

Using Excel to create Groups for Blackboard.

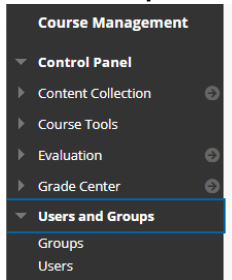
This feature will allow faculty to split your class into A and B sections and then have sub-groups within each section if you need to split your courses attendance in Face to Face classes.

Create the initial groups for each of the class sessions.

In your course, go to **Users and Groups** under **Course Management**.

Click **Users and Groups**

Select **Groups**



Select the type of group you would like. For this example, I'm going to use **Random Enroll** but the concepts are the same for all group types

Always **uncheck** any tools that you do not anticipate their using to limit the risk of students getting lost. You can always add tools in later if you discover you want them.

If there is a chance you may want to have students use Collaborate groups and record their meeting or presentation, click **Allow all group members to create and access session recordings**.

- Tasks
- Blackboard Collaborate Ultra
 - Allow all group members to create and access session recordings.
 - Do not allow student group members to create or access session recordings.

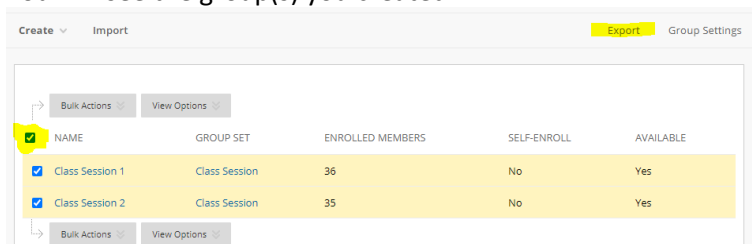
Wikis

Set your number of group desired

- * Determine Number of Groups by
- Number of Students per Group
 - Number of Groups

Submit

You will see the group(s) you created.

A screenshot of the Blackboard Groups management page. At the top, there are buttons for 'Create', 'Import', 'Export', and 'Group Settings'. Below is a table with columns for 'NAME', 'GROUP SET', 'ENROLLED MEMBERS', 'SELF-ENROLL', and 'AVAILABLE'. Two groups are listed: 'Class Session 1' and 'Class Session 2'. Both have 36 and 35 enrolled members respectively, and are available for self-enrollment. A yellow checkmark icon is visible in the top left corner of the table area.

NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
Class Session 1	Class Session	36	No	Yes
Class Session 2	Class Session	35	No	Yes

To split the group(s) into teams or discussion groups, select all the groups.

Click **Export**

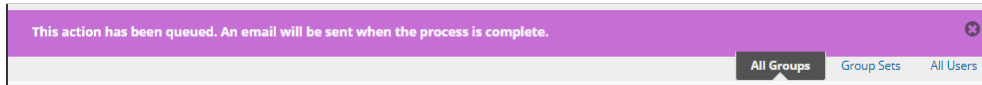
Select **Groups and Group Members**

EXPORT

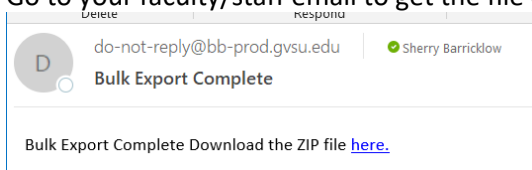
- Groups only
- Group members only
- Groups and group members
- Include header row

Submit

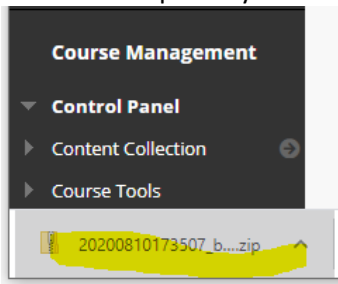
At the top of the page you will see a message that you will receive an email when the process is completed



Go to your faculty/staff email to get the file containing the students in their groups.

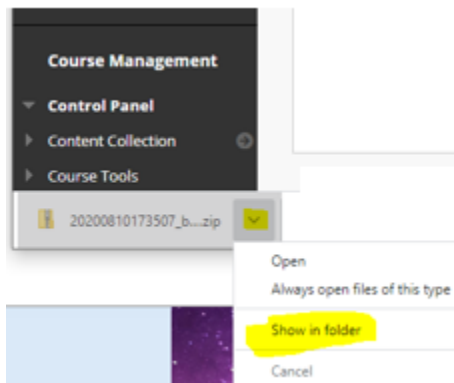


The file will open in your default web browser.



You may need to go to your Downloads folder to access the file.

