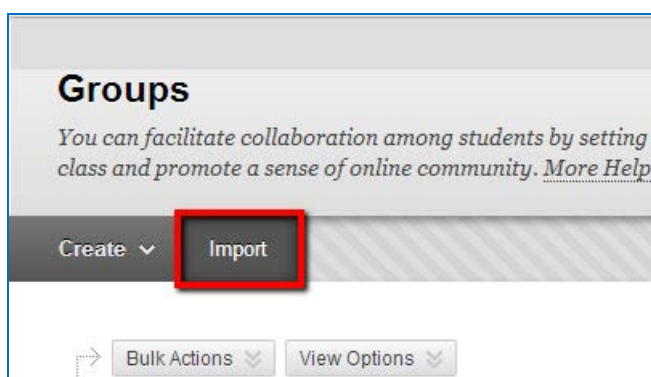


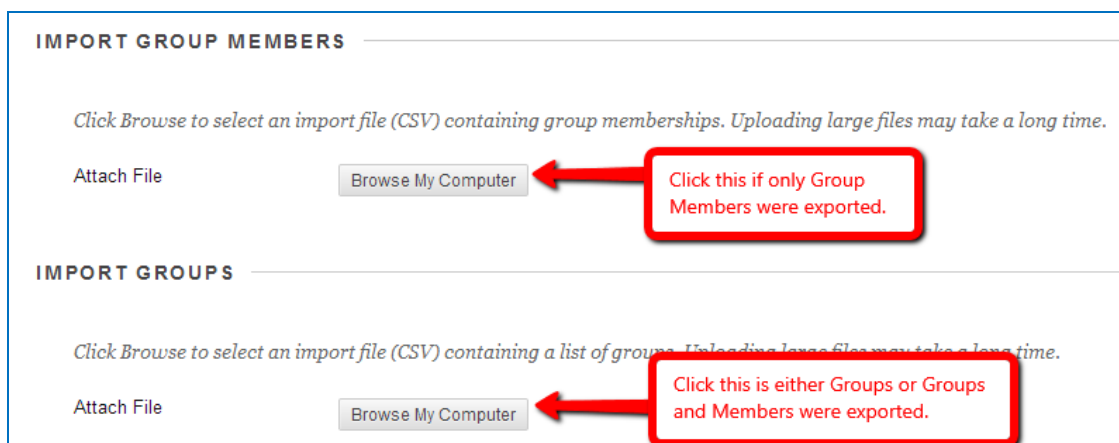
## Importing Groups and Group Sets

When importing a .csv file containing group information, you will receive an email message confirming that the import process has completed or an error message if, for some reason, the process fails. If you have modified the groups in the .csv file, importing those groups into the same course from which they were exported overwrites those groups with the same names.

1. On the Groups page, click the **Import** button on the action bar.



2. On the Import Groups page, click the correct Browse My Computer button to import either **Groups** or **Group Members**, and select the .csv file you wish to import.



3. Check the checkboxes for any tools you wish to make available to the group or groups. Note the warning about previous tool availability, especially if importing back into the same course from which the groups were exported.

**TOOL AVAILABILITY**

Select the group tools you want available for all groups created by your import file. **Previous tool availability settings are overwritten.**

- Wikis
- Course Materials
- Commercial Content Tools
- Blogs
- Collaboration
- Email
- Discussion Board
- File Exchange
- Journals
- Tasks

4. Click **Submit** to finish importing the group information.