



Improved CSV Group Management Process

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

Now you can:

- Update group memberships in bulk by changing a single column to add or remove users from groups (vs. using separate columns for each group)
- Make minor, incremental changes to groups with a new and simplified template

Updating groups in bulk

We recommend this method to most admins who want to update group memberships in bulk and are sourcing user lists from a system of record (e.g. HRIS). Please note that uploading this CSV will overwrite any previous user or group information on LinkedIn Learning, so ensure that the users and groups are up to date before uploading (including any changes you've made since your previous upload)

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 admin interface. The top navigation bar includes 'LEARNING', 'People', 'Content', and 'Insights'. The 'People' tab is selected. Below the navigation bar, there are tabs for 'Users', 'Curators', 'Admins', and 'Groups'. The 'Users' tab is active. A notification banner at the top says 'Follow these two steps to quickly boost activation'. Below the banner, there are two cards: 'Customize your email invites' and 'Reach your learners in more ways'. The 'Your products' section shows a table with columns for 'Total LinkedIn Learning', 'Activated', 'Invited', and 'Available'. The 'Add new users' dropdown menu is highlighted.

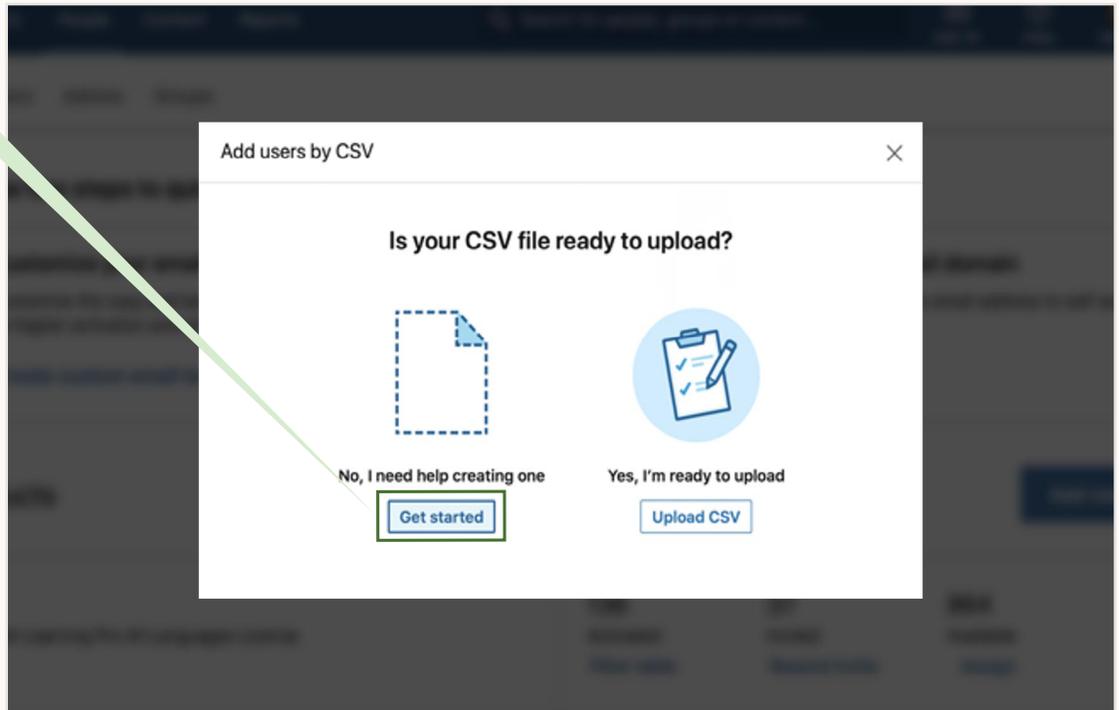
25,000	17,146	451	12,854
Total LinkedIn Learning	Activated	Invited	Available
	Filter table	Resend invite	Assign



