Export validation file

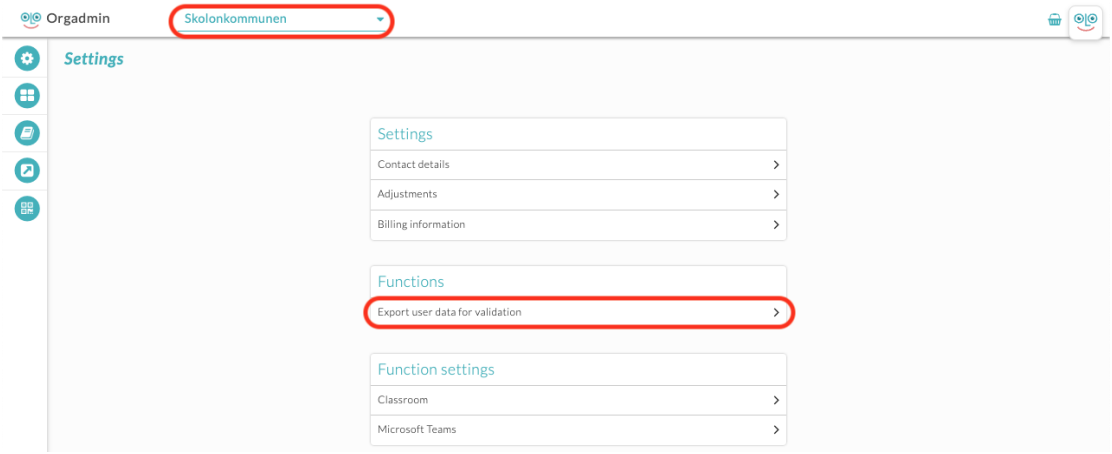
Noah Kapteijn - 2025-07-01 - Sync and user management
As an organisation administrator, you can now download a validation file in Excel format directly from the Administrator tool. This helps to get a good overview of users and data stored in Skolon. It is also an important tool to ensure a good validation 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.

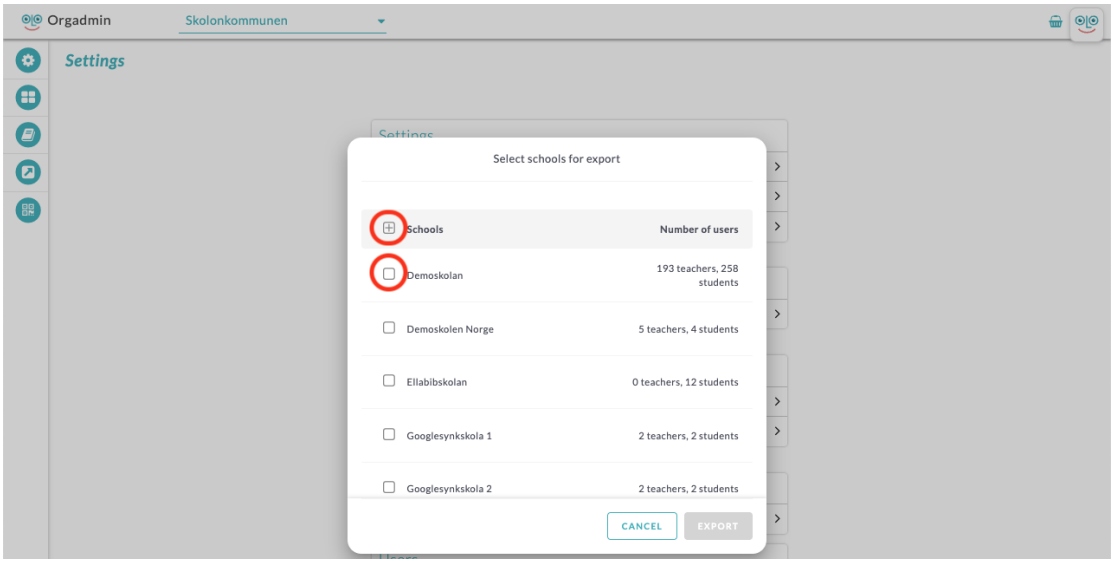
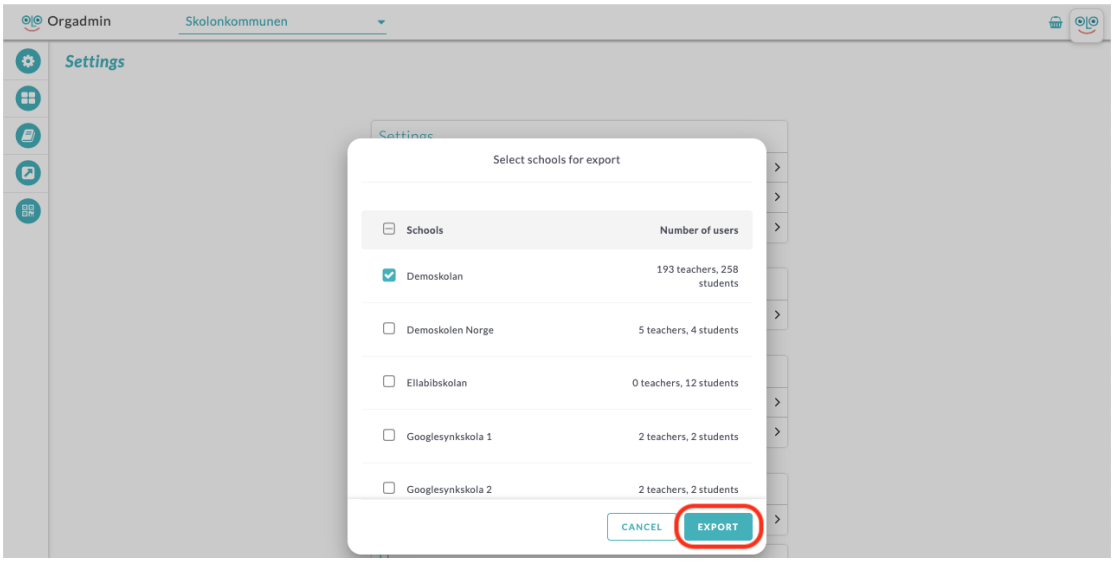
For classes/groups - names, school affiliation, number of students and teachers are stated, as well as when the class/group is created and last edited by the user sync.

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.



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



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