



Improved CSV Group Management Process

Save time by adding, updating, or removing users from groups using improved CSV group management process.

Now you can:

- Manage group memberships by changing a single column and adding or removing users from existing groups.
- Override existing groups a learner is in with a new set of groups.
- Use group names instead of binary values (i.e., yes/no)

How it works:

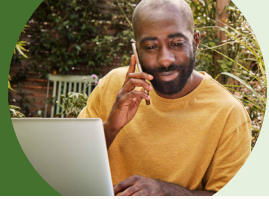
1 Navigate to 'People' from the main navigation bar.

2 Select the 'Users' tab

3 Click on the 'Add new users' dropdown menu and select 'Add users by CSV'

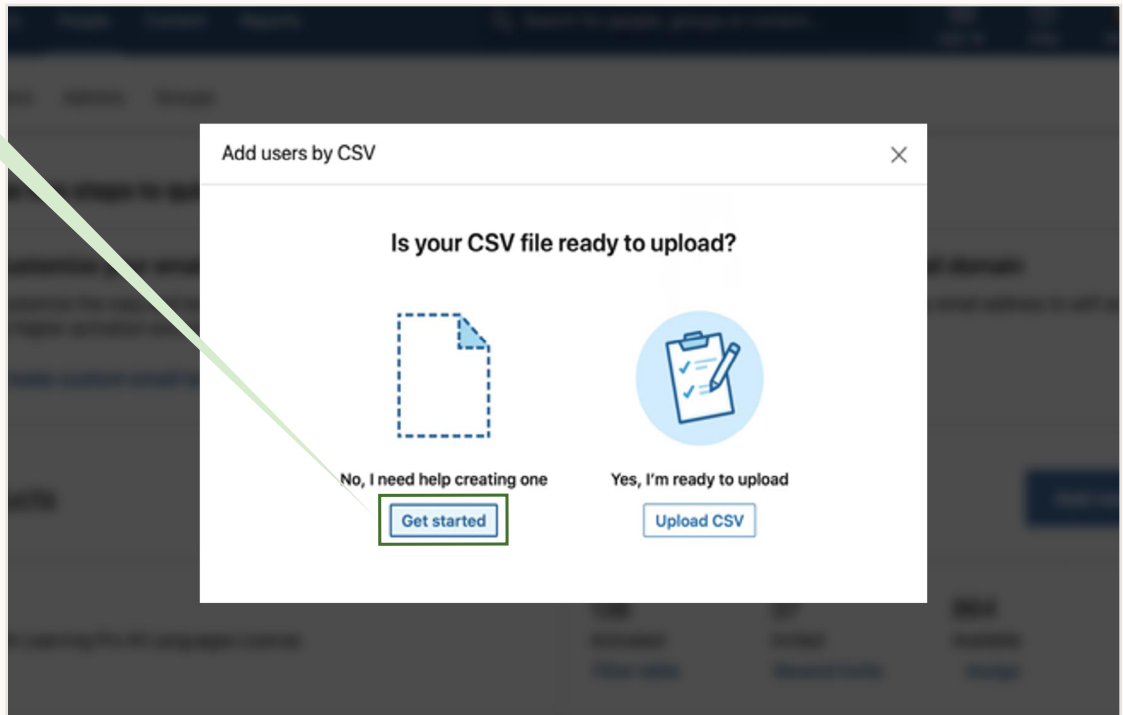
The screenshot shows the LinkedIn Learning interface. The 'People' tab is selected in the main navigation bar. Below it, the 'Users' sub-tab is highlighted. A green box highlights the 'Add new users' dropdown button in the top right corner of the 'Your products' section. The 'Your products' section displays a table with user statistics:

Your products			
25,000 Total LinkedIn Learners	17,146 Activated Filter table	451 Invited Resend invite	12,854 Available Assign



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4 Click 'Get Started'



5 Select a CSV template to download

6 Complete your CSV template

- If you are planning to add new users to LiL, you can keep the preferred_first_name, preferred_last_name, work_title, Default_license_learning_proAllLanguages_status column header titles in place.
- If you are not adding new users, you can remove those column headers names. Note: primary_email_address is a required column header title.



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7 To replace existing groups learners are currently in

Use the new column header **groups** and add the name of the groups to add the users to. **Note:** the **groups** column header title **cannot exist in the same CSV** as the **add_to_group** and **remove_from_group** column header titles. However, both the **add_to_group** and **remove_from_group** column header titles **can exist in the same CSV**.

