
New_gc_Group_gc_2	random group 2	content describing group2	first_gc_ultra_gc_group_gc_set	Y
New_gc_Group_gc_3	random group 3	content describing group3	first_gc_ultra_gc_group_gc_set	Y

- a. **Group Code** (Mandatory field): Group codes are unique alphanumeric identifiers used only for import purposes. You can assign any group code you want.
  - b. **Title** (Mandatory field): The name of the group within the group set.
  - c. **Description** (Optional field): An optional field to provide a description of the group.
  - d. **Group Set** (Mandatory field): To assign groups to which Group Set.
  - e. **Self Enroll** (Mandatory field): Enter Y if you want students to be able to self enroll into groups; enter N if you want to assign students to groups yourself.
4. After you have filled out the .csv file > Save the file > Return to **Import Group Sets** page. Click **Upload File**.

## Import Group Sets

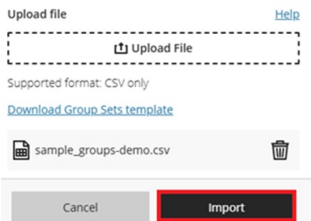
Group Sets allow you to break your class into smaller student groups. Use the CSV template below to format your student list.



5. Select the .csv file you have just filled > **Import**.

## Import Group Sets

Group Sets allow you to break your class into smaller student groups. Use the CSV template below to format your student list.

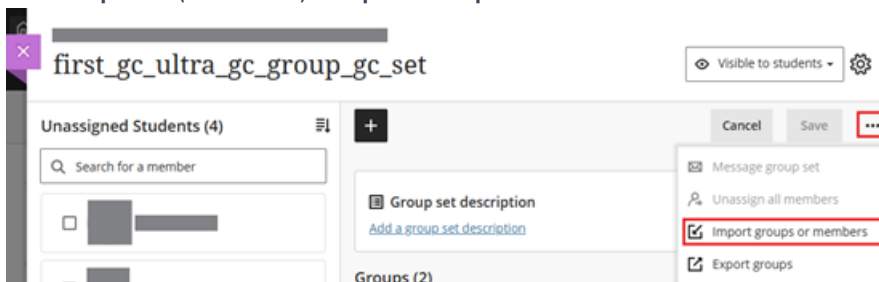


6. Please wait until you have received an email notification from Blackboard saying groups import is completed. Refresh the page.

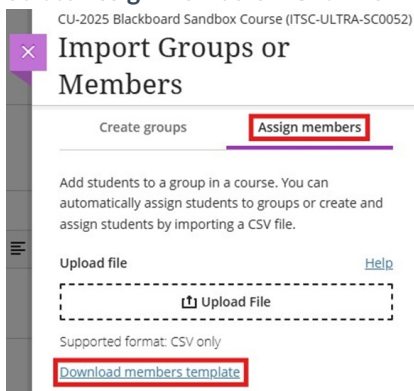
Group Set	Members
<b>first_gc_ultra_gc_group_gc_set</b>   3 Groups <small>Visible to students</small>	0/0
<b>random group 1</b>	0/0 (max)
<b>random group 2</b>	0/0 (max)
<b>random group 3</b>	0/0 (max)

### Create custom groups (many groups) and import group members

1. Access the Group Set you have just created.
2. Select **Options** (three dots) > **Import Groups or Members**.



3. Select **Assign members** > Click **Download members template**.



4. Open **sample\_groupmembers.csv**:

i. Replace the values of **Group Code**.

	A	B	C	D	E	F
1	Group Code*	User Name*	Student Id	First Name	Last Name	Group Set
2	New_gc_Group_gc_1	nfury_previewuser		Nick	Fury_PreviewUser	first_gc_ultra_gc_group_gc_set
3	New_gc_Group_gc_1	jhubbard		Jim	Hubbard	first_gc_ultra_gc_group_gc_set
4	New_gc_Group_gc_1	ktownsend		Kristin	Townsend	first_gc_ultra_gc_group_gc_set
5	New_gc_Group_gc_1	gwest		Gwendolyn	West	first_gc_ultra_gc_group_gc_set
6	New_gc_Group_gc_1	tdavidson		Ted	Davidson	first_gc_ultra_gc_group_gc_set
7	New_gc_Group_gc_2	pparker		Peter	Parker	first_gc_ultra_gc_group_gc_set
8	New_gc_Group_gc_2	sstrange		Stephan	Strange	first_gc_ultra_gc_group_gc_set
9	New_gc_Group_gc_2	syates		Sonja	Yates	first_gc_ultra_gc_group_gc_set
10	New_gc_Group_gc_2	habbott		Harry	Abbott	first_gc_ultra_gc_group_gc_set
11	New_gc_Group_gc_2	mpeters		Monique	Peters	first_gc_ultra_gc_group_gc_set
12	New_gc_Group_gc_3	bbanner		Bruce	Banner	first_gc_ultra_gc_group_gc_set
13	New_gc_Group_gc_3	creyes		Carrie	Reyes	first_gc_ultra_gc_group_gc_set
14	New_gc_Group_gc_3	jvega		Julia	Vega	first_gc_ultra_gc_group_gc_set
15	New_gc_Group_gc_3	efoster		Ervin	Foster	first_gc_ultra_gc_group_gc_set
16						

ii. Fill in with the Student ID under the column **User Name**.

