

How do I import groups in a group set?

In a group set, you can choose to create and assign students to groups by importing a CSV file. Alternatively, you can choose to [manually create groups](#) or [automatically assign students to groups](#) in a group set.

Note: In group assignments, all students should be assigned to groups before the assignment is published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group.

Open People

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In Course Navigation, click the **People** link.

Add Group Set

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Click the **Add Group Set** button.

Save Group Set

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Add a name for the group set [1]. Select the **create groups later** option [2]. Then click the **Save** button [3].

Import Groups

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To import groups, click the **Add Import** button.

Download Course Roster CSV File

[Download Course Roster CSV File](#)

On the Import Groups page, you can download a template CSV file by clicking the **Download Course Roster CSV** link.

Edit Course Roster CSV File

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The Course Roster CSV includes information for each student in the course where applicable, including student name, canvas user ID, user ID, login ID, sections, and group name.

To assign students to a group, enter group names in the "group_name" column.

When you're finished editing, save the file as a CSV.

Upload CSV File

[Upload CSV File](#)

On the Import Groups page, you can upload your CSV file by clicking and dragging the file or clicking the **Upload CSV File** area to browse files on your computer.

Monitor CSV File Upload

[Monitor CSV File Upload](#)

A progress bar displays the status of the group creation.

View Groups

[View Groups](#)

Created groups display in the group set.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-groups-in-a-group-set/ta-p/417799>]

Revision #1

Created 2025-05-14 16:43:39 UTC by Brandy Brickey

Updated 2025-05-14 16:57:07 UTC by Brandy Brickey