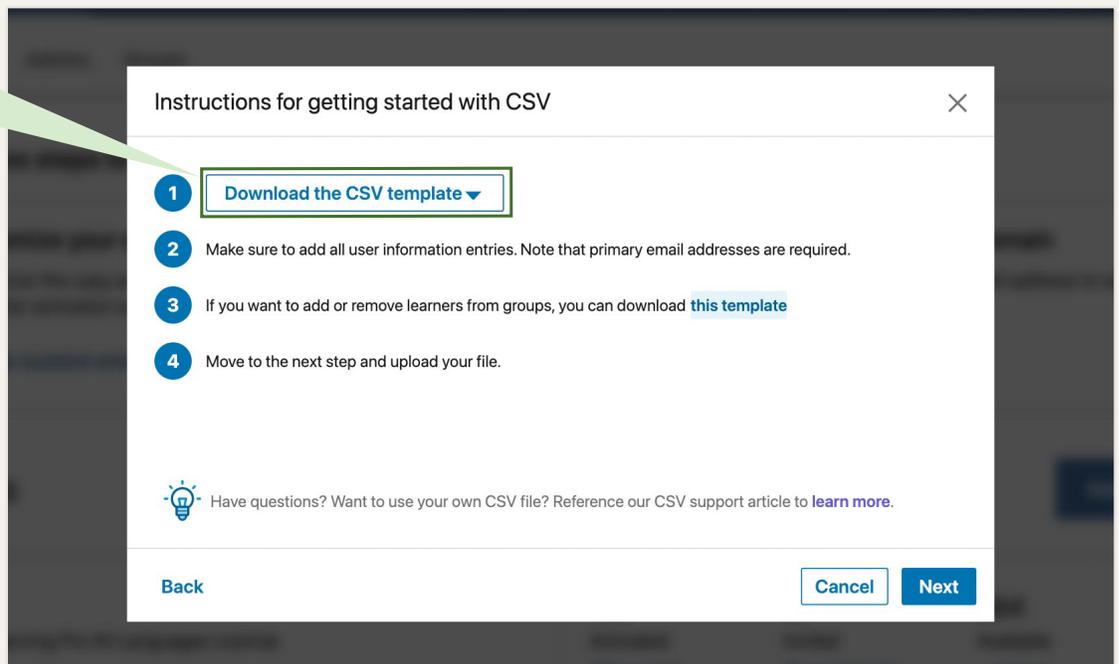
Improved CSV Group Management Process

Updating groups in bulk

4 Click 'Get Started'



5 Click on the 'Download the CSV template' dropdown and select the "Add users only" CSV template.





Improved CSV Group Management Process

Updating groups in bulk

6 Complete your CSV template

- If you are planning to add new users to LiL as well as add the groups in bulk, you can keep these column headers in place on the CSV from Step 5:
 - Preferred_first_name
 - Preferred_last_name
 - Work_title
 - Default_license_learning_proAllLanguages_status
- If you are not adding new users, you can remove those column headers names from the Step 5 CSV. Note: **primary_email_address** is a required column header title.

7 To update group memberships in bulk

- To **add users** to groups in bulk, simply add the “,” separated list of the groups you want the user(s) to be added to in the new **‘groups’** column
- To **remove users** from groups in bulk, simply delete the relevant group name(s) from the **‘groups’** column for the user(s) you want to update
- Note that if you want to **create a new group** in LinkedIn Learning, you can do this by simply adding the group name(s) to the **‘groups’** column for the users you want to update. There’s no need to create the group separately beforehand

