

Edge Hill University

USING THE IMPORT TOOL TO CREATE AND
POPULATE GROUPS IN A BLACKBOARD
COURSE

Introduction

This guide will explain the process for setting up spreadsheet templates ready to import both the groups and the group membership. This is particularly useful if you are setting up multiple group combinations and memberships to reflect programme timetables for use with Qwickly. It can also be useful for setting up groups for managing assignment submissions, or different communication purposes.

Importing the groups

You can create the groups manually in Blackboard or, if there are a lot to create or you want to recreate the exact same group sets in different modules, you can set up a spreadsheet in the following way to import and create the groups. Jump to the next section if you have already created the groups or prefer to do this manually.

There are twelve columns, with the first four related to naming the groups and the others related to how the groups will work. In this example, students will not need to self-enrol to these groups or be able to view other members.

We do generally recommend using Group Sets, as this ensures that within the Group Set, students can only be a member of one of the groups. This helps with adding or moving students between groups.

The **Group Code** must use underscores between each word if you need spaces between them. The spreadsheet must be saved as a **.csv** file.

In this example CSV file, we are creating Groups as part of a **Group Set** to aid organisation and management of membership. Notice the Group Set name uses underscores:

Group Code	Title	Description	Group Set	Available	Personalization	Self Enroll	Max Enroll	Show Members	Sign Up From	Sign Up Name	Sign Up Instructions
Yellow_Club	Yellow		Sports_clubs	Y		N		N	N	N	N
Pink_Club	Pink		Sports_clubs	Y		N		N	N	N	N

In this example CSV file, we are setting up basic groups not in a Group Set.

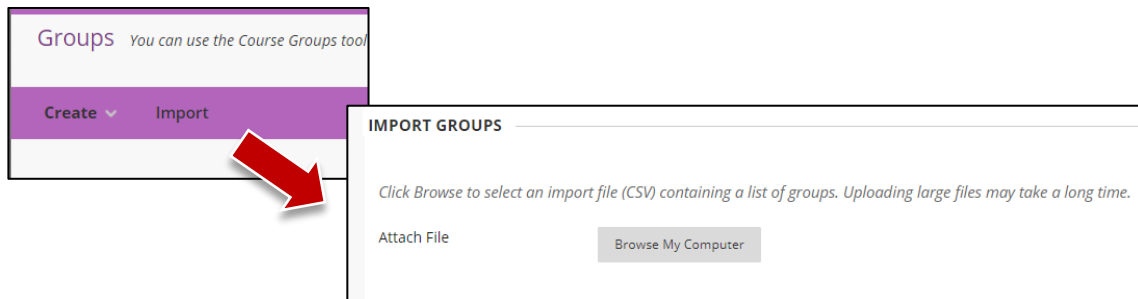
A	B	C	D	E	F	G	H	I	J	K	L
Group Code	Title	Description	Group Set	Available	Personalization	Self Enroll	Max Enrollment	Show Members	Sign Up From Group List	Sign Up Name	Sign Up Instructions
PUP1179_Full_Cohort	Full Cohort PUP1179			N	N	N		N	N	N	N
PUP1179_1_and_2a	1 and 2a PUP1179			N	N	N		N	N	N	N
PUP1179_3_and_2b	3 and 2b PUP1179			N	N	N		N	N	N	N
PUP1179_4_and_2c	4 and 2c PUP1179			N	N	N		N	N	N	N
PUP1179_5_and_7a	5 and 7a PUP1179			N	N	N		N	N	N	N
PUP1179_6_and_7b	6 and 7b PUP1179			N	N	N		N	N	N	N
PUP1179_8_and_7c	8 and 7c PUP1179			N	N	N		N	N	N	N

Depending on the module, you should consider the best way to set up the groups, particularly if they need to reflect timetable groupings.

A [ready-made template](#) for group creation is available to help you get started.

Import the spreadsheet

In Users and Groups – Groups, select Import, and then under Import Groups, browse for the saved csv file.



Under Tool Availability, untick ALL the tools. This saves confusion, and if required individual tool availability can be added back later. **Click Submit**, and you should see this message:

This action has been queued. An email will be sent when the process is complete.

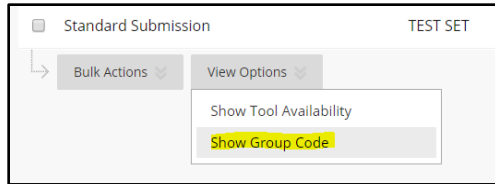
A small number of rows will process quickly, refresh the page to view the groups you have created:

	NAME	GROUP SET	ENROLLED MEMBERS
<input type="checkbox"/>	1 and 2a PUP1179	-	0
<input type="checkbox"/>	3 and 2b PUP1179	-	0
<input type="checkbox"/>	4 and 2c PUP1179	-	0

Populating the groups with student users

The spreadsheet for users has just the two columns. Each row should include the **Group Code** and a username (Edge Hill University ID) of a student who will be a member of that group. If you do not know the Group Code, select the option 'Show Group Code' on the groups management page, and the code will show in an additional column in the groups list.

If you have imported the Groups as shown in the previous section, then you will know the Group Codes you have assigned to the groups.



N.B. If the group code appears blank, this is due to a bug in Blackboard. Perform an 'Export' of groups using the Export option on the Groups page. Afterwards, the groups codes will show.

