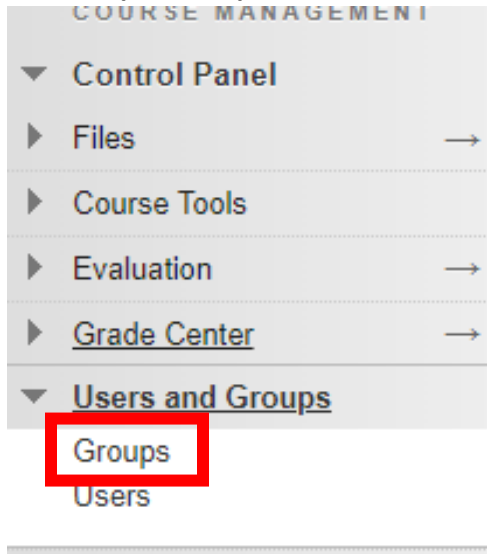




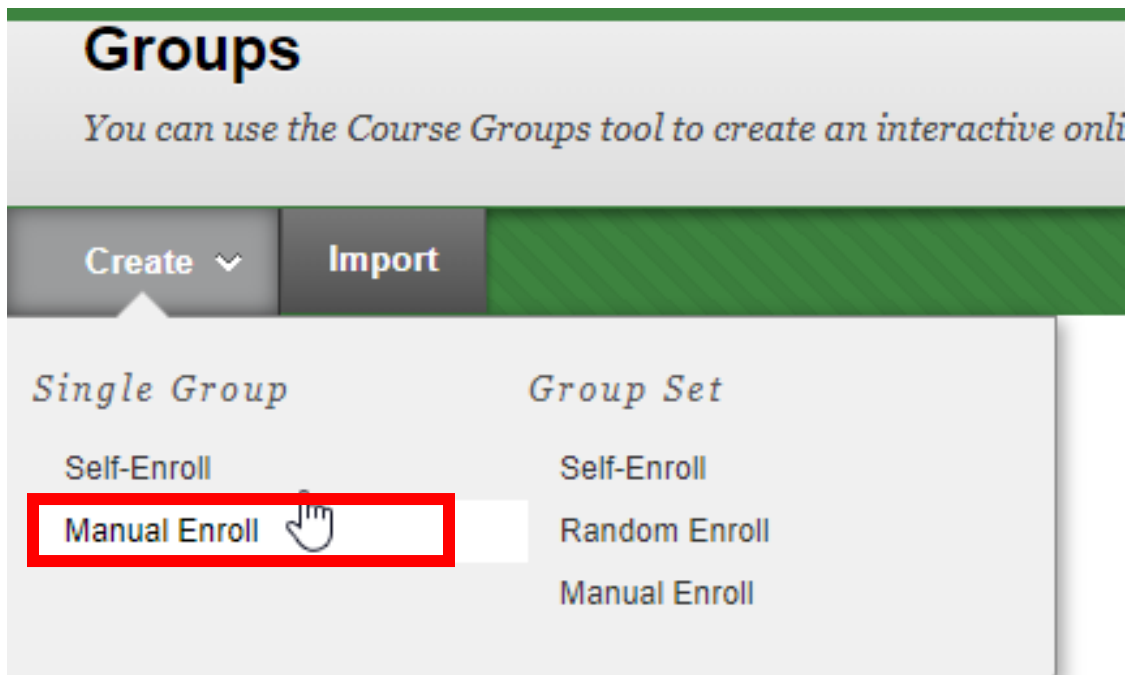
Import Course Sections from SIS into Blackboard Groups

Part 1: Create blackboard groups

1. Log into blackboard and create 1 group for each section of the course you have. Go to **Users and Groups > Groups**



2. Click **Create > Manual Enroll**





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3. Enter a name and uncheck any undesired features (if you're not sure uncheck them all).

Create Group

You can create formal groups of students to collaborate on work. [More Help](#)

* Indicates a required field.