	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		

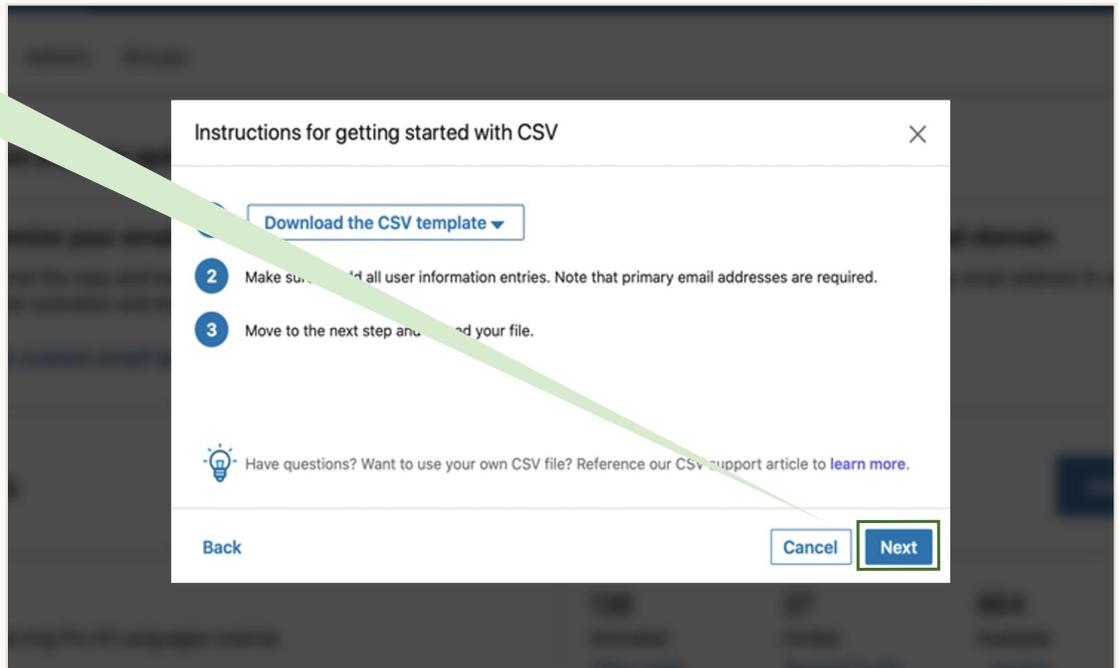
8 Save the file (be sure to save it as a .csv using Microsoft Excel or Google Sheets)



