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. Select the *Students* tab and then select the blue *Add Student* button on the upper 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 Students (First time users will see Download Template)* 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 or watch the short video Student CSV Formatting 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 *Review* to preview your changes. Errors are indicated with a message and an icon **A** next to the field.
- CSV File Structure Details
 Previously Completed Imports
 CSV Help Videos
 Managing Student CSV Uploads
 Student CSV Formatting Details
 Frequently Asked Questions
 Add New Student
 Update Student
 Remove Student
 Restore Student

rostering guidance for students: License Coordinator Resources

Our **Guided Help** section

provides step-by-step

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 the file.

A The import had some issues. Address the errors below then re-run the validation, or re-upload your CSV file.

> Transfer Student

Correct errors on screen and re-running the validation or uploading a new file.



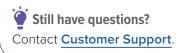
Upload Complete. Continue to Step 3 Proceed to <u>review</u> or try to <u>re-upload</u> your fil



You have successfully imported students. Back to Manage Students Table

QUICK TIP:

If you are editing a student's name you cannot transfer the student to a new teacher. This needs to be done with two separate file uploads.



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