

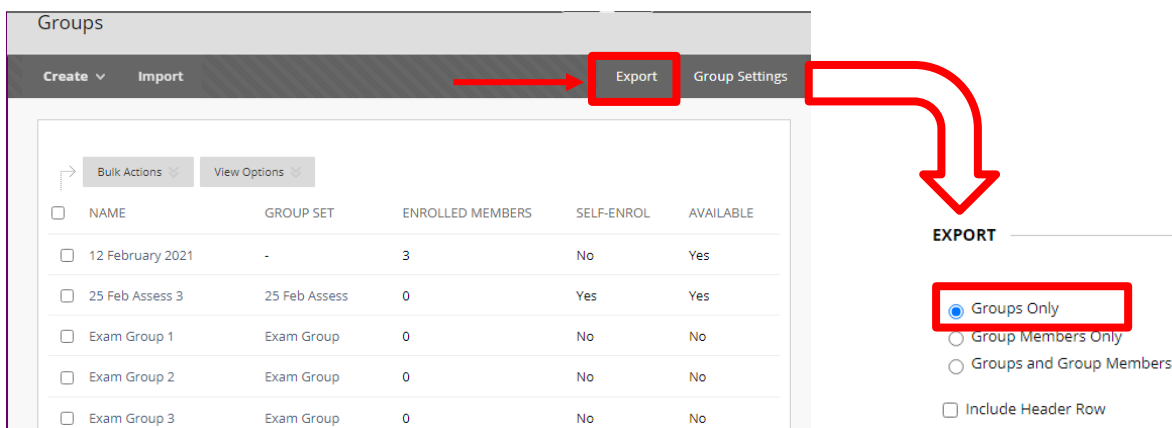
Bulk Import Students into Blackboard Groups

Blackboard Quick Guide

If you have a large cohort of students, it is impractical to manually sort them into groups you have created in Blackboard. This guide will show you how to use your Allocate Class List to speed up the process. Please make sure you use **Google Chrome** as your browser when you work in Blackboard.

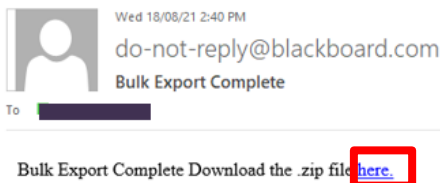
First you need to create the Groups in Blackboard. Instructions for doing this are [here](#).

You will then need to Export the Groups from Blackboard to make sure you are using the correct Group Codes generated by Blackboard. Go to the Groups area in Blackboard (*Course Management - Users and Groups*) and click on **Export** button. Select **Groups Only** in the next screen and click **Submit**. Export file will contain codes for all groups listed in this area.



The screenshot shows the Blackboard Groups management interface. At the top, there are tabs for 'Create', 'Import', 'Export', and 'Group Settings'. The 'Export' tab is selected and highlighted with a red box. Below the tabs is a table of groups with columns for NAME, GROUP SET, ENROLLED MEMBERS, SELF-ENROL, and AVAILABLE. To the right of the table, there is an 'EXPORT' section with three radio button options: 'Groups Only' (selected and highlighted with a red box), 'Group Members Only', and 'Groups and Group Members'. There is also a checkbox for 'Include Header Row'.

You will be emailed a link to a Zip file once the export is completed:

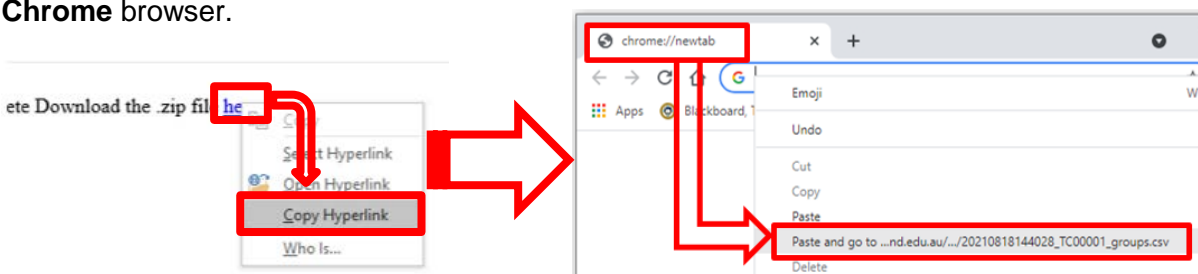


The screenshot shows an email notification from Blackboard. The sender is 'do-not-reply@blackboard.com'. The subject is 'Bulk Export Complete'. The body of the email says 'Bulk Export Complete Download the .zip file [here](#).' The link 'here' is highlighted with a red box.

