



## Export validation file

Noah Kapteijn - 2025-07-01 - [Sync and user management](#)

As an organisation administrator, you can now download a validation file in Excel format directly from the Administrator tool. This helps to get a good overview of users and data stored in Skolon. It is also an important tool to ensure a good validation of imported users and their data.

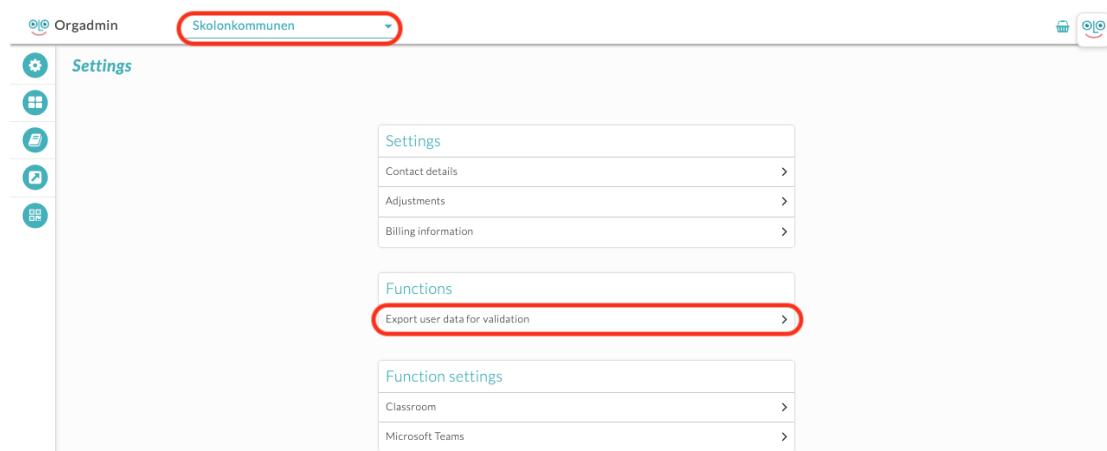
The file contains information about users and classes / groups stored in Skolon.

For users - the username and e-mail address, role and school affiliation are stated, as well as when the respective user account has been created and when it was last edited by the user sync.

For classes/groups - names, school affiliation, number of students and teachers are stated, as well as when the class/group is created and last edited by the user sync.

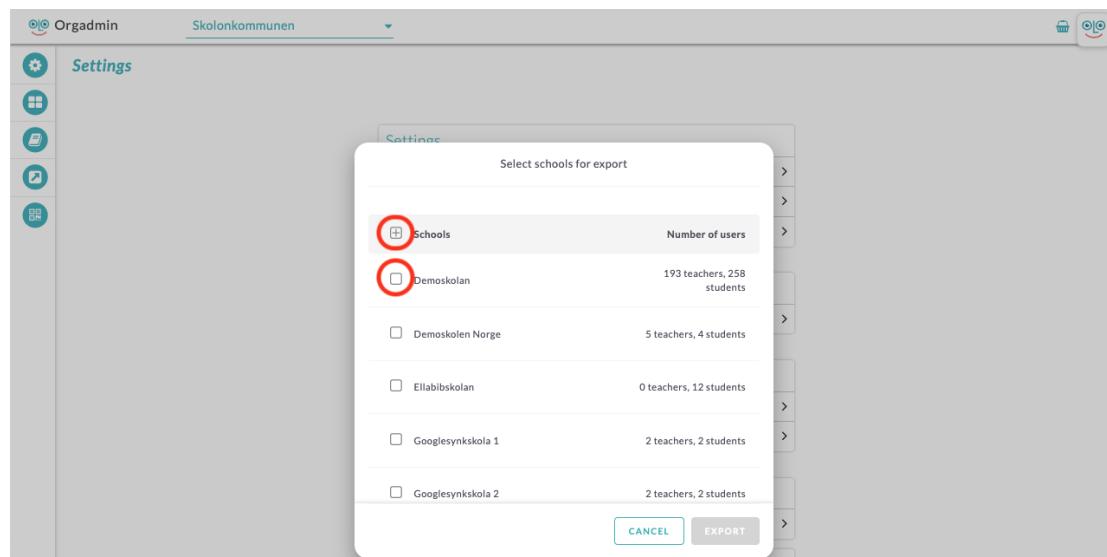
The validation file is downloaded as follows:

Open the Administrator tool from "My Collection". Go to the organisation level in the drop-down menu at the top left of the page. Then click Export User Data for Validation.