GROUP INFORMATION

* Name

Section 001

Description

Path: p

TOOL AVAILABILITY

- Blogs
 - No grading
 - Grade: Points possible:
- Discussion Board
 - Allow any group members to create forums.
 - Do not allow student group members to create forums.
- Email
- File Exchange
- Journals
 - No grading
 - Grade: Points possible:
- Tasks
- Academic Materials
- Content Market Tools
- Wikis
 - No grading
 - Grade: Points possible:

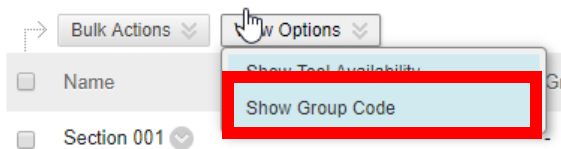
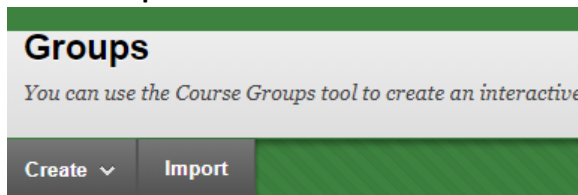


- If you want a **Smart View** in grade center, which is a filtered view based on the group, check off **Create smart view for this group**
(Please see Last section to see how it will look in grade center)

GROUP OPTIONS

Create smart view for this group

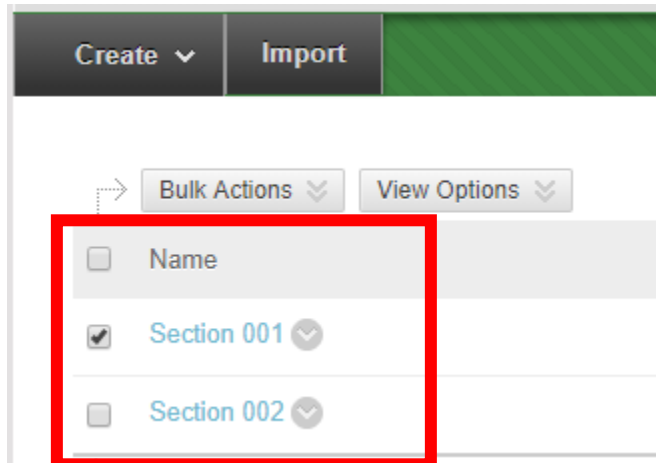
- Click **Submit**
- Next we will need the group code so on the Groups screen hover over view options and click **Show Group Code**



Note the group code column added and we will need the group code later to keep track of it:

Name	Group Set	Enrolled Members	Self-Enroll	Available	Group Code
Section 001	-	0	No	Yes	Section_gc_001

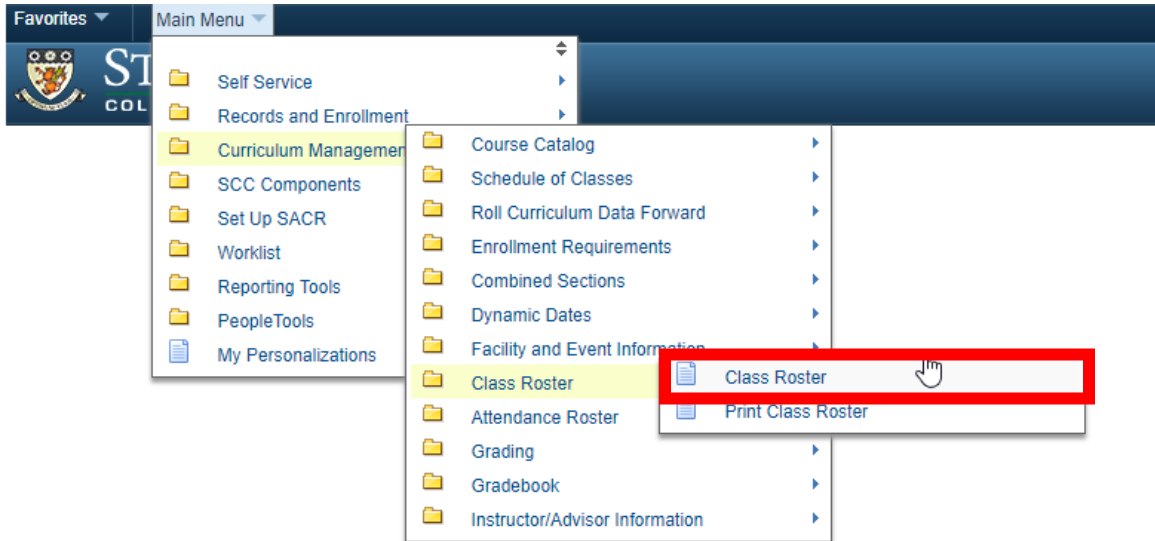
- Please repeat steps 2-6 until you have created 1 group per section of your course. For example if you have 2 you should see:





Part 2: Export students from SIS and Grade Center

- Log into SIS
- Go to **Main Menu > Curriculum Management > Class Roster > Class Roster**



- Search for you class, I would recommend including term and course code like below, then click **Search**.

Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Academic Institution	begins with		<input type="text"/>	<input type="text"/>
Term	begins with	1330	<input type="text"/>	<input type="text"/>
Subject Area	begins with	MIT	<input type="text"/>	<input type="text"/>
Catalog Nbr	begins with	409	<input type="text"/>	<input type="text"/>
Class Nbr	=		<input type="text"/>	<input type="text"/>
Class Section	begins with		<input type="text"/>	<input type="text"/>
Session	=		<input type="text"/>	<input type="text"/>
Course ID	begins with		<input type="text"/>	<input type="text"/>
Course Offering Nbr	=		<input type="text"/>	<input type="text"/>

[Basic Search](#)

- Select the first desired section:

View All	Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
	STCLC	1330	MIT	409	1781	002	Regular	018417	1	LINUX SERVER ADMINISTRATION
	STCLC	1330	MIT	409	1782	001	Regular	018417	1	LINUX SERVER ADMINISTRATION



12. Export to Excel by clicking the export button (depending on your browser you may have to allow popups). This is download an excel file to your computer which we will use shortly. **Rename the excel files that were downloaded so you can identify each section!!**

Class Roster

Fall 2018 | Regular Academic Session | St. Clair College | Credit

MIT 409 - 002 (1781)
LINUX SERVER ADMINISTRATION (Course)

Days and Times	Room	Instructor	Dates
Mo 2:00PM-4:00PM	South Campus 052	Franco Iacobacci	09/03/2018 - 12/16/2018
Tu 10:00AM-12:00PM	South Campus 238	Franco Iacobacci	09/03/2018 - 12/16/2018

*Enrollment Status

Enrollment Capacity 27

Enrolled 29

Dropped 1


All Students Personalize Find  First 1-30 of 30 Last

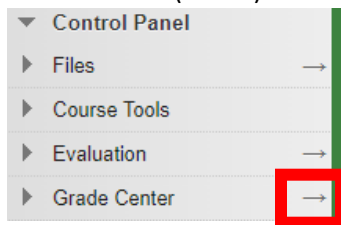
ID	Name	Grade Basis	Units	Program and Plan	Level	Status
----	------	-------------	-------	------------------	-------	--------

13. Click **Next in List** or **Return to Search** and repeat the exports steps until you've downloaded all the sections for your class.

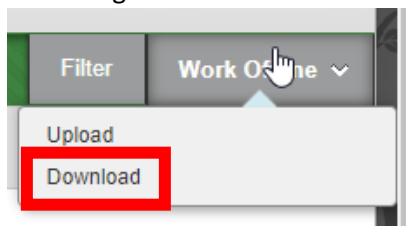


Part 3: Export Grade Center User information

14. Click the  (arrow) next to **Grade Center**



15. On the right hand side click **Work Offline > Download**





16. Under Data select **User Information Only**

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download

Full Grade Center

Selected Column

Weighted Total ▾

Include Comments for this Column

User Information Only

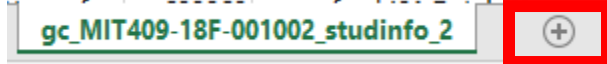
17. Click **Submit**

Part 4: Create the import file (the hard part)

18. Open the following:

- Export from Grade Center
- All Exported Documents from SIS.

19. Create a new sheet in the Excel document exported from Grade Center.



20. In the first document exported from SIS highlight all the student numbers and copy them. (**Do not highlight the title ID**)

	A	B	C
1	ID	Name	Grade Basis
2	60031		Graded
3	60091		Graded
4	60001		Graded
5	60031		Graded
6	60051		Graded
7	60041		Graded
8	60021		Graded
9	60021		Graded
0	60051		Graded
1	70041		Graded
2	60031		Graded
3	60021		Graded
4	10031		Graded
5	60071		Graded



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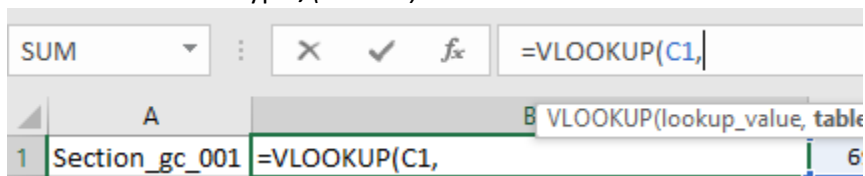
21. Paste the copied values into column C (third column) in the new excel document.
22. Then in column A for all the pasted values add the **Group Code** obtained from blackboard earlier for the group **matching** the section pasted.

