

CSV Schools

If your school doesn't use an extractor to import information to Frog, you will need to keep your platform up to date by using the CSV process. If you're setting up users for the first time, you can download our CSV template from the community site to get started. There is some example information added to this template and all the fields that have been completed for this user, are the ones that need to be present in order to be able to import a new user into the platform. You need to follow the same DOB format as within here and you also need to make sure that a user's gender is lowercase and that they authenticate via Frog. Every other field should be self-explanatory. When you do add these users to your platform, a unique UUID will automatically be added to their profile and this is essential for frog to identify users.

It's worth mentioning that if you're wanting to input the groups users will be a member of now, you will need to create the groups within the Frog platform first. This can be done within the groups and policies application. When adding group information to a CSV, you need to ensure the name is identical to the one you have created in your platform. Once you're happy with your information, you need to save this and make sure it's saved in the CSV format.

From here, you need to navigate to your Users application. You then need to click on the action cog in the top right-hand corner and select import. You then need to select the file you have just saved and upload it.

Frog will then check the file and make sure it has been formatted correctly. If there are any errors, you can check the logs to see what might be causing them but if you have followed the steps outlined in this video, you should be fine to import it. If you're unsure about any errors, you can contact the Frog service desk.

If you're updating existing users, you can click on the action cog in the users app and choose to export your users. You can export all users or you can select a profile you want to export and then you are ready to start making some changes. If you wanted to move your students up a year, you can simply use the find and replace function in excel. Clicking on the year column to highlight it you can then press ctrl and h, and open this up. In this example I'll move everyone from year 5 into year 6. I need to remove all the other students already in year 6 as they have left, so I'll do that now. I'll find year 6 and I'll replace it with nothing as these students are no longer in this year group. I can now search for year 5 and replace it with year 6. For the best results, start with your highest group and work down.

You can use this method to change Registration Groups, Class groups etc in bulk from within the CSV. If a user is in more than one group, you need to separate the groups using the pipe symbol. This is the vertical straight-line symbol which is usually found when pressing shift and backslash.

You can also use this CSV to add passwords for everyone, and you can even set whether you want the users to create a new password when they log in. As you can see using a CSV to make these changes is a quick and easy way to manage your users efficiently.

If you're wanting to archive old users from your platform in bulk, Please watch the Old Users video on this page which explains how to do this.