



UPLOADING STAFF & ADMINISTRATOR ACCOUNTS TO EDLINE

To add user accounts to Edline with the user type of Staff or Administrator, you will need to create a data file containing those user accounts. The format of the file is:

UserID,	LastName,	FirstName,	GradeLevel, (Optional)	AccountType,	SchoolID
1212,	Finch,	Janette,	,	E,	100
A4289Z,	Smith,	Mark,	,	A,	4200

The User ID field typically comes from your student information system. The grade level field may be left blank if it's not applicable. The account types may either be "A" for Administrator or "E" for Staff; ("S" is reserved for students).

The file must be saved as a text file and must be named "users.txt".

Once you have created your data file login to your Edline site and proceed to your district home page. Navigate to Tools / Quick Sync, and browse to the data file you want to upload. Select "Standard User Upload" for type of data. Click the Sync button to begin the upload.

(Note: If your upload data type indicates it will be a Standard User Upload (Auto-create Parents), parent accounts will not get created because you will not be uploading student accounts).

Your Edline Technical Support Team



Blackboard Engage (Formerly Edline)
200 W. Monroe St. #1250
Chicago, IL 60606

P / 800.215.4289

It's that time again!

Click on the 'Back to School' icon on the home page of <http://eec.edline.com> to view important End of Year/Back to School video tutorials.