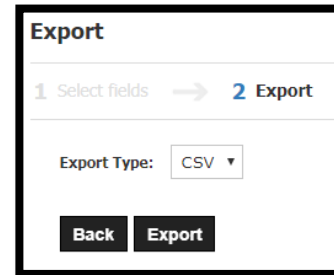
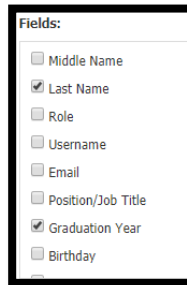
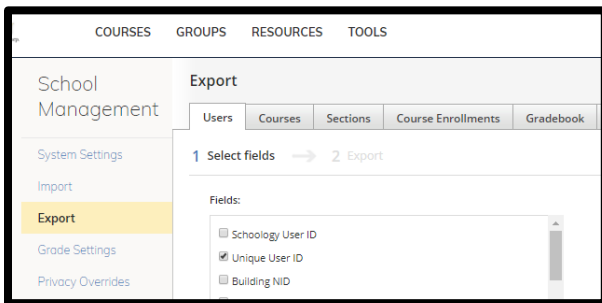
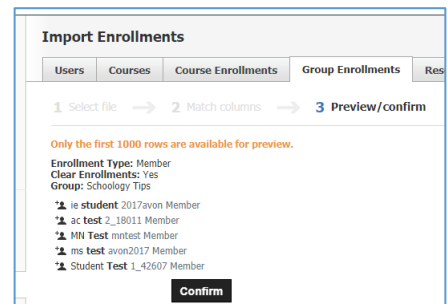
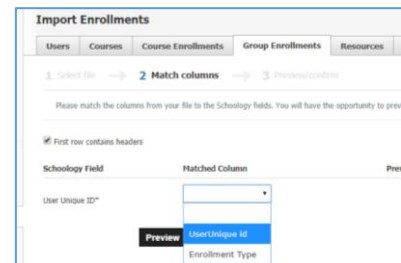


SCHOOLY GROUPS IMPORTING/EXPORTING BULK MEMBERS

- If you have a large group of users that need to be imported into a school group, you can use the import function in Schoology.
- You also have the option to remove the old members at the same time.
- Click [HERE](#) for detailed Schoology import directions
- Click [HERE](#) for detailed Schoology export directions.
- Export a list of users:
 - Log into Schoology/Tools/School Management/Export
 - Select these fields: Unique User ID/Graduation Year /Last Name/First Name
 - add any other fields that you might find helpful
 - Click Next and Export
 - Check download folder or download at bottom of the page for the Excel CSV file.
 - Sort the excel spreadsheet by unique user ID and graduation year.
 - NOTE: Teacher accounts all begin with 2 and students begin with 1.
 - Delete the info you don't need – teachers, other grad years, etc.



- Edit the excel spreadsheet with following headers: UserUniqueID & Enrollment Type (2=Member)
- Save as CSV file
- Click on Import/Group Enrollments
- Enrollment Type: Member
- Group: browse to your group
- OPTIONAL: Check the box to clear existing enrollments before import
- Attach file: browse to your excel sheet
- Upload File
- Scroll down to “UserUniqueID” for matched column
- Ck the box “first row contains headers”
- Click preview and check the members
- Click confirm



1 old enrollment has successfully been removed.
5 new enrollments have successfully been imported into Schoology Tips.