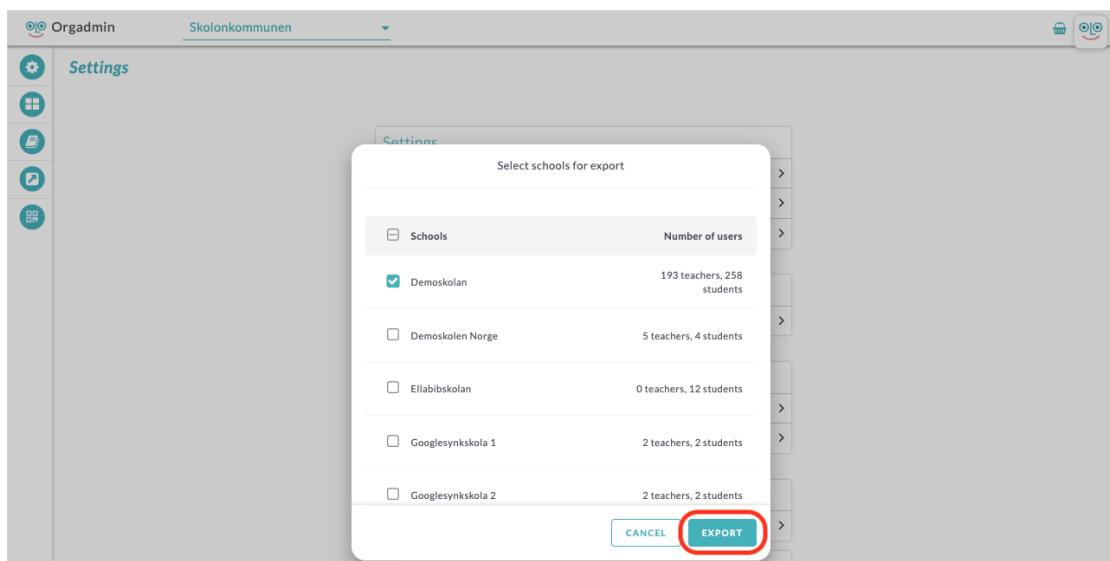
The screenshot shows the Skolon Administrator tool interface. The top navigation bar includes 'Orgadmin' and 'Skolonkommuner' (which is highlighted with a red box). The left sidebar has a 'Settings' icon. The main content area is divided into sections: 'Settings' (Contact details, Adjustments, Billing information), 'Functions' (Export user data for validation, which is highlighted with a red box), and 'Function settings' (Classroom, Microsoft Teams).

Check the school or schools for which you want to export data. Click on the plus sign to select all schools.



The screenshot shows the 'Select schools for export' dialog box. It lists schools with checkboxes: 'Schools' (selected and highlighted with a red box), 'Demoskolan' (highlighted with a red box), 'Demoskolen Norge', 'Ellabibskolan', 'Googlesynkskola 1', and 'Googlesynkskola 2'. At the bottom are 'CANCEL' and 'EXPORT' buttons.

Once you have selected the school or schools for which you want to export data. Click Export.



The screenshot shows a user interface for managing schools. At the top, there are user icons for 'Orgadmin' and 'Skolonkommunen'. Below this is a navigation bar with a 'Settings' icon and a dropdown menu. The main content area is titled 'Settings' and 'Select schools for export'. It lists schools with checkboxes and user counts. The 'Demoskolan' checkbox is checked, indicating it is selected for export. At the bottom of the dialog are 'CANCEL' and 'EXPORT' buttons, with 'EXPORT' being highlighted with a red circle.

Schools	Number of users
<input checked="" type="checkbox"/> Demoskolan	193 teachers, 258 students
<input type="checkbox"/> Demoskolen Norge	5 teachers, 4 students
<input type="checkbox"/> Ellabibskolan	0 teachers, 12 students
<input type="checkbox"/> Googlesynkskola 1	2 teachers, 2 students
<input type="checkbox"/> Googlesynkskola 2	2 teachers, 2 students

**EXPORT**