

## 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.

 **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**

 **Transfer Student**

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):

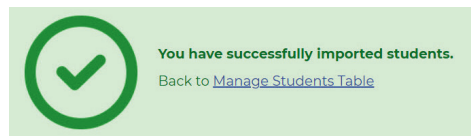
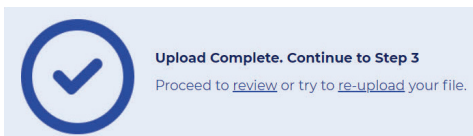
CSV (comma delimited)  
CSV UTF-8 (for International)  
CSV Macintosh


### QUICK TIP:

Click on the red triangle to see errors in the file.

 **The import had some issues. Address the errors below then re-run the validation, or [re-upload your CSV file](#).**

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



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

### 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.