

## 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.

**Groups**

*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](#)*

Create ▾ Import Export Group Settings

→ Bulk Actions ▾ View Options ▾

<input type="checkbox"/>	Name	Group Set	Enrolled Members	Self-Enroll	Available
<input checked="" type="checkbox"/>	Chad & Jeremy	Pairs	2	No	Yes
<input type="checkbox"/>	Group 1	-	3	No	Yes
<input checked="" type="checkbox"/>	Mickey & Sylvia	Pairs	2	No	Yes
<input checked="" type="checkbox"/>	Sonny & Cher	Pairs	2	No	Yes
<input checked="" type="checkbox"/>	Steve & Eydie	Pairs	2	No	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.

**EXPORT**

Groups only  
 Group members only  
 Groups and group members

Include header row

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



You will see a green banner indicating success, informing you that you will receive a message when the exporting process is complete. The message contains an attached .zip file with a .csv file for the groups themselves and another listing the members of those groups.

