

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

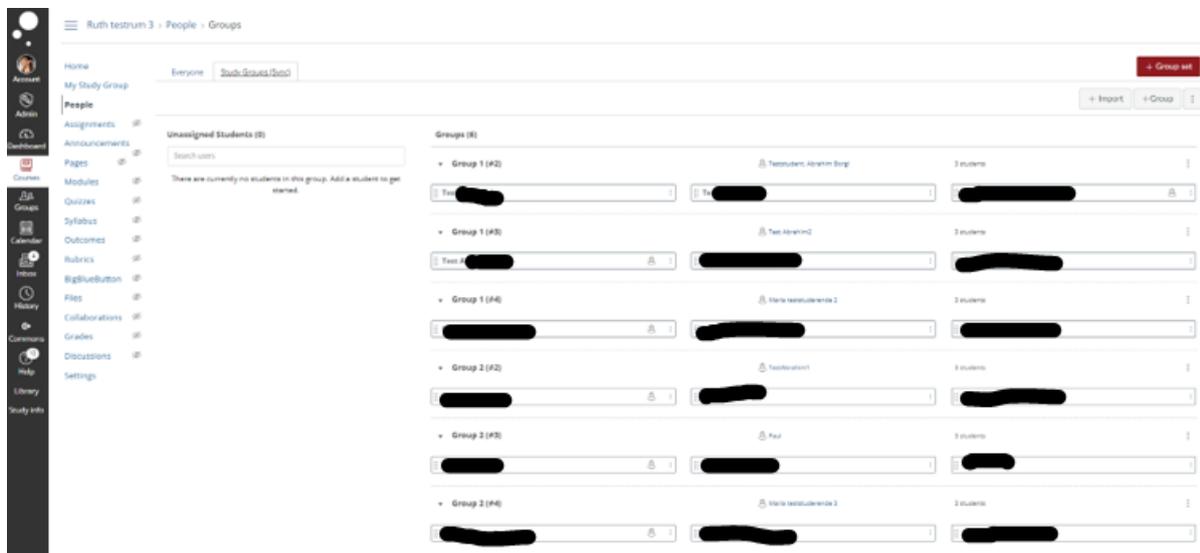
Situation:

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:

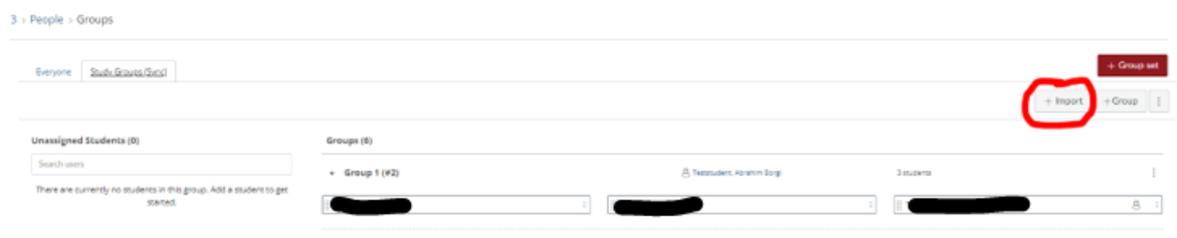
Start in the original ("old") course room.

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*:

	A	B	C	D	E	F	G	H	I	J	K
1	name,canvas_user_id,user_id,login_id,sections,group_name,canvas_group_id,group_id										
2	2, ██████████, teststuderende, ██████████, 07, ██████████, ██████████@gmail.com, Ruth testrum 3, Group 1 (#4), 145996,										
3	3, ██████████, teststuderende, ██████████, 17, ██████████, ██████████@gmail.com, Ruth testrum 3, Group 2 (#4), 145997,										
4	6, ██████████, teststuderende, ██████████, 07, ██████████, ██████████@gmail.com, Ruth testrum 3, Group 2 (#4), 145997,										
5	7, ██████████, teststuderende, ██████████, 37, ██████████, ██████████@gmail.com, Ruth testrum 3, Group 1 (#4), 145996,										
6	8, ██████████, teststuderende, ██████████, 09, ██████████, ██████████@gmail.com, Ruth testrum 3, Group 2 (#4), 145997,										
7	9, ██████████, teststuderende, ██████████, 09, ██████████, ██████████@gmail.com, Ruth testrum 3, Group 1 (#4), 145996,										

- Now open the downloaded file once more.
- Click *Load*:

Study Groups (Sync) (1).csv

Filoprindelse: 1252: Vesteuropæisk (Windows) Afgrænser: Komma Registrering af datatype: Baseret på de første 200 rækker