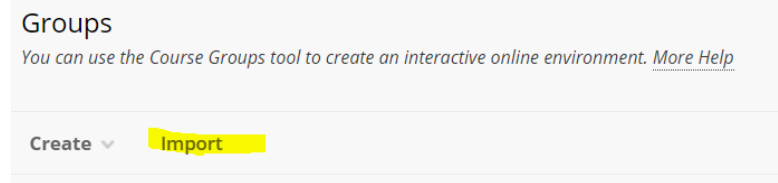
You might be able to open it directly but probably you will need to click Show in Folder (This is the view in Chrome).



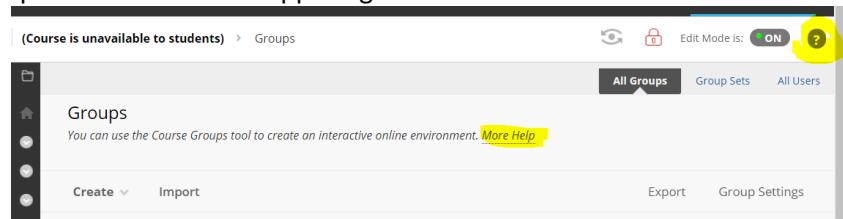
Create your groups in an Excel spread sheet

This is a 2-step process. You will create an excel sheet for the groups, upload that to Bb. Then you will create a 2nd excel sheet to enroll the students.

In Bb Groups, click Import



Just under the Groups Header at the top of the page click **More Help**. If you do not see line click the question mark in the upper right corner



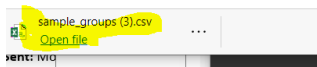
Click Groups

users that also identifies their group memberships

You can use the import and export functions to add groups, but you cannot remove users or groups. You can add new users to your course.

The following are two sample CSV files that you can

- [Groups](#)
- [Members](#)



The template you downloaded from Bb can be used to create your groups..

Leaving row 1 deleted the reset of the sample data and enter your desired data.

You MUST keep ALL the column headers. You do not need to add content to any column you are not using.

Here is a sample that will create 10 groups

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Group Code	Title	Descriptio	Group Set	Available	Personaliz	Self Enroll	Max Enrol	Show Mer	Sign Up Fr	Sign Up N	Sign Up	Instructions
2	Session# 1 Discussion group 1	Session# 1 Discussion group 1	Discussio	Y					Y				
3	Session# 1 Discussion group 2	Session# 1 Discussion group 2	Discussio	Y					Y				
4	Session# 1 Discussion group 3	Session# 1 Discussion group 3	Discussio	Y					Y				
5	Session# 1 Discussion group 4	Session# 1 Discussion group 4	Discussio	Y					Y				
6	Session# 1 Discussion group 5	Session# 1 Discussion group 5	Discussio	Y					Y				
7	Session# 2 Discussion group 1	Session# 2 Discussion group 1	Discussio	Y					Y				
8	Session# 2 Discussion group 2	Session# 2 Discussion group 2	Discussio	Y					Y				
9	Session# 2 Discussion group 3	Session# 2 Discussion group 3	Discussio	Y					Y				
10	Session# 2 Discussion group 4	Session# 2 Discussion group 4	Discussio	Y					Y				
11	Session# 2 Discussion group 5	Session# 2 Discussion group 5	Discussio	Y					Y				
12													

Save as comma delimited SCV file

File name:

Save as type:

Authors: [Shery Barricklow](#) Tags: [Add a tag](#)

No Worries if you see a message about data loss. That message only pertains to formulas which we are not using.

Return to the **Import** screen

IMPORT GROUP MEMBERS

Click Browse to select an import file (CSV) containing group members

Attach File

IMPORT GROUPS

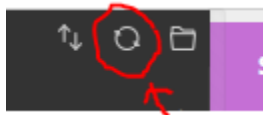
Click Browse to select an import file (CSV) containing a list of groups.

Attach File

Select your csv file

Submit

You will receive an email when It is completed. This seems to take a few minutes to happen. Be Patient and refresh until they show up.



Refresh is at the top of the left panel.

If your groups do not appear after 5 minutes chances are you deleted one of the required columns in the Excel file.