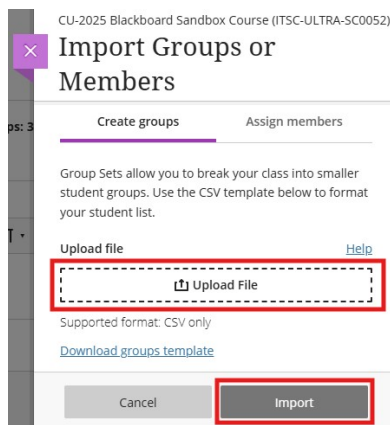
	A	B	C	D	E	F
1	Group Code*	User Name*	Student Id	First Name	Last Name	Group Set
2	New_gc_Group_gc_1	nfury_previewuser		Nick	Fury_PreviewUser	first_gc_ultra_gc_group_gc_set
3	New_gc_Group_gc_1	jhubbard		Jim	Hubbard	first_gc_ultra_gc_group_gc_set
4	New_gc_Group_gc_1	ktownsend		Kristin	Townsend	first_gc_ultra_gc_group_gc_set
5	New_gc_Group_gc_1	gwest		Gwendolyn	West	first_gc_ultra_gc_group_gc_set
6	New_gc_Group_gc_1	tdavidson		Ted	Davidson	first_gc_ultra_gc_group_gc_set
7	New_gc_Group_gc_2	pparker		Peter	Parker	first_gc_ultra_gc_group_gc_set
8	New_gc_Group_gc_2	sstrange		Stephan	Strange	first_gc_ultra_gc_group_gc_set
9	New_gc_Group_gc_2	syates		Sonja	Yates	first_gc_ultra_gc_group_gc_set
10	New_gc_Group_gc_2	habbott		Harry	Abbott	first_gc_ultra_gc_group_gc_set
11	New_gc_Group_gc_2	mpeters		Monique	Peters	first_gc_ultra_gc_group_gc_set
12	New_gc_Group_gc_3	bbanner		Bruce	Banner	first_gc_ultra_gc_group_gc_set
13	New_gc_Group_gc_3	creyes		Carrie	Reyes	first_gc_ultra_gc_group_gc_set
14	New_gc_Group_gc_3	jvega		Julia	Vega	first_gc_ultra_gc_group_gc_set
15	New_gc_Group_gc_3	efoster		Ervin	Foster	first_gc_ultra_gc_group_gc_set
16						

ii. Remove the following optional columns: **Group Code**, **First Name** and **Last Name**.

	A	B	C	D	E	F
1	Group Code*	User Name*	Student Id	First Name	Last Name	Group Set
2	New_gc_Group_gc_1	nfury_previewuser		Nick	Fury_PreviewUser	first_gc_ultra_gc_group_gc_set
3	New_gc_Group_gc_1	jhubbard		Jim	Hubbard	first_gc_ultra_gc_group_gc_set
4	New_gc_Group_gc_1	ktownsend		Kristin	Townsend	first_gc_ultra_gc_group_gc_set
5	New_gc_Group_gc_1	gwest		Gwendolyn	West	first_gc_ultra_gc_group_gc_set
6	New_gc_Group_gc_1	tdavidson		Ted	Davidson	first_gc_ultra_gc_group_gc_set
7	New_gc_Group_gc_2	pparker		Peter	Parker	first_gc_ultra_gc_group_gc_set
8	New_gc_Group_gc_2	sstrange		Stephan	Strange	first_gc_ultra_gc_group_gc_set
9	New_gc_Group_gc_2	syates		Sonja	Yates	first_gc_ultra_gc_group_gc_set
10	New_gc_Group_gc_2	habbott		Harry	Abbott	first_gc_ultra_gc_group_gc_set
11	New_gc_Group_gc_2	mpeters		Monique	Peters	first_gc_ultra_gc_group_gc_set
12	New_gc_Group_gc_3	bbanner		Bruce	Banner	first_gc_ultra_gc_group_gc_set
13	New_gc_Group_gc_3	creyes		Carrie	Reyes	first_gc_ultra_gc_group_gc_set
14	New_gc_Group_gc_3	jvega		Julia	Vega	first_gc_ultra_gc_group_gc_set
15	New_gc_Group_gc_3	efoster		Ervin	Foster	first_gc_ultra_gc_group_gc_set
16						

iii. Save the .csv file.

5. Return to **Import Groups or Members** page > Upload your File > Select **Import**.



6. Please wait for a while for the system to import > Then refresh your page to see the results.

For more, please visit [Create and Manage Groups](https://help.anthology.com/blackboard/instructor/en/interact-with-students/groups/create-and-manage-groups.html#improved-group-creation-and-enrollment) (<https://help.anthology.com/blackboard/instructor/en/interact-with-students/groups/create-and-manage-groups.html#improved-group-creation-and-enrollment>).

Contact us: [ITSC Service Desk](https://servicedesk.itsc.cuhk.edu.hk) (<https://servicedesk.itsc.cuhk.edu.hk>) / [elearning@cuhk.edu.hk](mailto:elearning@cuhk.edu.hk)