

# How to Import Teachers & Students

To use the import tools, available to License Coordinators from the My Account section, to update teacher and student enrollment for your school or district.

## 1 Importing Teachers

- Log in to <https://www.learninga-z.com> with your License Coordinator login credentials
- Select *Import Teachers* from the *Manage Users* tab
- Begin by selecting *Download Current Roster* [DOWNLOAD CURRENT ROSTER](#)  
This will allow you to view existing teacher information and will provide a template to add new teachers for upload.
- In columns B-E, update each teacher's contact information as necessary or add new teachers
- 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; 0 is not licensed.

**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.

	A	B	C	D	E
1	Existing Username	First Name	Last Name	Email	School Organization
2	ssmith113	Sally	Smith	<a href="mailto:ssmith@learninga-z.com">ssmith@learninga-z.com</a>	LAZ Academy
3	jdove34352	Jane	Doe	<a href="mailto:jdove@learninga-z.com">jdove@learninga-z.com</a>	LAZ Academy
4	mjones8	Micheal	Jones	<a href="mailto:mjones@learninga-z.com">mjones@learninga-z.com</a>	LAZ Academy
5	aramirez3	Alison	Ramirez	<a href="mailto:aramirez@learninga-z.com">aramirez@learninga-z.com</a>	LAZ Academy
6		Janet	Thomas	<a href="mailto:jthomas@learninga-z.com">jthomas@learninga-z.com</a>	LAZ Academy
7		Jennifer	Paul	<a href="mailto:jpaul@learninga-z.com">jpaul@learninga-z.com</a>	LAZ Academy
8					

**Quick Tip:** Leave the *Existing Username* field blank when adding new teachers.

**Quick Tip:** Use consistent school name format to ensure accurate reporting.

- Save as a Comma Separated Values (CSV) file

F	G	H	I	J	K
Reading A-Z	Raz-Kids	Enhanced ELL Resources	Headsprout	Science A-Z	Writing A-Z
1	1	1	0	1	1
0	0	0	0	0	0
2	1	1	1	2	1
1	0	1	0	1	1
10	10	0	0	0	0
1	4	0	0	0	0

**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.

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



## 2 Importing Students

1. Log in to <https://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:** 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.

DOWNLOAD CURRENT STUDENTS

	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	218716619	ssmith113	Sean T.	Sean	Timm	Pre-K		
3	220087645	ssmith113	Jennifer L.	Jennifer	Lin	1		"blueberry"
4	220087644	mjones8	John R.	John	Ramirez	1		"raspberry"
5	224182654	mjones8	Angela S.	Angela	Smith	1		"yellow"
6	224182630	adaniels73	Tommy F.	Thomas	Fuller	2		
7		adaniels73	Kim J.	Kim	Johnson	2		
8		adaniels73	Brianna R.	Brianna	R.	4		"reading"
9		adaniels73	Claire B.	Claire	B.	4		

**Quick Tip:** Leave the *LAZ Student ID* field blank when adding new students.

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:** You will need to use two separate files, one to transfer students and one to update student information and assignments.

G	H	I	J	K	L	M
Raz Kids Level	Headsprout Product	Headsprout Episode	Science Grade	Science Reading Level	Writing Level	Ready Test Grade
aa	Early Reading		1 (K-2)	Low	Emerging	3
aa	Early Reading		1 (K-2)	Low	Emerging	3

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*

Q
Deleted
Y
n

UPLOAD CSV

**REVIEW & CONFIRM CHANGES**

CANCEL IMPORT
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.