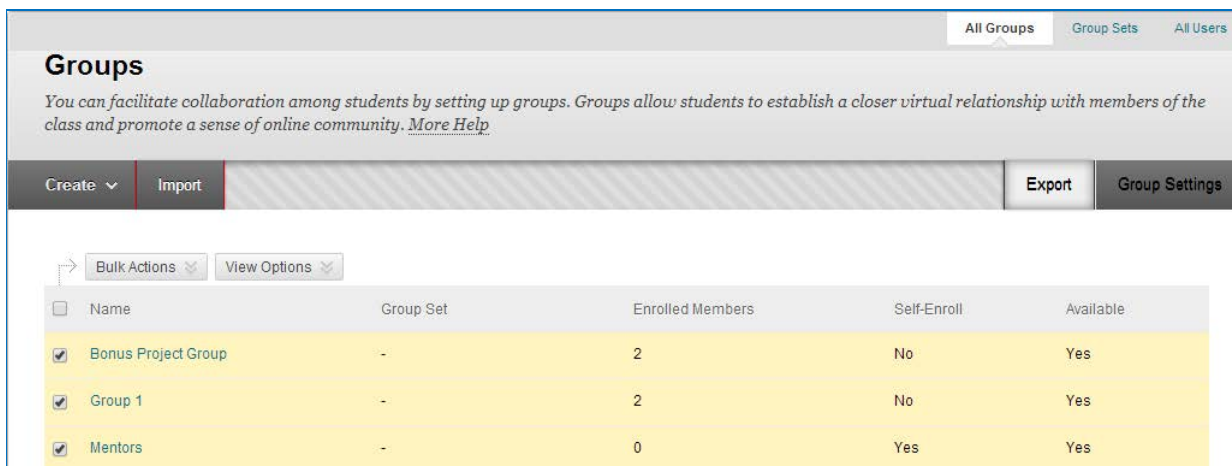


Exporting Groups and Group Sets

When exporting group information, you will receive the .csv file in the form of an attachment to a message in the email box specified in your Blackboard profile.

1. On the Groups page, whether viewing All Groups or Group Sets, click the checkbox next to all groups you wish to export, and click the **Export** button on the action bar.



The screenshot shows the Blackboard Groups page. At the top right, there are tabs for "All Groups", "Group Sets", and "All Users". Below the tabs is a header section with the title "Groups" and a descriptive paragraph: "You can facilitate collaboration among students by setting up groups. Groups allow students to establish a closer virtual relationship with members of the class and promote a sense of online community. [More Help](#)". Below the header is an action bar with buttons for "Create", "Import", "Export", and "Group Settings". Below the action bar is a table with columns for "Name", "Group Set", "Enrolled Members", "Self-Enroll", and "Available". The table contains three rows: "Bonus Project Group", "Group 1", and "Mentors". Each row has a checkbox in the first column, which is checked for all three rows. The "Export" button is visible in the action bar.

<input type="checkbox"/>	Name	Group Set	Enrolled Members	Self-Enroll	Available
<input checked="" type="checkbox"/>	Bonus Project Group	-	2	No	Yes
<input checked="" type="checkbox"/>	Group 1	-	2	No	Yes
<input checked="" type="checkbox"/>	Mentors	-	0	Yes	Yes

2. On the Export Groups and Members page, determine whether to export **Groups only**, **Group members only**, or **Groups and group members**. Check the checkbox to include a header row in the resulting .csv file.

1. Export

Groups only
 Group members only
 Groups and group members

Include header row

3. Click the **Submit** button to send the file to yourself.

2. Submit

Click Submit to proceed. Click Cancel to quit.



You will see a green banner indicating success, informing you that you will receive a message when the exporting process is complete.