Export/import of groups (formed by My Study Group) from one Absalon course room to another

Situation:

You have formed study groups with the tool My Study Group in one course room.

Now you have a new course room with (more or less) the same student population, and you would like to re-use the groups from your previous room. Here is what to do:

Start in the original ("old") course room.

1. Go to *People*. Click the tab *Study Group (Sync)*:
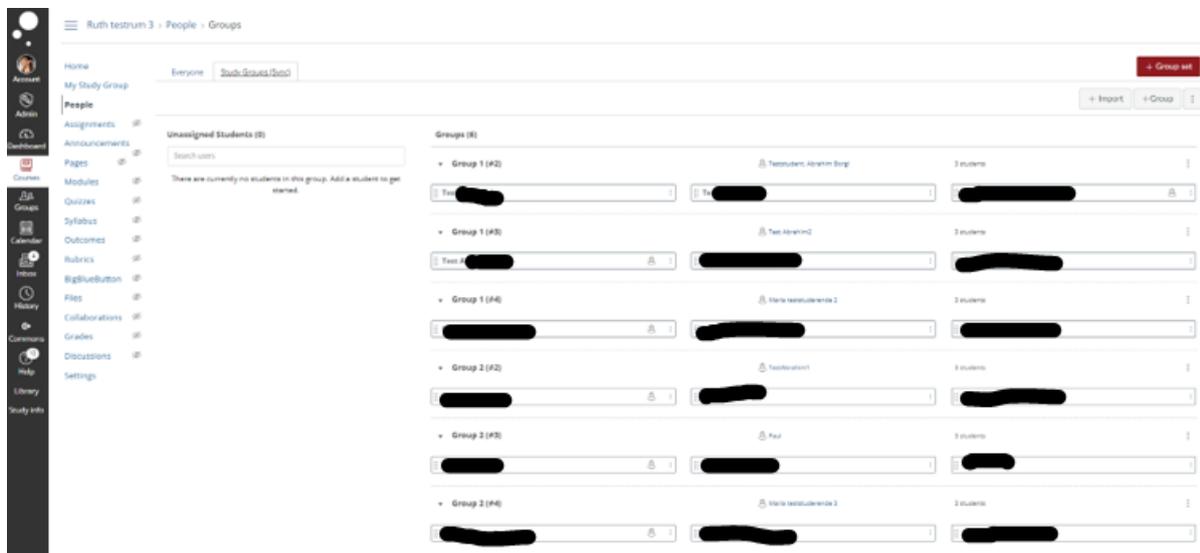
Here you will see the groups that were formed by My Study Group.

2. Click *+Import* in the top right corner:
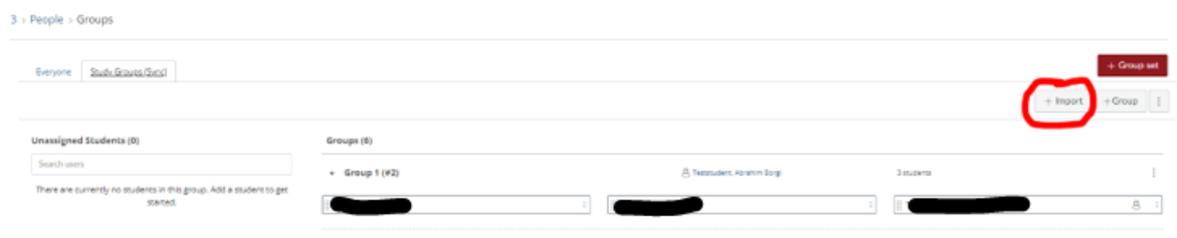
3. Click *Download Course Roster CSV* and save the file. Choose a location where you will be able to find it again later.

Import Groups

Upload CSV File
Drag and drop or click to browse your computer

Download Course Roster CSV
To assign students to a group, enter group names in the "group_name" column.

Group Import API Documentation

4. Open the Excel file. It may look strange due to US American formatting, but you can entangle it:

- On the *Data* tab, click *From text/CSV:*

- Now open the downloaded file once more.

- Click *Load:*

- Now the file looks more reasonable. Save the new version.

5. Go to your new course room. Go to *People > Groups*.

6. Click *+ Group Set:*
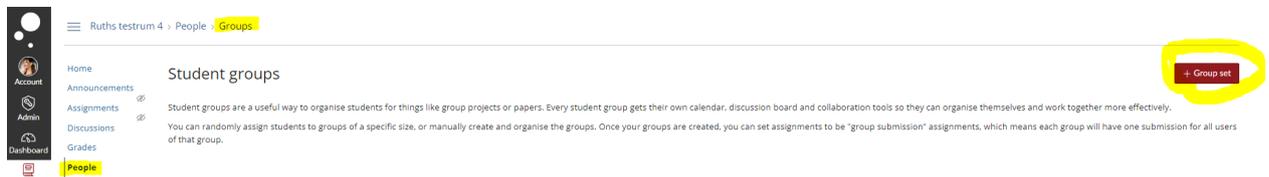
7. Give your new Group Set a name and make sure that the option "I'll create groups later" is ticked off (usually done per default). Remember to save.

Create Group Set   ×

Group Set Name	Import fra Kursus XXXX

Self sign-up ⑦
☐ Allow self sign-up
☐ Require group members to be in the same section

Group Structure
○ Split students into [0] groups
○ Split students into groups with [0] students per group
● I'll create groups later

Cancel   **Save**

8. Click *+Import* and upload your csv file:

Upload CSV File
Drag and drop or click to browse your computer

Download Course Roster CSV
To assign students to a group, enter group names in the "group_name" column.

Group Import API Documentation
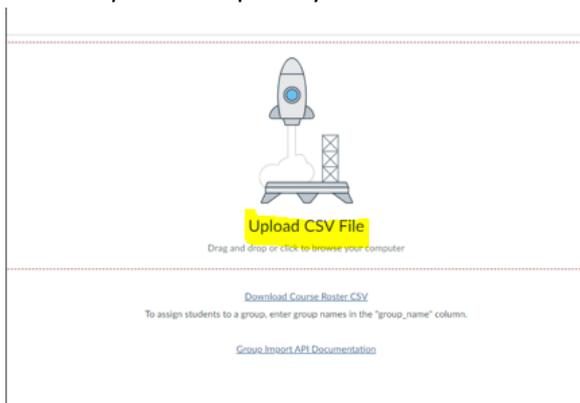
9. It may take some time for your groups to be created.

10. You will now see that the "old groups" have been created in your new course room.

   To the left you see a list of students who are not yet members of any group *(Unassigned students)*.
   Typically, "new" students who were not part of the old course room will be included here.
   These students need either to be assigned to (one/some of) the existing groups or form their own, new group(s).

Everyone Import fra Kursus XXXX **+ Group set**

+ Import + Group ⋮

Unassigned Students (5)

Search users

Groups (6)

▾ Group 1 (#2)   2 students ⋮

▾ Group 1 (#3)   2 students

▾ Group 1 (#4)   2 students ⋮

▾ Group 2 (#2)   3 students ⋮

▾ Group 2 (#3)   3 students ⋮

▾ **Group 2 (#4)**   3 students ⋮