Create Import Export Group Settings

Bulk Actions View Options

<input type="checkbox"/>	NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
<input type="checkbox"/>	Class Session 1	Class Session	36	No	Yes
<input type="checkbox"/>	Class Session 2	Class Session	35	No	Yes
<input type="checkbox"/>	Session# 1 Discussion group 1	Discussion	0	No	Yes
<input type="checkbox"/>	Session# 1 Discussion group 2	Discussion	0	No	Yes
<input type="checkbox"/>	Session# 1 Discussion group 3	Discussion	0	No	Yes
<input type="checkbox"/>	Session# 1 Discussion group 4	Discussion	0	No	Yes
<input type="checkbox"/>	Session# 1 Discussion group 5	Discussion	0	No	Yes
<input type="checkbox"/>	Session# 2 Discussion group 1	Discussion	0	No	Yes
<input type="checkbox"/>	Session# 2 Discussion group 2	Discussion	0	No	Yes
<input type="checkbox"/>	Session# 2 Discussion group 3	Discussion	0	No	Yes
<input type="checkbox"/>	Session# 2 Discussion group 4	Discussion	0	No	Yes
<input type="checkbox"/>	Session# 2 Discussion group 5	Discussion	0	No	Yes

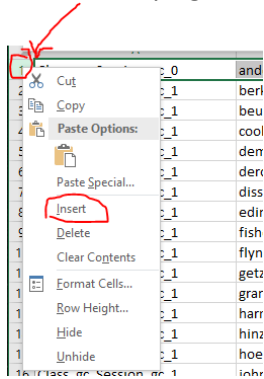
Bulk Actions View Options

Enroll your students into Groups.

Open your list of students you downloaded using Export.

Delete the last 3 columns leaving only column A and B with their original group and username

Add a row by right clicking (Mac CMD click) on the 1 of row 1 and selecting Insert row



In A1 type **Group Code**

In B1 type **User Name**

A1 Group Code

	A	B	C
1	Group Code	User Name	
2	Class #, Session #, 0	anderto	

In column A replace the value with the group name you want the students in

	A	B
1	Group Code	User
2	Session# 1 Discussion group 1	ande
3	Session# 1 Discussion group 1	berki
4	Session# 1 Discussion group 1	beuk
5	Session# 1 Discussion group 1	cookj
6	Session# 1 Discussion group 1	demi
7	Session# 1 Discussion group 1	dero
8	Session# 1 Discussion group 1	disse
9	Session# 1 Discussion group 1	eding
10	Session# 1 Discussion group 1	fisho
11	Session# 1 Discussion group 1	flynn
12	Session# 1 Discussion group 2	getzr
13	Session# 1 Discussion group 2	granr
14	Session# 1 Discussion group 2	harm
15	Session# 1 Discussion group 2	hinzr
16	Session# 1 Discussion group 2	hoek
17	Session# 1 Discussion group 2	johns
18	Session# 1 Discussion group 2	joyce
19	Session# 1 Discussion group 2	kruej
20	Session# 1 Discussion group 2	mclai
21	Session# 1 Discussion group 2	mcprt
22	Session# 1 Discussion group 3	mich
23	Session# 1 Discussion group 3	murd
24	Session# 1 Discussion group 3	nelsr
25	Session# 1 Discussion group 3	niels

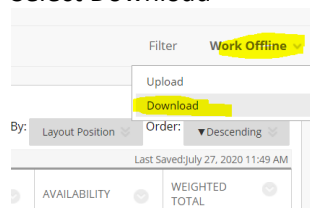
Save as a CSV file to your computer.

If you have not created previous groups that you exported and what to use this feature to assign your students to groups you can get a list of your students from the Grade Center.

Go to the Grade Center

Select Work Offline

Select Download



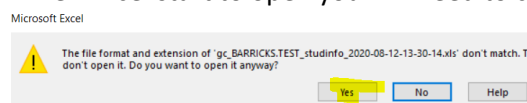
Select User Information

Default options are good

Submit

Download

When Excel start to open you will need to click Yes to open



You will only use the User name field.

Assigning Members to Groups

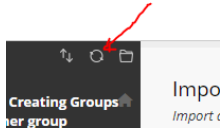
In Bb Groups, Click **Import**

Under IMPORT GROUP MEMBER click Browse your computer and get the SCV file you created in the last test.

Before hitting submit uncheck any tools that your students will not need to use. Note: you will individually need to edit the groups to give the students the ability to Record a Collaborate session.

Submit

This also takes a long time to processes. You may see a few students added to a group and then nothing. Wait a minute or two after you receive the email saying it is finished. Then refresh your screen to see the members enrolled in your groups.



Additional help at

[https://help.blackboard.com/Learn/Instructor/Interact/Course_Groups/Import and Export Groups](https://help.blackboard.com/Learn/Instructor/Interact/Course_Groups/Import_and_Export_Groups)