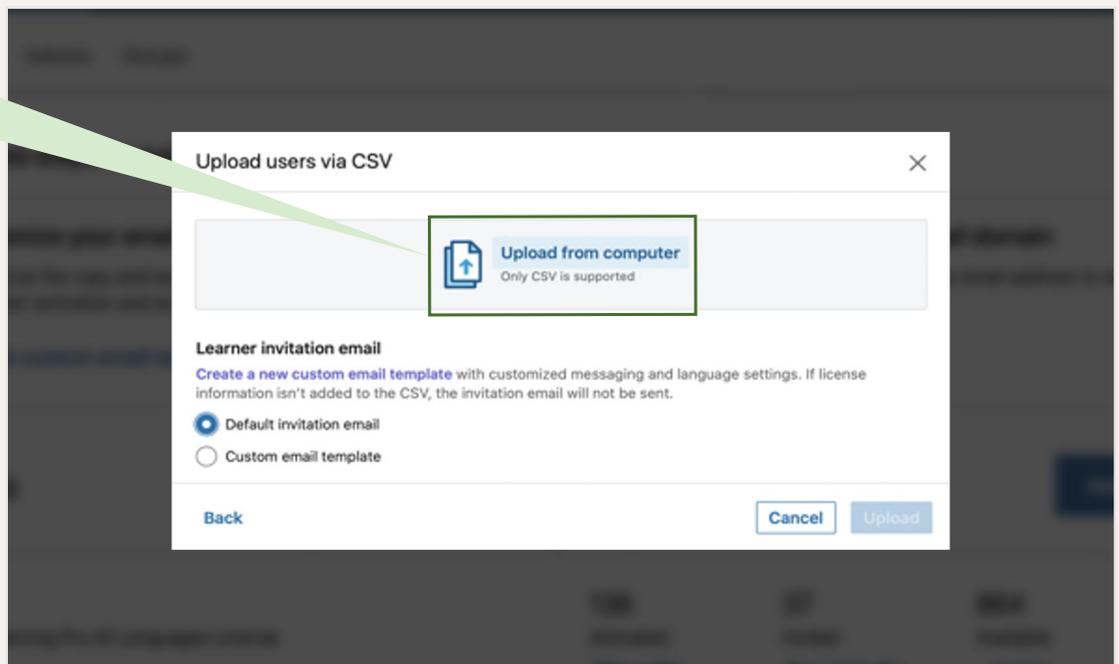
Improved CSV Group Management Process

Updating groups in bulk

9 Go back LiL and click on 'Next'



10 Upload the CSV file

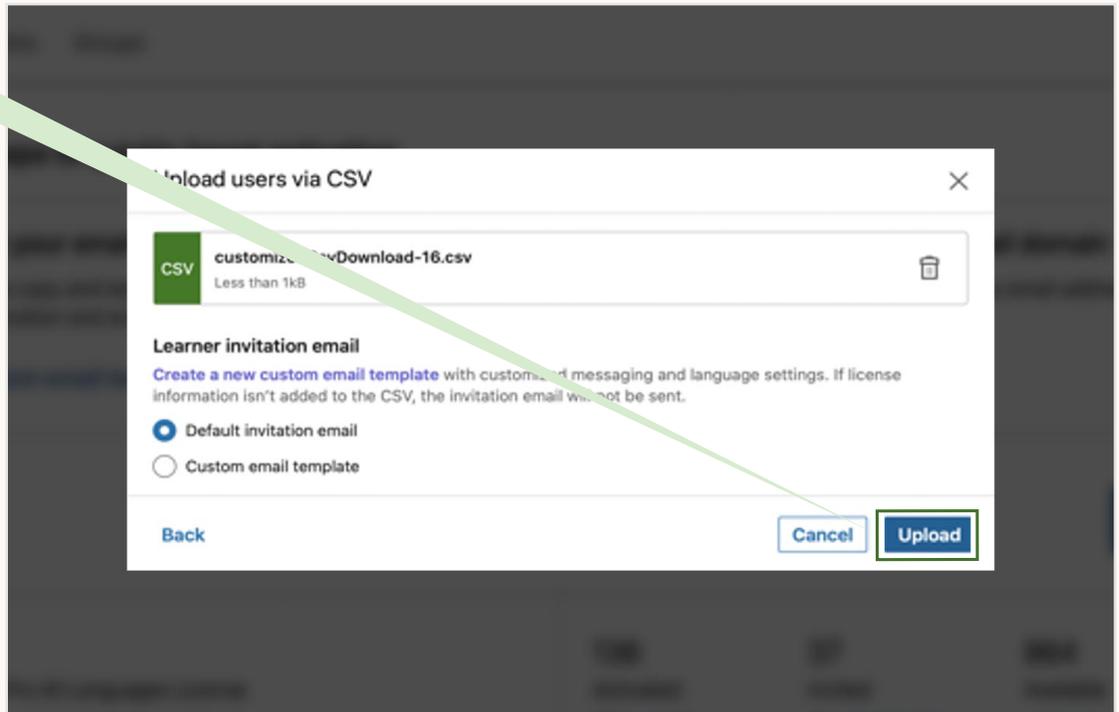




Improved CSV Group Management Process

Updating groups in bulk

11 Click on
'Upload'



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



Improved CSV Group Management Process

Incrementally adding or removing users from groups

Incrementally adding or removing users from groups

We recommend this method to admins who want to make minor or incremental group membership changes without updating all groups for all users. For example, you may want to add a large group of users to one group without doing a full upload from your HRIS. **Note that any future upload of the bulk update CSV (available via 'Download the CSV template' dropdown) will overwrite changes made here, unless the changes are reflected there too.**

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 admin interface. The top navigation bar includes 'LEARNING', 'People', 'Content', and 'Insights'. The 'People' section is active, with sub-tabs for 'Users', 'Curators', 'Admins', and 'Groups'. The 'Users' tab is selected. Below the navigation, there are two promotional cards: 'Customize your email invites' and 'Reach your learners in more ways'. Underneath, the 'Your products' section displays a table with user counts and an 'Add new users' dropdown menu.

