How to Import Teachers & Students

Use the import tools, available to coordinators from the *Manage Users* section, to update teacher and student enrollment for your school or district.

Importing Teachers (and other users)

1. Log into your account by visiting www.learninga-z.com, clicking on *LOGIN* and use your new login credentials.
2. Select *Bulk Import* from the *Manage Users* tab. Then select *Import Teachers*.
3. Begin by selecting *Download Current Roster*. This will allow you to view existing teacher information and will provide a template to add new teachers or edit existing teachers for upload.
4. For an explanation on the spreadsheet columns click *How To Import* on the *Import Teachers* page.

*Note: Refer to the chart below on how to fill out the CSV for what access you want each user to have.

Access	Data to enter under applicable product(s)	Steps to follow after the bulk import
Single classroom teacher	1	None
Multiple classroom teacher	value greater than 1	The teacher can create their classrooms on Kids A-Z, or you can allocate the products for them. 1. Click *Edit*, found in the vertical ellipses on the right hand side of the user you wish to edit. 2. Click + *Classroom* and enter a classroom name. 3. Check each product the classroom should have.
Admin with district-level reports only	0D	None
Admin with school-level reports only	OS	None
Admin with district-level reports and product access	1D	None
Admin with school-level reports and product access	1S	None
Manage licenses with no reporting	number of licenses the user will manage	1. Click *Edit*, found in the vertical ellipses on the right hand side of the user you wish to edit. 2. Check the *Give licenses to other users* box. 3. If the user will not be using the resources, uncheck the *Have product access* box.
Manage licenses with district-level reports	number of licenses the user will manage and a "D", ex: 3D	1. Click *Edit*, found in the vertical ellipses on the right hand side of the user you wish to edit. 2. Check the *Give licenses to other users* box. 3. If the user will not be using the resources, uncheck the *Have product access* box.
Manage licenses with school-level reports	number of licenses the user will manage and a "S", ex: 3S	1. Click *Edit*, found in the vertical ellipses on the right hand side of the user you wish to edit. 2. Check the *Give licenses to other users* box. 3. If the user will not be using the resources, uncheck the *Have product access* box.

QUICK TIP: Watch the Using Teacher and Student Upload Tools recorded webinar for more guidance.

QUICK TIP: Be careful about writing your username and password down where others can see. Your login credentials are unique for you and should not be shared.

QUICK TIP: Leave the *Existing Username* field blank when adding new users.

QUICK TIP: Use consistent school/org name format to ensure accurate reporting.

QUICK TIP: To remove a user, change all product values to “0”.

5. Save as a Comma Separated Values (CSV) file.
6. Select *Upload CSV* on the *Import Teachers* page.
7. Review changes, make edits as necessary, and select *Process Import*.

Importing Students

1. Log in to your account by visiting www.learninga-z.com, clicking on *LOGIN* and use your new login credentials.
2. Select *Bulk Import* from the *Manage Users* tab. Then select *Import Students*.
3. Begin by selecting *Download Current Students*. This will allow you to view existing student information and will provide a template to add new students or edit existing students for upload.
4. For an explanation on the spreadsheet columns, click *How To Import* on the *Import Students* page.
5. For more information on how to add, update, remove, restore, or transfer students, refer to the *COMMON QUESTIONS* section on the *Import Students* page.
6. Refer to this Import Students Formatting article for how to update or enter the assignment level for each student.
7. Save as a Comma Separated Values (CSV) file.
8. Select *Upload CSV* on the *Import Students* page.
9. Review changes, make edits as necessary, and select *Confirm Changes*.

QUICK TIP: If your account has multiple classrooms, Column C is where you can enter a teacher's specific classroom name that the student needs to be rostered to.

QUICK TIP: Leave the *LAZ Student ID* field blank when adding new students.

QUICK TIP: You may need to use two separate files: one to transfer students, and one to update student information and assignments.

QUICK TIP: Select *Send Teacher Emails* to send classroom update notifications to each teacher.

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