



Create multiple users with the import function

Linnéa Nyberg - 2022-12-06 - Manage users in Skolon

If you want to manually create multiple users at the same time, this is easiest to do via the import function. Make sure you have all the users you want to post in an excel file.

Good to know when importing users:

- Teachers and students need to be in separate files, because they are two different types of accounts.
- Data needed to create an account are: First name, last name and email address. These should be in one column each, i.e. at least three columns in total.
- If you want, you can also add a column for class membership and a column for group membership. Then these classes and groups are automatically created in Skolon with associated students.
- You can also make a column with the desired password for each user, otherwise Skolon automatically creates a unique password for each user (and of course the user can then change to another).

Example of how a file can look like:

	A	B	C	D	E	F
1	Alison	Higgins	Alison.Higgins@example.uk	6A	Math English	
2	Cecilia	Price	Cecilia.Price@example.uk	7A	English Biology Chemistry	
3	Colleen	Young	Colleen.Young@example.uk	6A	Math English	
4	Devin	Shelton	Devin.Shelton@example.uk	7A	English Biology Chemistry	
5	Garry	Silva	Garry.Silva@example.uk	6A	Math English	
6	Frankie	Houston	Frankie.Houston@example.uk	7A	English Biology Chemistry	
7	Felicia	Chapman	Felicia.Chapman@example.uk	6A	Math English	

This is what you do:

1. Go to School admin
2. Click Import users

School admin Q Lower Secondary School

Settings

125

Users at your school

15

Number of groups

17

Available tools at your school

Quick links

Import users

3. Click Select file, and select your file.
4. Select User type, students or teachers.
5. Then select what's in each column and click Save.

School admin Q Lower Secondary School

Import users to Lower Secondary School

[< Select a different file](#)

20 users selected

Select user type

Send email with login details to new users

Forename

What is in the column?

Alison

Cecilia

Colleen

No match	No match	No match	No match
Higgins	Alison.Higgins@example.uk	6A	Math English
Price	Cecilia.Price@example.uk	7A	English Biology Chemist
Young	Colleen.Young@example.uk	6A	Math English

6. Click Import users and you're done!