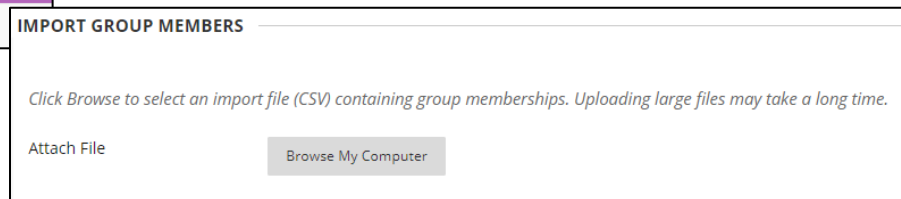
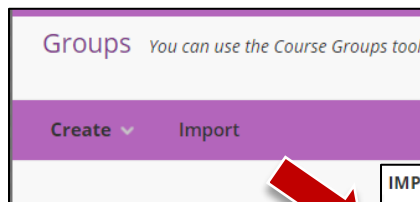
The spreadsheet must be saved as a .csv file.

	A	B
1	Group Code	User Name
3	PUP1179_1_and_2a	22354469
4	PUP1179_1_and_2a	23554695
5	PUP1179_1_and_2a	22584123
5	PUP1179_1_and_2a	22789561
7	PUP1179_3_and_2b	33587944
3	PUP1179_3_and_2b	22518974
3	PUP1179_3_and_2b	22544184
0	PUP1179_3_and_2b	22555894
1	PUP1179_3_and_2b	22518989
2	PUP1179_4_and_2c	

A [ready-made template](#) is available.

Importing the spreadsheet

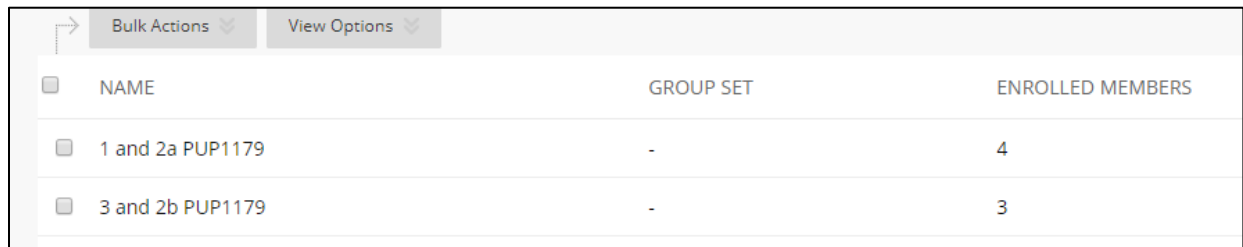
In Users and Groups – Groups, select Import, and then under Import Group Members, browse for the saved csv file.



Click Submit, and you should this message:

This action has been queued. An email will be sent when the process is complete.

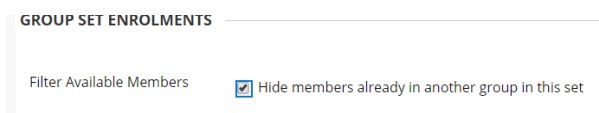
You will see the groups now each have several enrolled members. Click a Group name to view the member names.



	Bulk Actions	View Options	
<input type="checkbox"/>	NAME	GROUP SET	ENROLLED MEMBERS
<input type="checkbox"/>	1 and 2a PUP1179	-	4
<input type="checkbox"/>	3 and 2b PUP1179	-	3

Changes to group membership

This is where setting up groups in Group Sets can prove useful. When editing the membership in a Group Sets, you should tick the following setting so that only students not already in one of the Group Set groups are available to add to another group in the same set.



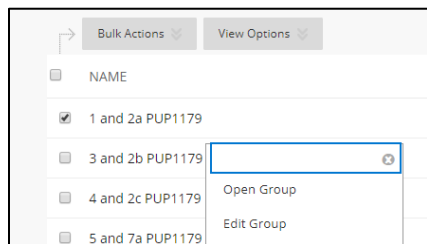
GROUP SET ENROLMENTS

Filter Available Members Hide members already in another group in this set

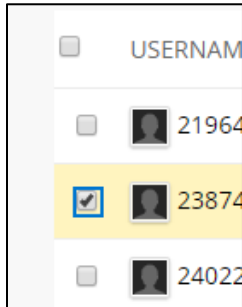
Late enrolments

If a student enrolls later than usual, then they will not be a member of any groups already created in the Blackboard course.

To add a student user to a group, hover next to the group name, click the arrow and choose Edit Group.



At the foot of the Edit page you will see the membership, here you can click Add Users. Tick the user(s) you wish to add to this group, then click Submit.



Change of group on timetable

There may be instances when a student permanently changes group on the timetable and therefore their group membership in Blackboard. In their old group, under Edit Group, you will see a cross next to each member:

ST NAME	ROLE
This table shows a list of students that have been added to this group.	
CHBOLD	Student ✕

Click the cross to see the confirmation message.

Then, add them to the correct group as shown above.

Submission Dropbox Management

If groups are being used to manage access to submission dropboxes, then at times several students may need to be moved between groups. Using Group Sets helps avoid.

Implications of group changes - Qwickly

Backdating attendance

Sometimes a student attends a group's session before they are added to the group. It will be possible to add their attendance to that session, only once the student has both been added to the group, and another register has been taken with them in the group.

Student attendance records in the old group

If a student is removed from a group, their attendance for that group is no longer shown in the group view, but is visible in the full list and in any downloaded data.