umich.instructure.com/courses/401218/external_tools/2719

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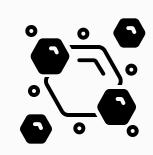TEST My Media

New Analytics

Canvas Course Manager

ALA225 001 SU 2020 ✎

Merge Sections

Combine sections taught by yourself or others into on Canvas site for easier management

Gradebook Tools

Trim the gradebook from Canvas, or trim the gradebook from a third party to correct format

Add UM Users

Add UM users to your available sections

Add Non-UM Users

Enroll non-UM users to your available sections

Add Sections/Groups

Add sections, groups through csv files into you own course.

Contact ITS Service Center
Call 734-764-HELP (764-4357) then press 0
its-servicecenter-managers@umich.edu

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Home > Add sections/groups

📝 Add multiple sections   👥 **Add multiple groups**

select   validation   upload   validation   confirmation

1 —————————— 2 —————————— 3 —————————— 4 —————————— 5

Once you finished validation, click upload

Create a new group set to add users ?

input the name of the new group set

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1 ——— 2 ——— 3 ——— 4 ——— 5

Once you finished validation, click upload

Create a new group set to add users ⑦

input the name of the new group set

Group set is a container of many groups.
If you want to add groups to old group set,
please go to Canvas People Group

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①————————②————————③————————④————————⑤

Once you finished validation, click upload

Create a new group set to add users ⓘ

Group one

name already exists

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select   validation   upload   validation   confirmation

①————————②————————③————————④————————⑤

You have finished the validation, click upload

Create a new group set to add users ⑦

┌───┐
│ Section Summer test   │ ✅
└───┘

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Add multiple sections   **Add multiple groups**

select	validation	upload	validation	confirmation
1	2	3	4	5

csv file example

BROWSE FILES

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csv file example

	group name	uniqname
1	class activity	liyuxuan
	the name of the group	the uniqname of enrolled user

x

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①   ②   ③   ④   ⑤

csv file example

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Add multiple sections   ### Add multiple groups

select	validation	upload	validation	confirmation
1	2	3	4	5

Upload your csv file   csv file example

	group name	uniqname
1	discussion	liyuxuan
2	discussion	siwon
3	discussion	anyjo
4	activity	mwns
5	activity	json

Your file is correct!
If this is the right file you want to upload
click confirm

CONFIRM

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1	2	3	4	5

✅

New groups have been added!
This may take several minutes to process

ADD GROUPS AGAIN

See your groups in
Canvas People Group ➡️

umich.instructure.com/courses/401218/groups#tab-23959

ALA 225 › People › Groups

| Everyone | Group 3 | group1 | group2 |

+ Group Set

+ Group ⋮

Unassigned Students (3)

Search users

▦ 0511 ccm +

▦ 0518 CCM +

▦ Vic CCm +

Groups (1)

▶ vic1   1 student   ⋮

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