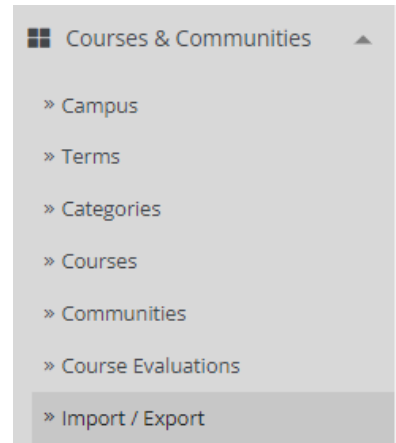


# Importing and Exporting Users

If you need to set up or change details for numerous users, the Import/Export feature allows you to do so via spreadsheet instead of manually editing or adding students. To access the import/export feature:

1. Go to the **Admin** tab → **Courses and Communities** → **Import/Export**
2. Go to the first option — **Users**.

- **Import**—this is where you import your final file into the LMS
- **Export**—this will export a list of all users (active and inactive) in the LMS
- **Sample**—this allows you to download a sample import document with all the columns in place if you are just importing new users



Import / Export			
Section	Import	Export	Sample (CSV)
Users	Import	Export	Sample

3. If you want to edit existing users, export a copy first. If you're adding new users, use the Sample file.
  - Please **do not edit or remove any existing Edvance360 or STAR Services users**. You can delete the rows of any users you don't need to edit or, if you don't make any changes, they won't be updated upon import.
  - **If you are using the import to edit existing students, you cannot change the ID (Column A) via import. It will create a new user. User IDs must be changed manually by editing the user in the LMS.**
  - Required fields are the User ID, First Name, Last Name, Email, User Type, and Active. All other fields are optional. If you are editing an existing user, leaving the password field blank will preserve their existing password. For new users, you can either preassign the username/password or send a welcome email during the import process, if they have a unique email address.
  - If you are assigning Job Titles, Sites, and Cost Centers via import, those settings must be set up prior to importing the users.
  - If you are using the Supervisors column, you need to use the User ID (the unique identifier in Column A) for the Learner, Admin, or Parent user who is the supervisor. You cannot type a name.
  - User types for all Learners is "Student". For inactive staff, use the User Type "Alumni". See the [Deactivating Users guide](#) for more information about deactivating former staff.
  - In the Active column, a "1" denotes an active user, "0" is an inactive user, "D" will delete the user
    - While you cannot delete staff in the LMS, you can delete via import.
    - **NOTE: If you delete a user, all training records with that user are also deleted. Delete should ONLY be used if the user has no associated records. Otherwise, deactivate and convert to alumni.**
4. When you're done editing, save with the file type CSV (Comma Separated Values)
5. Click on **Import** in the LMS and select the file. You'll also have the option of whether or not to send welcome emails as part of the import process.
6. After importing, a list of all imported users will display. Verify there are no errors in the Details column.

Row	User Id	Status	Details
2	starsvcs	Updated	Success No Email Sent.