Importing Students

Use the import tools, available to coordinators from the **Manage Users** section, to update student enrollment for your school or district. The import process is used to add large numbers of users in a CSV file format. It provides districts with options to add, remove, and update students in a single file upload.

1. Log into your Learning A-Z account. Enter your Username and Password and click **Log in**.

2. Select the **Manage Users** tab. Then select the blue **Add User** button on the upper right side of the screen and choose the **Student** option from the drop-down menu.

3. To bulk import or make changes to your rosters, select the **Add Multiple via CSV Import** button on the right.


4. Select **Download Current Students** (or **Download Template** for first time users) and save the CSV file. This will allow you to view existing student information and will provide a template to add new students or edit existing students for upload.

   - For an explanation of the spreadsheet columns, click **CSV File Structure Details** on the **Manage Users** tab.
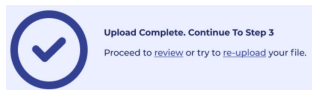

   - For more information on how to add, update, remove, restore, or transfer students, refer to the **FREQUENTLY ASKED QUESTIONS** section on the **Import Students** page.
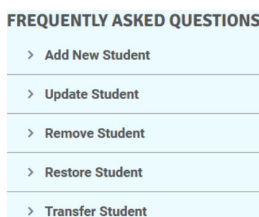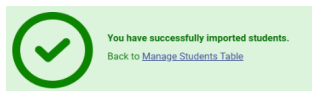

5. Review changes, make edits as necessary, and save this file as a Comma Separated Values (CSV) file.

6. Select **Upload CSV** on the **Import Students** page.

7. Click **Proceed to review** to make changes as necessary, and if there are no edits select **Complete Import**.

   - If there are edits, make the corrections on the CSV file, re-upload the file, and select **Complete Import**.

Our **Guided Help** section provides step-by-step rostering guidance for students.
License Coordinator Resources

QUICK TIP: When saving the files, use one of the following comma delimited file formats (*.csv).
CSV (comma delimited)
CSV UTF-8 (for International)
CSV Macintosh

QUICK TIP: Click on the red triangle to see errors in your file.

QUICK TIP: If you are editing a students name you cannot transfer the student to a new teacher. This needs to be done as two different file uploads.

Still have questions? Contact Customer Support.

☀ Learning A-Z