

Student Group from a File Upload

This is helpful if you have an existing list of students that is not a naturally formed group, OR there needs to be data that can be used to filter or create a **Smart Group**. For example,

- Students who come into the health room frequently
- Students who are tracked in the counseling office
- A large group of students has already identified that you want to make multiple smaller groups.

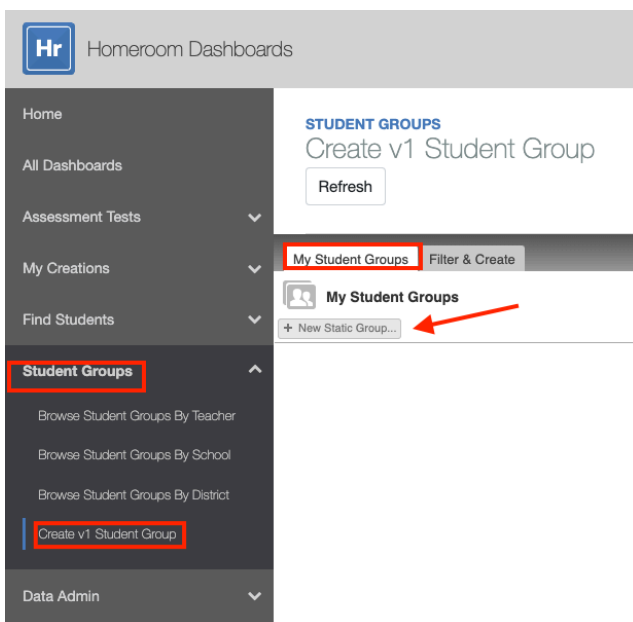
To begin, you will need a comma-separated value file (with the CSV file extension) that contains only one column, whose header and data must **MATCH EXACTLY** with one of the following student identifiers:

- SSID
- Other ID
- External Application ID (in Skyward, this is the Internal ID)
- Student ID (this is their Homeroom ID, available in Data Admin, under Students)

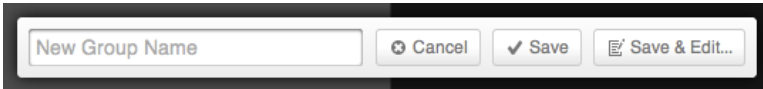
NOTE: The file can come from Homeroom. Use the download feature and select a Student ID to download. In the XLSX, sort and delete students as needed, then save the file(s) as a CSV.

Create a New Group with an Upload File

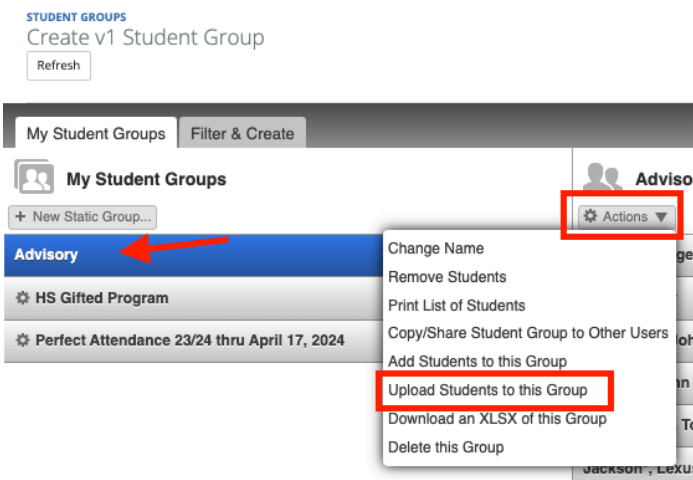
1. Start under **Student Groups** in the left navigation menu and choose **Create v1 Student Group**.
2. Click the **My Student Groups** tab.
3. Click the **+ New Static Group...** button in the top left.



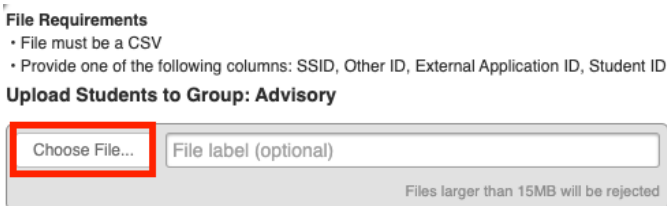
4. Fill in the **New Group Name**.
5. Click **Save**. NOTE: If you accidentally click **Save & Edit**, it will direct you to the page where you can enter student names. If this happens, select the **Back to Group** button on the left to continue.



6. Select the **New Static group** from the **My Student Groups** tab.
7. Select the **Actions Gear** and choose the Upload Students to this group option.



8. In the open dialog box, select "**Choose File**," locate your CSV file, and then select "**Upload**" in the bottom right corner. You will receive a success message and be returned to the dialog box. Either upload another list or choose Cancel. You will also receive an email from Homeroom notifying you of any errors that occur.



Note: After the group is created and students have been populated, you can upload it again to add more students. However, you must manually remove students from the list under **Actions Gear > Remove Students**.