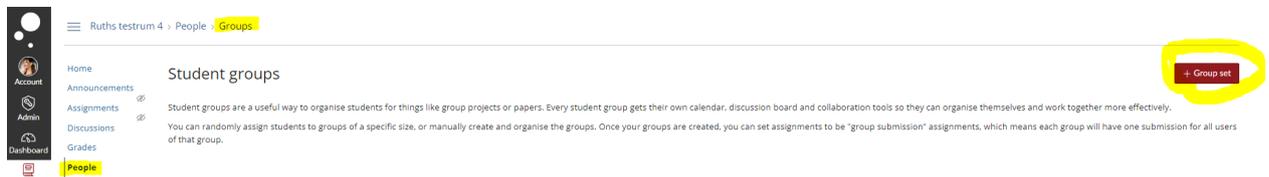
name	canvas_user_id	user_id	login_id	sections	group_name	canvas_group_id	group_i
2, Maria teststuderende	376707		m...@gmail.com	Rath testrum 3	Group 1 (#4)	145996	
3, Maria teststuderende	376727		m...@gmail.com	Rath testrum 3	Group 2 (#4)	145997	
6, Maria teststuderende	377357		m...@gmail.com	Rath testrum 3	Group 2 (#4)	145997	
7, Maria teststuderende	377358		m...@gmail.com	Rath testrum 3	Group 1 (#4)	145996	
8, Maria teststuderende	377359		m...@gmail.com	Rath testrum 3	Group 2 (#4)	145997	
9, Maria teststuderende	377360		m...@gmail.com	Rath testrum 3	Group 1 (#4)	145996	
AI Test	370141	MCU18	m...@gmail.com	Rath testrum 3 and 8	Group 1 (#3)	145995	
CourseAdminTESTbruger	376726		m...@gmail.com	Rath testrum 3	Group 1 (#3)	145995	
CourseTeacherTESTbruger	376783		m...@gmail.com	Rath testrum 3	Group 1 (#3)	145995	
	312872			Rath testrum 3	Group 2 (#3)	145992	
Sarabanda	336398		m...@itu.dk	Rath testrum 3	Group 2 (#3)	145992	
Test	370140	MCU15	m...@ive.dk	Rath testrum 3	Group 1 (#2)	145993	
Test	370135	MCU13	m...@ive.dk	Rath testrum 3	Group 2 (#2)	145994	
Test	370136	MCU14	m...@mail.com	Rath testrum 3	Group 2 (#2)	145994	
Test	369738	MCU12	m...@mail.com	Rath testrum 3	Group 1 (#2)	145993	
Test, Ruth	330156			Rath testrum 3	Group 2 (#3)	145992	
Teststuderent,	347942			Rath testrum 3	Group 1 (#2)	145993	
Teststuderende	370144	MCU22		Rath testrum 3	Group 2 (#2)	145994	

Indlæs Transformér data Annullér

- 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

Self sign-up ?

Allow self sign-up

Require group members to be in the same section

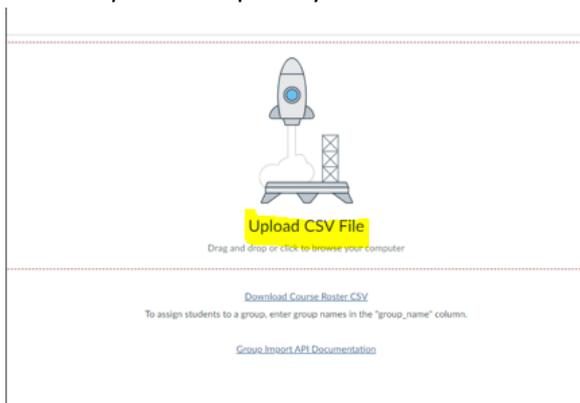
Group Structure

Split students into groups

Split students into groups with students per group

I'll create groups later

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



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 to Kursus 1000

+ Group set

+ Import + Group

Unassigned Students (3)

Search users

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Groups (8)

- Group 1 (#2) 2 students
 - [Redacted]
 - [Redacted]
- Group 1 (#3) 2 students
 - [Redacted]
 - [Redacted]
- Group 1 (#4) 2 students
 - [Redacted]
 - [Redacted]
- Group 2 (#2) 3 students
 - [Redacted]
 - [Redacted]
 - [Redacted]
- Group 2 (#3) 3 students
 - [Redacted]
 - [Redacted]
 - [Redacted]
- Group 2 (#4) 3 students
 - [Redacted]
 - [Redacted]
 - [Redacted]