

Create Blackboard ConnectEd group export from PowerSchool

1233 June 20, 2024 [Phone/Voicemail](#) 2569

Setup your Current Student Selection

Click on "Importing & Exporting"

Click on Export User Template"

Pick Student as Type of Export

Pick "BBConnect Group Export" as "Export template"

pick "The selected ### students" as "For Which Records"

click submit

save the file as CSV

open the file with Excel

Change the name of the group in the Group column for the 2nd and 3rd row

Highlight the two cells, and double click on the small square in the bottom left

Excel will fill out the rest of the cells below

save the file by pressing the Ctrl and S key together at the same time

Login to Blackboard ConnectEd

(
<https://launcher.myapps.microsoft.com/api/signin/3f91d336-a1f5-4d86-9bb4-5f62b0b8e3f4?tenantId=8af5a2b6-e9d0-433b-a541-dcc72e3b3f60>)

Click on Receipts

Click on Import Data

Click on Select files..."

Pick your edited CSV file

Click on "Advanced options"

Click on "Preserve Data"

Click Import

Online URL: <https://kb.lawrence.k12.ma.us/article.php?id=1233>