	A	B	
1	primary_email_address	groups	
2	Jane.Doe@company.com	HQ , Sales, Marketing	
3	John.Doe@company.com	HQ, Accounting	
4	Rachel.Poe@company.com	HQ, Engineering, Sales	
5			

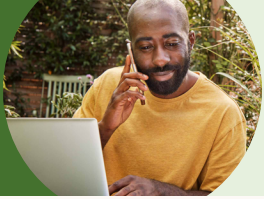
8 To add learners to a group

use the new column header title **add_to_group** and add the name of the groups for each user (row).

9 To remove learners from a group

use the new column header title **remove_from_group** and add the name of the groups to remove the users from.

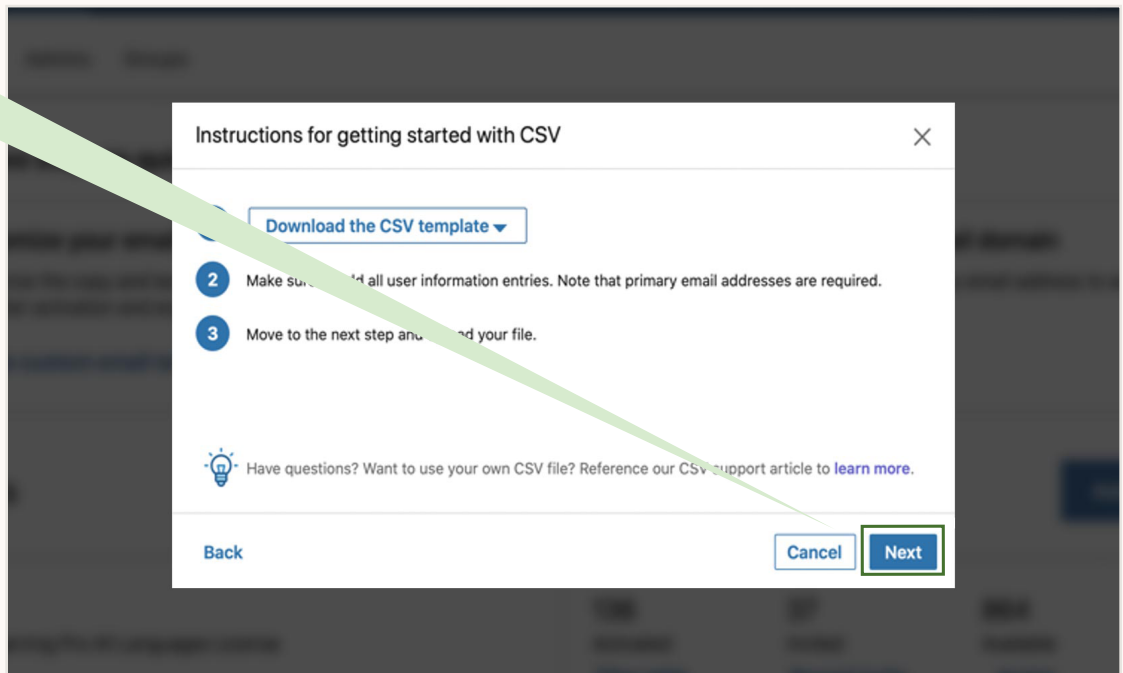
	A	B	C
1	primary_email_address	remove_grom_groups	add_to_groups
2	Jane.Doe@company.com	Sales, Marketing	HR
3	John.Doe@company.com	Accounting	HR
4	Rachel.Poe@company.com	Sales	HR



