

How to Import Teachers & Students

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

Importing Teachers

1. Log in to www.learninga-z.com with your license coordinator login credentials.
2. Select *Import Teachers* from the *Manage Users* tab.
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 for upload.
4. In columns B–F, update each teacher’s contact information as necessary or add new teachers.
5. Update the product license allocation for each teacher in columns F and beyond, depending upon which Learning A-Z products you own. A “1” indicates a license to the product; a “0” means not licensed.

A	B	C	D	E	F
Existing Username	First Name	Last Name	Email	District Teacher ID	School Organization
ssmith113	Sally	Smith	ssmith@learninga-z.com	This is an optional field	LAZ Academy
jdorset32	Jason	Dorset	jdorset@learninga-z.com	This is an optional field	LAZ Academy
mjones8	Michael	Jones	mjones@learninga-z.com	This is an optional field	LAZ Academy
agarcia15	Allison	Garcla	agarcia@learninga-z.com	This is an optional field	LAZ Academy
	Janet	Thomas	jthomas@learninga-z.com	This is an optional field	LAZ Academy
	Eric	Harte	eharte@learninga-z.com	This is an optional field	LAZ Academy

6. Save as a Comma Separated Values (CSV) file.

H	I	J	K	L	M	N
Reading A-Z	Raz-Kids	ELL Edition	Headsprout	Science A-Z	Writing A-Z	Vocabulary A-Z
1	1	1	0	0	0	1
0	0	0	0	0	0	0
2	1	1	0	2	0	1
1	1	1	0	0	0	1
10	10	10	0	0	0	10
1	1	1	0	0	0	1

7. Select *Upload CSV* on the *Teacher Import* page.
8. Review changes, make edits as necessary, and select *Process Import*.

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 teachers.

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

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

QUICK TIP: Create a sub-coordinator by entering a value greater than one.

Importing Students

1. Log in to www.learninga-z.com with your license coordinator login credentials.
2. Select *Import Students* from the *Manage Users* tab.
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 for upload.
4. Add new students by entering the student information in columns B–H.

QUICK TIP: Watch the recorded webinar, Using Teacher and Student Upload Tools, at www.learninga-z.com/azm/LCuploads.

	A	B	C	D	E	F	G	H
1	LAZ Student ID	Teacher Username	Student Username	First Name	Last Name	Grade Level	District Student ID	Password
2	238656283	ssmith113	Cindy	Cindy	Davis	K	Optional Field	"cat"
3	242947226	ssmith113	Alice	Alice	Sanders	K		"dog"
4	238599471	ssmith113	Ted	Ted	Lasser	K		"run"
5	238557461	jdorset32	Jenny	Jenny	Snyder	1		"read"
6	226827625	jdorset32	Justin	Justin	Adams	1		"123"
7		jdorset32	Angela	Angela	Rogers	1		"bird"
8		mjones8	Bill	William	Clayton	2		"321"
9		mjones8	Tom	Thomas	Bennett	2		"456"

5. To transfer a student to another classroom, change column B to the new teacher’s username.
6. In columns B–H, update each student’s information.
7. Update or enter the assignment level for each student.

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

I	J	K	L	M	N	O
Raz Kids Level	Headsprout Product	Headsprout Episode	Science Grade	Science Reading Level	Writing Level	Deleted
aa	Placement Test		1 (K-2)	Low	Beginning	n
aa	Early Reading		1 (K-2)	Low	Beginning	n
aa	Early Reading		1 (K-2)	Low	Beginning	n
A	Early Reading		1 (K-2)	Low	Beginning	n
A	Placement Test		1 (K-2)	Low	Emerging	n

8. Remove students by changing the “n” in the last column to a “y”.
9. Save as a Comma Separated Values (CSV) file.
10. Select *Upload CSV* on the *Import Students* page.
11. Review changes, make edits as necessary, and select *Confirm Changes*.

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

Review & Confirm Changes

 Send Teacher Emails

This student import has passed validation and is now ready to be processed. When you're ready, hit the "Confirm Changes" button to process the student import and save your changes.

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