



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: Students

Send email with login details to new users

Import users

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

6. Click Import users and you're done!