	A	B	C
1	Section_gc_001		6 3
2	Section_gc_001		6 9
3	Section_gc_001		6 0
4	Section_gc_001		6 3
5	Section_gc_001		6 5
6	Section_gc_001		6 4
7	Section_gc_001		6 2

23. Repeat Steps 20-22 for each section, appending the student numbers to the bottom of the list with each **different Group Code**.

27	Section_gc_001		6 3
28	Section_gc_001		6 5
29	Section_gc_001		6 0
30	Section_gc_001		7 4
31	Section_gc_002		6 5
32	Section_gc_002		6 2
33	Section_gc_002		6 9
34	Section_gc_002		6 2

24. Next use the Excel formula below in column B1 type **=vlookup(**
25. Then select C1 and type **,** (comma)

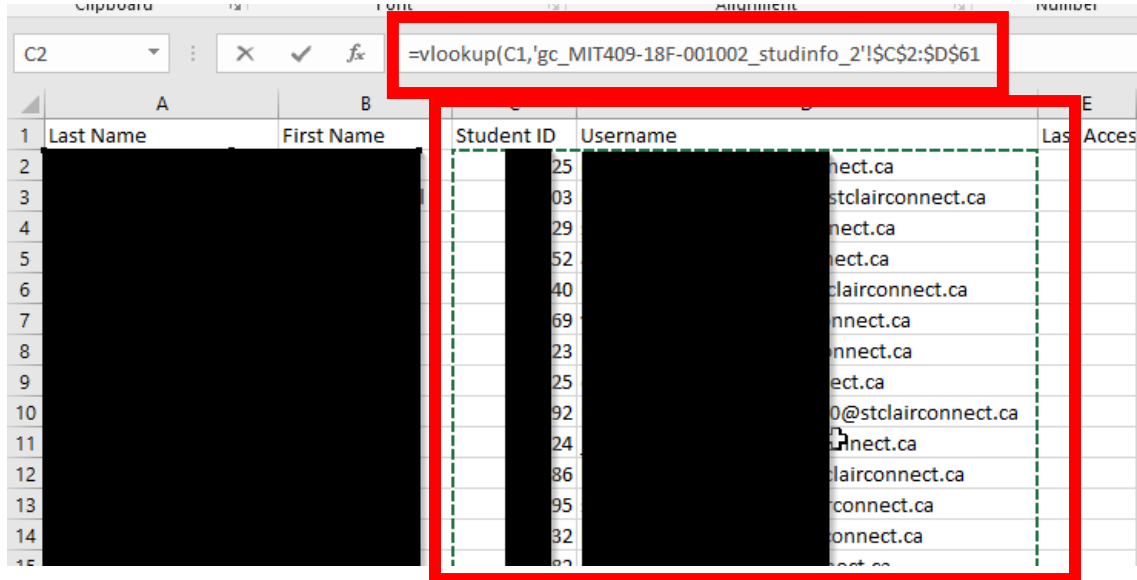


26. Next click the grade center sheet:





27. Next Highlight the **Student ID** and **Username** Columns and hit **F4** on your keyboard. (F4 will make the excel reference static this is **very important**)



28. Next type , (comma) then type **2**



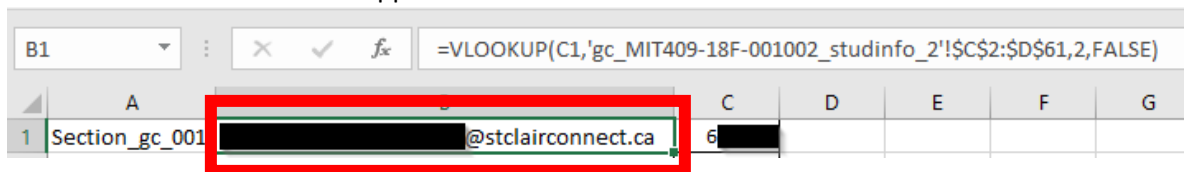
29. Next type , (comma) then type **false** and) (close bracket)



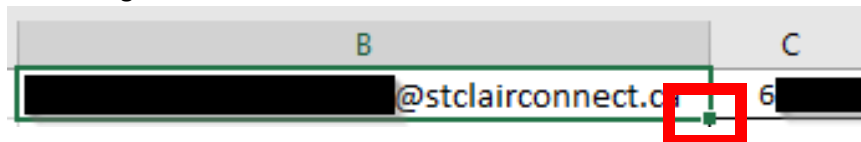
- 30.

