

Importing Teachers/Admins

Use the import tools, available to coordinators from the *Manage Users* section, to update teacher 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 teachers 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 Teacher/Admin* button on the right side of the screen.
3. To bulk import or make changes to your rosters, select the *Add Multiple via CSV Import* button on the right.

ADD MULTIPLE VIA CSV IMPORT

4. Select *Download Current Roster* (First time users will see *Download Template*) and save the CSV file. This will allow you to view existing teacher information and will provide a template to add new teachers or edit existing teachers for upload.

For an explanation of the spreadsheet columns, click on the *How to Import* tab.



For more information on how to add, update, remove, restore, or transfer students, refer to the *Common Questions* section on the *Import Teacher/Admin* 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 Teachers/Admins* page. Add your file to upload.
7. *Confirm Import*: Review the errors or preview your changes. Errors to contact information can be corrected using the Edit  icon. If errors to the products are present, the edit icon will not be available and a new file must be imported.
8. Once satisfied, click on the blue *Process* button at the bottom of the page.

Need Help?
You will need to have a formatted CSV file. Download your [current roster](#) to get started.

Common Questions:

-  [Add Teacher/Admin](#)
-  [Update Teacher/Admin](#)

NEED MORE HELP?

Our *Guided Help* section provides step-by-step rostering guidance for teachers and admins:

[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

NOTES:

- When adding NEW users leave the Existing Username field blank.
- Use consistent school/org naming conventions to ensure accurate reporting.
- To remove a user, change all product values to “0”.
- License Allocation and Report access for Admins is managed on the *Manage Users tab > Add Teacher/Admin > What Access Would You Like This User to Have?*

 **Still have questions?**
Contact [Customer Support](#).