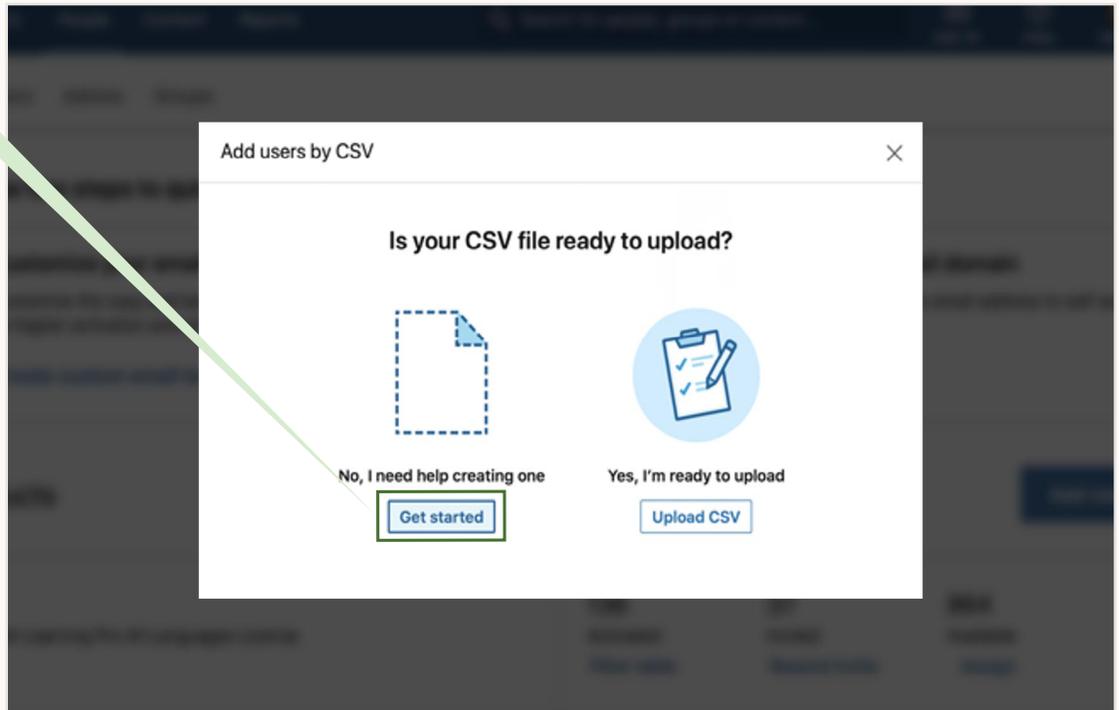
Your products			
25,000 Total LinkedIn Learning users	17,146 Activated Filter table	451 Invited Resend invite	12,854 Available Assign



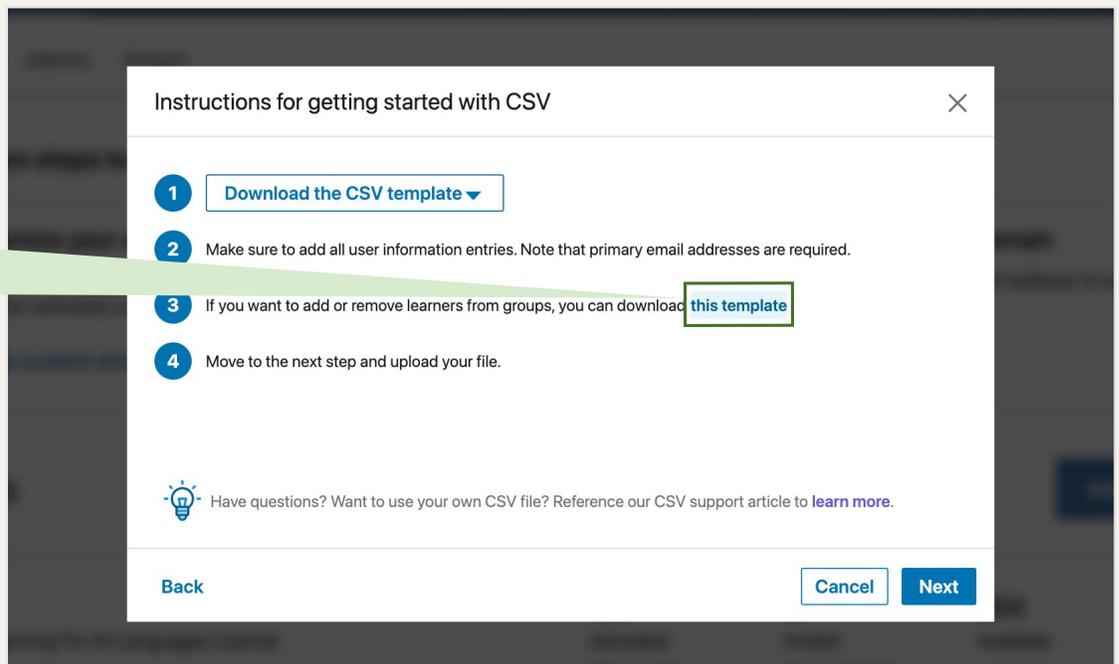
Improved CSV Group Management Process

Incrementally adding or removing users from groups

4 Click 'Get Started'



5 Click on the 'this template' link





Improved CSV Group Management Process

Incrementally adding or removing users from groups

6 Complete your CSV template

- If you are planning to add new users to LiL as well as add the groups in bulk, you can keep these column headers in place on the CSV from Step 5:
 - Preferred_first_name
 - Preferred_last_name
 - Work_title
 - Default_license_learning_proAllLanguages_status
- If you are not adding new users, you can remove those column headers names from the Step 5 CSV.
Note: **primary_email_address** is a required column header title.