31. Finally hit **Enter**

32. Now an email address should appear in **B1**



33. Now fill column **B** with the formula by dragging down by clicking on the square in the cell bottom right corner.



34. If you have any #N/A delete those rows from excel by right clicking on the row number and delete.





35. Your result should look like:

	A	B	C
1	Section_gc_001	stclairconnect.ca	6
2	Section_gc_001	nect.ca	6
3	Section_gc_001	clairconnect.ca	6
4	Section_gc_001	onnect.ca	6
5	Section_gc_001	ect.ca	6
6	Section_gc_001	onnect.ca	6
7	Section_gc_001	onnect.ca	6
8	Section_gc_001	nect.ca	6
9	Section_gc_001	nect.ca	6
10	Section_gc_001	nect.ca	7
11	Section_gc_001	rconnect.ca	6
12	Section_gc_001	ect.ca	6

36. While on the excel worksheet you just created go to **File > Save As**, select CSV file and save the file. We will need to import this in the next step).

Info
New
Open
Save
Save As

Save As

Recent

St. Clair College

OneDrive - St. Clair College
FIACOBACCI@stclaircollege.ca

Downloads

BB Group Import

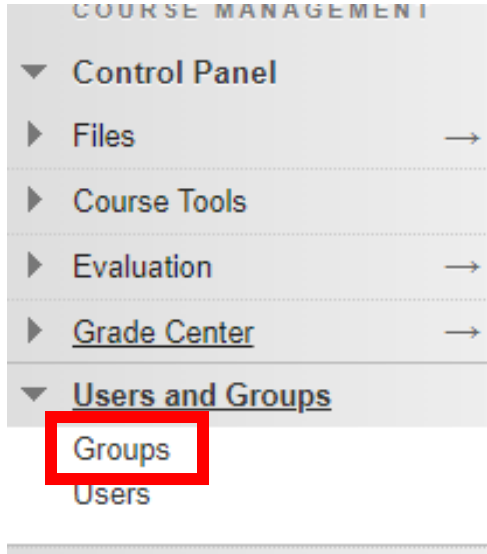
CSV UTF-8 (Comma delimited) (*.csv)

Save

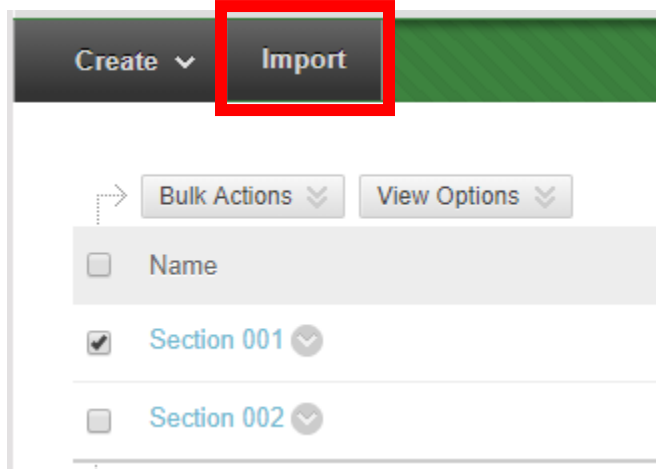


Part 5: Import into blackboard

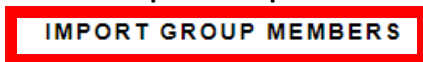
37. Log into blackboard and create 1 group for each section of the course you have. Go to **Users and Groups > Groups**



38. Click **Import**

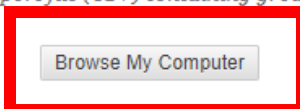


39. Under **Import Group Members** click **Browse My Computer**



Click Browse to select an import file (CSV) containing group memberships. Uploading large files may take a long time.

