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 User** button on the upper right side of the screen and choose the **Teacher/Admin** option from the drop-down menu.

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** or **Download Template** for first time users. This will allow you to view existing teacher information and will provide a template to add new teachers or edit existing teachers for upload.

❯ **HOW TO IMPORT**

For an explanation on the spreadsheet columns, you can use the **Need Help?** box to the right on the page or click **How to Import** on the **Import Teachers/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 any errors or preview your changes.
   - Errors can be corrected by updating your CSV file and re-uploading.
   - Or by using the 🗹 icon next to the user that needs to be corrected.

8. Once satisfied, click on the blue **Process** button at the bottom of the page.

Still have questions? Contact Customer Support.

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 value 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?**

Revised 07/2023

Learning A-Z