7 To make minor or incremental group membership updates

- To **add users** to groups, simply add the “;” separated list of the groups you want the user(s) to be added to in the new ‘**add_to_groups**’ column
- To **remove users** from groups, simply delete the relevant group name(s) from the ‘**remove_from_groups**’ column for the user(s) you want to update

	A	B	C	
1	primary_email_address	remove_from_groups	add_to_groups	
2	Jane.Doe@company.com	Sales	HR	
3	John.Doe@company.com	HR	Engineering	
4	Rachel.Poe@company.com	Marketing	Operations	
5				

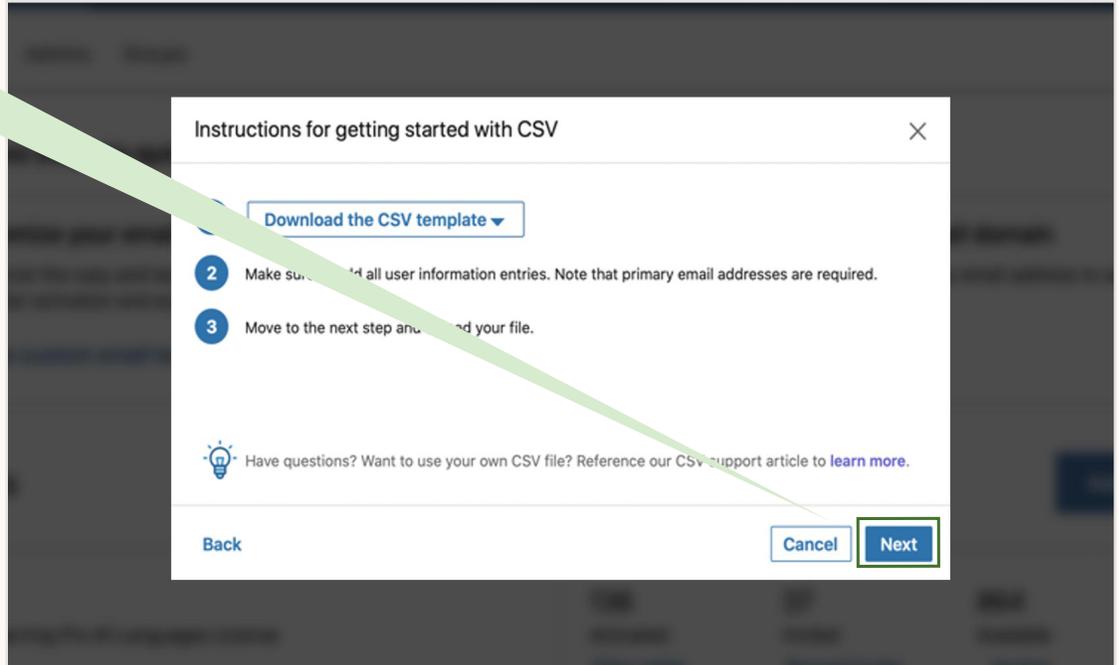
8 Save the file (be sure to save it as a .csv using Microsoft Excel or Google Sheets)