Attach File



40. Click **Submit**



41. Once complete you will receive an email. Refresh your group page and you should see users enrolled.


Groups
You can use the Course Groups tool to create an interactive online environment. [More Help](#)

Create ▾ Import

Bulk Actions ▾ View Options ▾

<input type="checkbox"/>	Name	Group Set	Enrolled Members
<input type="checkbox"/>	Section 001 ▾	-	29
<input type="checkbox"/>	Section 002 ▾	-	29

Optional Part: Filter Grade Center by Smart Views

1. Click the  (arrow) next to **Grade Center**

Control Panel

- Files →
- Course Tools
- Evaluation →
- Grade Center →

2. Click **Filter** on the right side, and a bar will appear under

Filter Work Offline ▾

3. Hover over the selected **Current View**.

Grade Center : Full Grade Center ▾

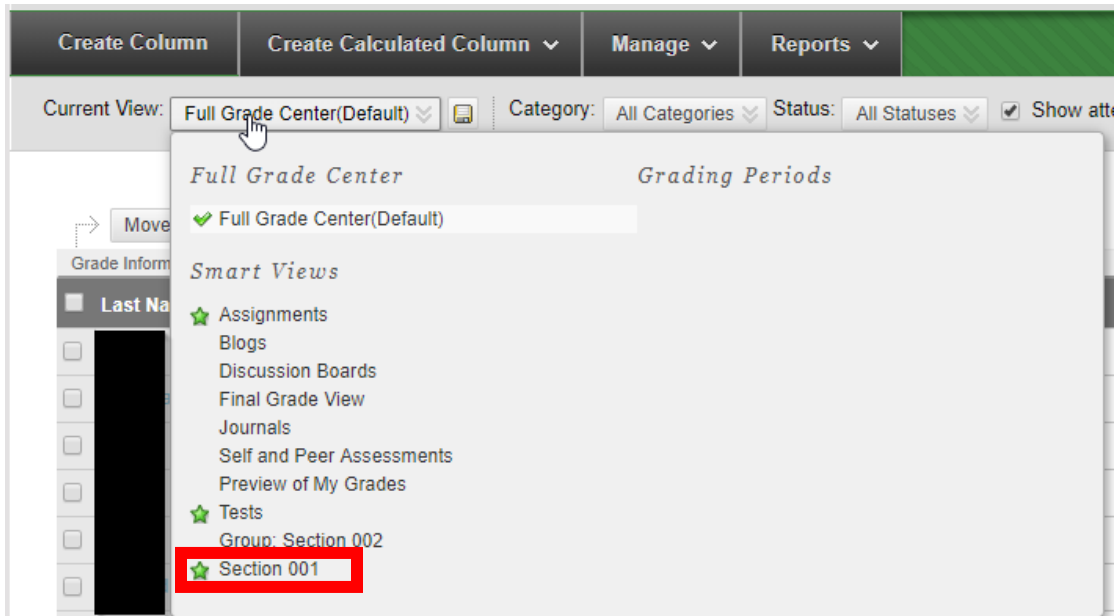
The Full Grade Center displays all columns and rows in the Grade Center and is the default view

Create Column Create Calculated Column ▾ Manage ▾ Reports ▾

Current View: Full Grade Center(Default) ▾ Category: All Categories ▾ Status: All Statuses ▾

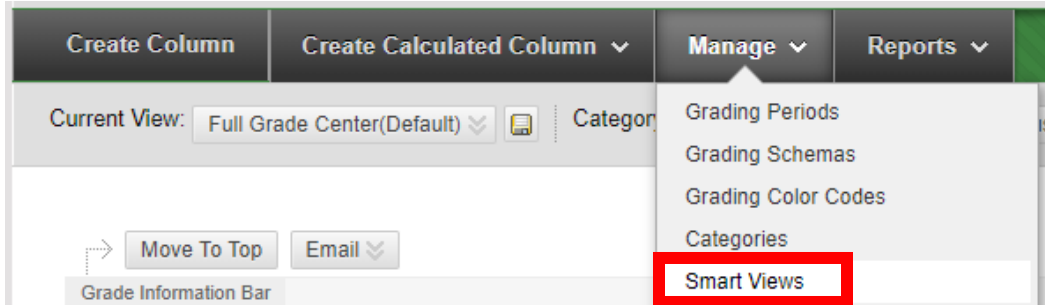


- Click on the desired Smart View, and you will see only the students in the selected group.



Optional Part: Making a Favourite Smart View

- Under Grade Center hover over **Manage** select **Smart View**



- Click the  star next to the desired Smart Views. Once highlighted green, it is now a favourite.



- These are now displayed under the Grade Center menu:

