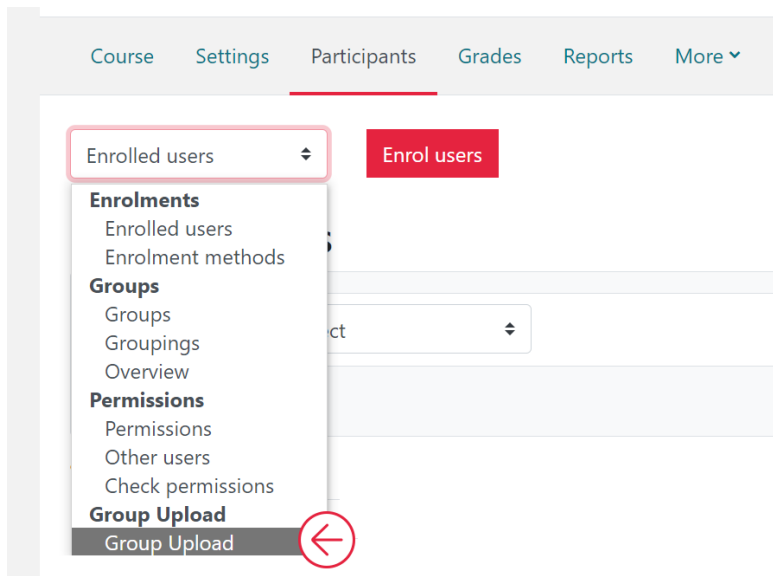


Group Upload Activity

On your module page, go to **Participants**, from the **Enrolled Users** dropdown menu, and select **Group Upload**.



Upload the **CSV file** (see below for file format) either by dragging and dropping into the box with the arrow or by clicking 'Choose a file' and then click on **Import**.

▼ Import File

Use group:



Use uploaded file data

Create groups:



Yes



Choose a file...



Accepted file types:

Comma-separated values .csv

Text file .txt

Import

Cancel

Upload a .csv file in the format shown in the example below.

Note: No column headers required

	A	B	C
1	40010487	Wednesday Group	
2	40017475	Wednesday Group	
3	40012662	Thursday Group	
4	40012904	Thursday Group	
5			
6			

When processing is completed click on **Continue**.

Import a Group Upload File📎

Group import and creation successful.

Continue

You will be taken to the Groups screen to review the groups you have created.

Groups

LS000718 Groups

Groups

Thursday Group (2)
Wednesday Group (2)