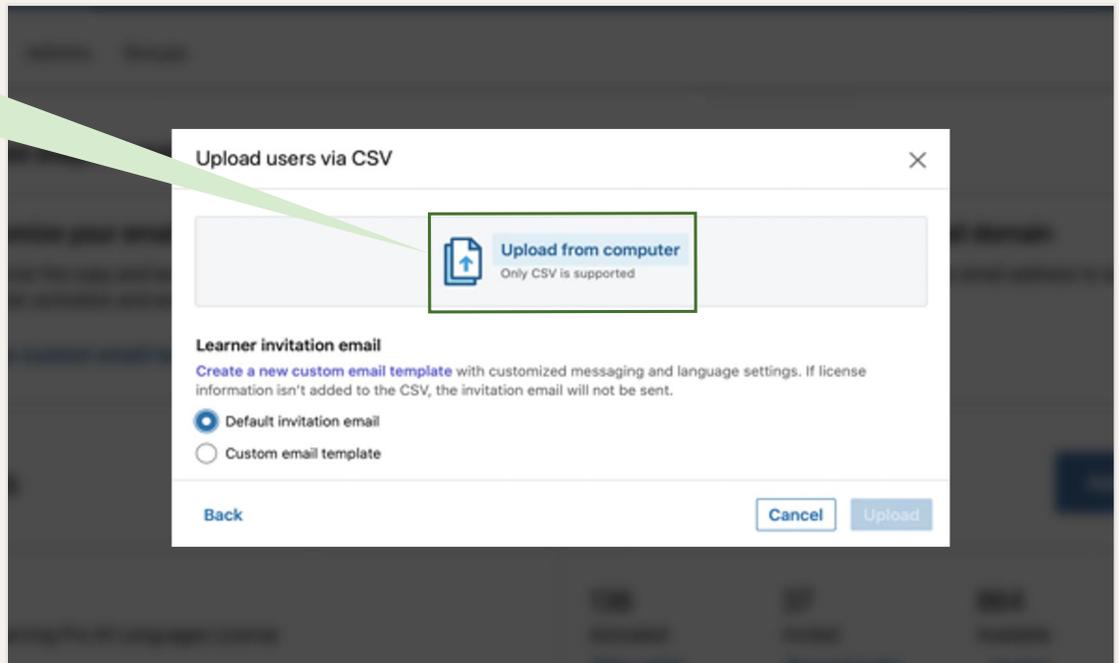
Improved CSV Group Management Process

Incrementally adding or removing users from groups

9 Go back LiL and click on 'Next'



10 Upload the CSV file

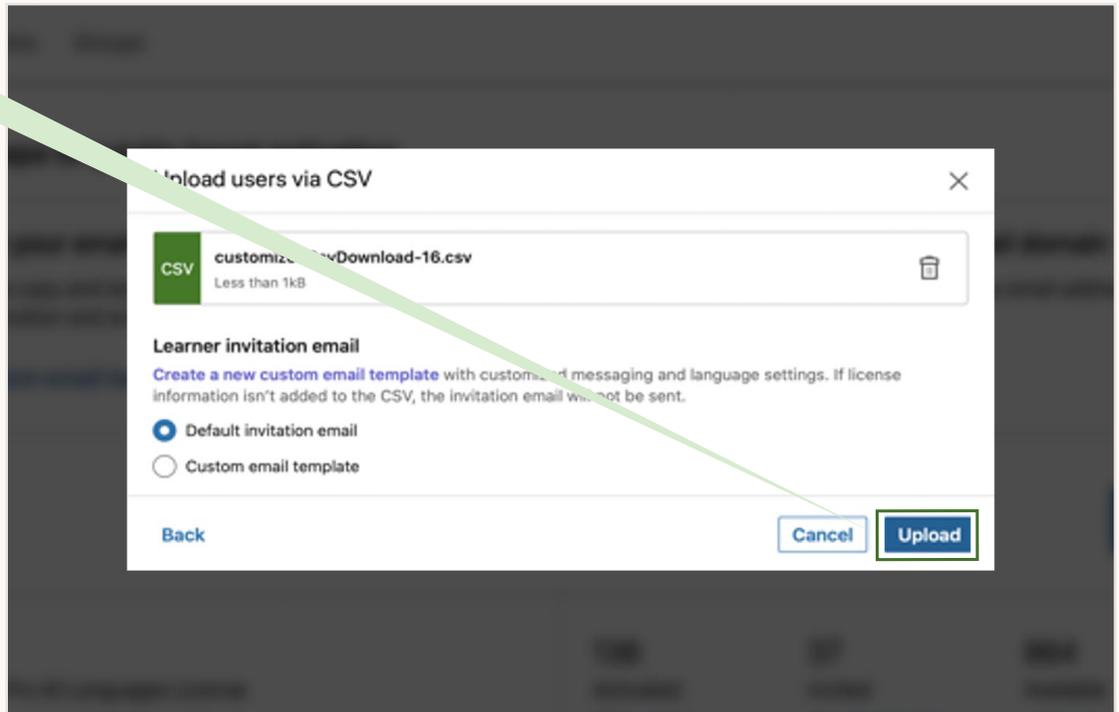




Improved CSV Group Management Process

Incrementally adding or removing users from groups

11 Click on
'Upload'



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