In the Zip file will be a CSV file that can be opened with Excel. The **first column** of the file will contain your Group codes. If you had a number of groups, they will not necessarily be listed in the same order as in Blackboard, but the group titles will be clearly recognisable within the code.

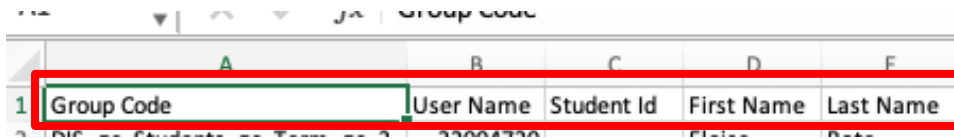
GOOD TO KNOW:

The link to the file will open in the default browser, which may not work. If the link opens up an empty Excel file, go back to the email, right-click on the link, select **Copy Hyperlink** and **Paste and go** it in **Chrome** browser.



The screenshot shows a right-click context menu over the link 'here' in the email. The 'Copy Hyperlink' option is selected and highlighted with a red box. A red arrow points from this option to a Chrome browser window. In the Chrome window, the link has been pasted into the address bar and highlighted with a red box. The address bar shows 'chrome://newtab' and the pasted link: '...nd.edu.au/.../20210818144028_TC00001_groups.csv'.

Open a new Excel file, and put the following titles across the top, exactly as displayed:

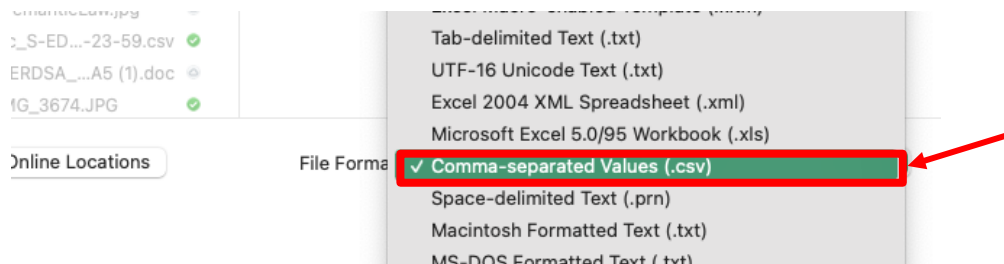


	A	B	C	D	E
1	Group Code	User Name	Student Id	First Name	Last Name

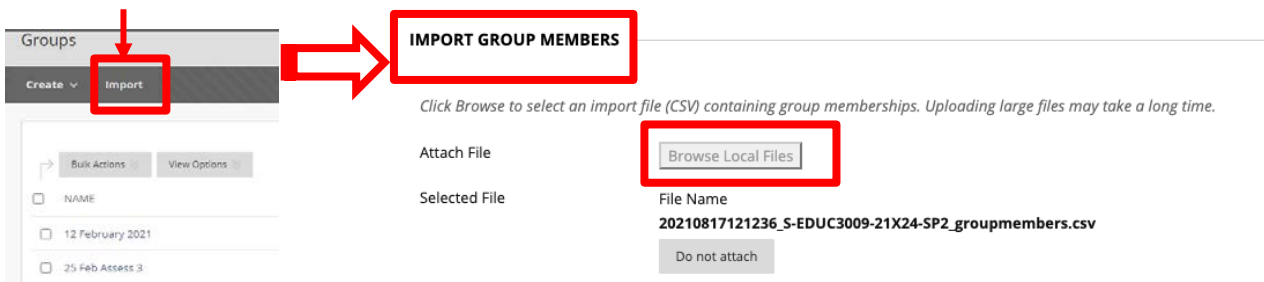
In the Group Code column, paste the first Group Code. User Name (somewhat confusingly) is where the Student ID goes (and not in the Student ID column). The Student ID column remains blank. First Name and Last Name are self-explanatory.

Each student record must have a Group Code in the first column, so if you were creating tutorial groups, paste in the student numbers column (into User Name), the first name and last name columns, then fill column A with copies of the appropriate Group Code. Then move on to the next tutorial Group Code and do the same thing.

When your spreadsheet is ready, it must be saved as a **CSV file**. Choose “Save As”, name the file, then in the **File Format** area choose **CSV (Comma delimited)** or **Comma-separated Values (.csv)**.



Go back to the Groups area in Blackboard and click on **Import**. You will choose to Import Group Members – click on **Browse Local File** and select the CSV file that you prepared:



Again, you will be sent an email once the import is complete.