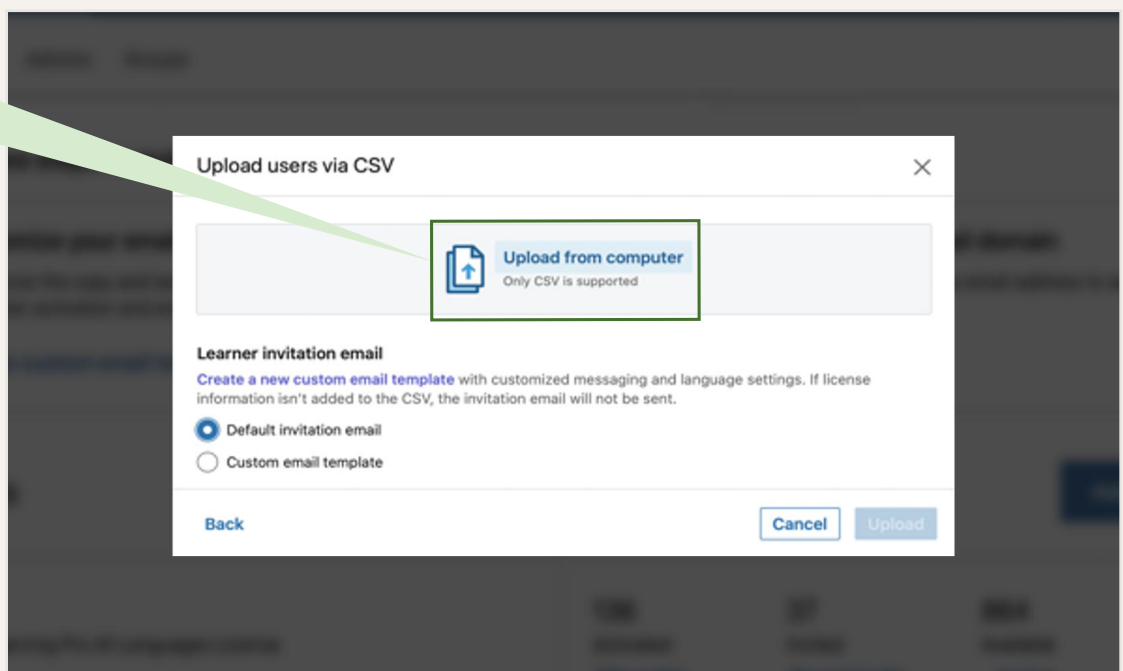
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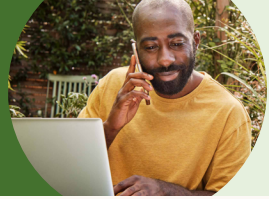
10 Save the file (be sure to save the file as .csv)

11 Go back LiL and click on Next



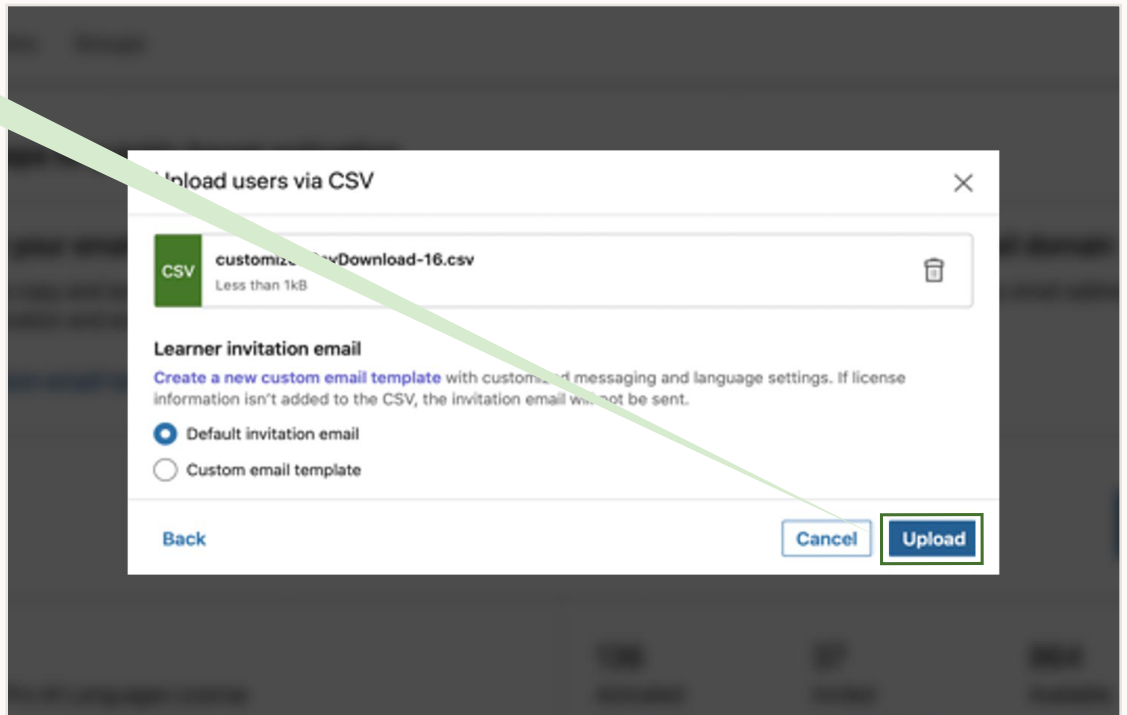
12 Upload the CSV file





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- 13 Click on Upload



- 14 The users you've listed in the CSV file are now added to / removed from groups, or their assigned groups have been updated.