Collision Repair and Refinish Job Sheet Skill Tracking

Multiple Account Creation Option

In order to access the Collision Repair and Refinish Job Sheet Skill Tracking site a user account needs to be created. The CRR Administrator or staff member can complete this process.

## Upload users – Multiple account creation - manually by CRR Admin or staff

If you want to create multiple user accounts in one process, use the **Upload users** functionality. You will need to create a text file with specific information about each new user. You need to format your text file as follows:

- The first record of the file is special and contains a list of fieldnames. This defines the format of the rest of the file.
- Each line of the file contains one record.
- Each record is a series of data separated by commas.

**Required fieldnames:** these fields must be included in the first record (row of data), and defined for each user
username, firstname, lastname, password, email

An example of a CSV file to be uploaded is shown below:

| username | firstname | lastname | password | email | city |
|---|---|---|---|---|---|
| ricka | Rick | Abrahms | IMS*crr10 | rickabrahms@internet.com | Hometown |
| ianb | Ian | Bates | IMS*crr1 | ianbates@internet.com | Hometown |
| tedd | Ted | Dalton | IMS*crr2 | teddalton@internet.com | Hometown |
| jillj | Jill | James | IMS*crr3 | jilljames@internet.com | Hometown |
| thomask | Thomas | Kirk | IMS*crr4 | thomaskirk@internet.com | Hometown |
| elizabethp | Elizabeth | Miller | IMS*crr5 | elizabethmiller@internet.com | Hometown |
| janeto | Janet | Owens | IMS*crr9 | janetowens@internet.com | Hometown |
| zarahp | Zarah | Perkins | IMS*crr6 | zarahperkins@internet.com | Hometown |
| kathyr | Kathy | Rogers | IMS*crr7 | kathyrogers@internet.com | Hometown |
| donalds | Donald | Smith | IMS*crr8 | donaldsmith@internet.com | Hometown |

**Default fieldnames:** these are optional - if they are not included then the values are taken from the primary admin
institution, department, city, country, lang, auth, timezone

Create your file of student information. If you create it in Excel or a Word table make sure that you save the information as a .csv file.

Log in to the CRR site.

From the front page, open the Administration block if it is not already open. Within the Administration block open the **Site administration** block, and then:
      select **Users**,
      then **Accounts**,
      then **Upload users**.

A screen shot of the path is displayed below:



When you click on **Upload users** link the following information will display on the right side of the screen:

## Upload users ⊘

˒ Upload

**File** *

| Choose a file... | Maximum size for new files: 128MB |



You can drag and drop files here to add them.

**CSV delimiter**

, ⌄

**Encoding**

UTF-8 ⌄

**Preview rows**

10 ⌄

Upload users

You should be able to drag and drop the csv file you created from your hard drive to the box with the downward blue arrow. If you are unable to drag and drop the file, find alternative process documentation here: **Choose a file process**.

Results of the drag and drop action:



Note the file title in the box below the **Choose a file …** button. The file has been successfully added.

Click the **Upload users** button.

An **Upload users preview** screen will appear. Double check the data. There are many options below the data for you to choose from. The most important is the first one **Upload type**.

There are four options:

**Add new only, skip existing users**
**Add all; append number to username if needed**
**Add new and update existing users**
**Update existing users only**

For this example, we are going to choose **Add new only, skip existing users**. All of these students should be new. If by chance you have used an existing username in your new list, the existing username will display in blue on this screen. That way you may cancel this process, correct your data, and upload your corrected file.



Select **Add new only, skip existing users** and scroll to the bottom of the screen and select **Upload users**.

The following screen will appear:

You will note the analysis of the upload that is centered at the bottom of the screen. Ten users were created. All of the new users' names are in blue. No students have weak passwords and there were no errors. If you click on a student's user name it will take you to their profile page. To return to this screen use your browser back button.

Select the **Continue** button.

You are taken back to the Upload users screen and you are ready to upload another file. If you are finished uploading students use the breadcrumbs at the top of the site and return home.

To review the uploaded information:
from within the Administration block:
> select **Site administration,**
> select **Users**,
> select **Accounts**,
> select **Browse list of users**.

The list of all users in the site will display. A filter has been added to the list below so only the new accounts display. Adding the filter @internet.com, the unique email for this group, allows only these new students to display.

**ADMINISTRATION**

- Site administration
  - Users
    - Accounts
      - **Browse list of users**
      - Bulk user actions
      - Add a new user
      - Cohorts
      - Upload users
      - Upload user pictures
    - Permissions
  - Courses
  - Grades
  - Analytics
  - Competencies
  - Badges
  - Language
  - Plugins
  - Appearance
  - Front page
  - Reports

**ADMIN BOOKMARKS**

Bookmark this page

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contains ⌄

Add filter

Show more...

▼ Active filters

☐ Email address contains "@internet.com"

[ Remove selected ]  [ Remove all filters ]

| First name / Last name | Email address | City/town | Country | Last access | Edit |
|---|---|---|---|---|---|
| Donald Smith | donaldsmith@internet.com | Hometown | United States | Never | ✕ 👁 ⚙ |
| Elizabeth Miller | elizabethmiller@internet.com | Hometown | United States | Never | ✕ 👁 ⚙ |
| Ian Bates | ianbates@internet.com | Hometown | United States | Never | ✕ 👁 ⚙ |
| Janet Owens | janetowens@internet.com | Hometown | United States | Never | ✕ 👁 ⚙ |
| Jill James | jilljames@internet.com | Hometown | United States | Never | ✕ 👁 ⚙ |
| Kathy Rogers | kathyrogers@internet.com | Hometown | United States | Never | ✕ 👁 ⚙ |
| Rick Abrahms | rickabrahms@internet.com | Hometown | United States | Never | ✕ 👁 ⚙ |
| Ted Dalton | teddalton@internet.com | Hometown | United States | Never | ✕ 👁 ⚙ |
| Thomas Kirk | thomaskirk@internet.com | Hometown | United States | Never | ✕ 👁 ⚙ |
| Zarah Perkins | zarahperkins@internet.com | Hometown | United States | Never | ✕ 👁 ⚙ |

[ Add a new user ]

When you remove this filter all of the accounts in the site will display.

## Choose a file process: (Alternative process)

If you are unable to drag and drop your user file then select the **Choose a file** button located above the Drag and Drop area. The file picker screen will display. Choose **Upload a file** from the left menu. Next to the Attachment title select the **Choose File** button.
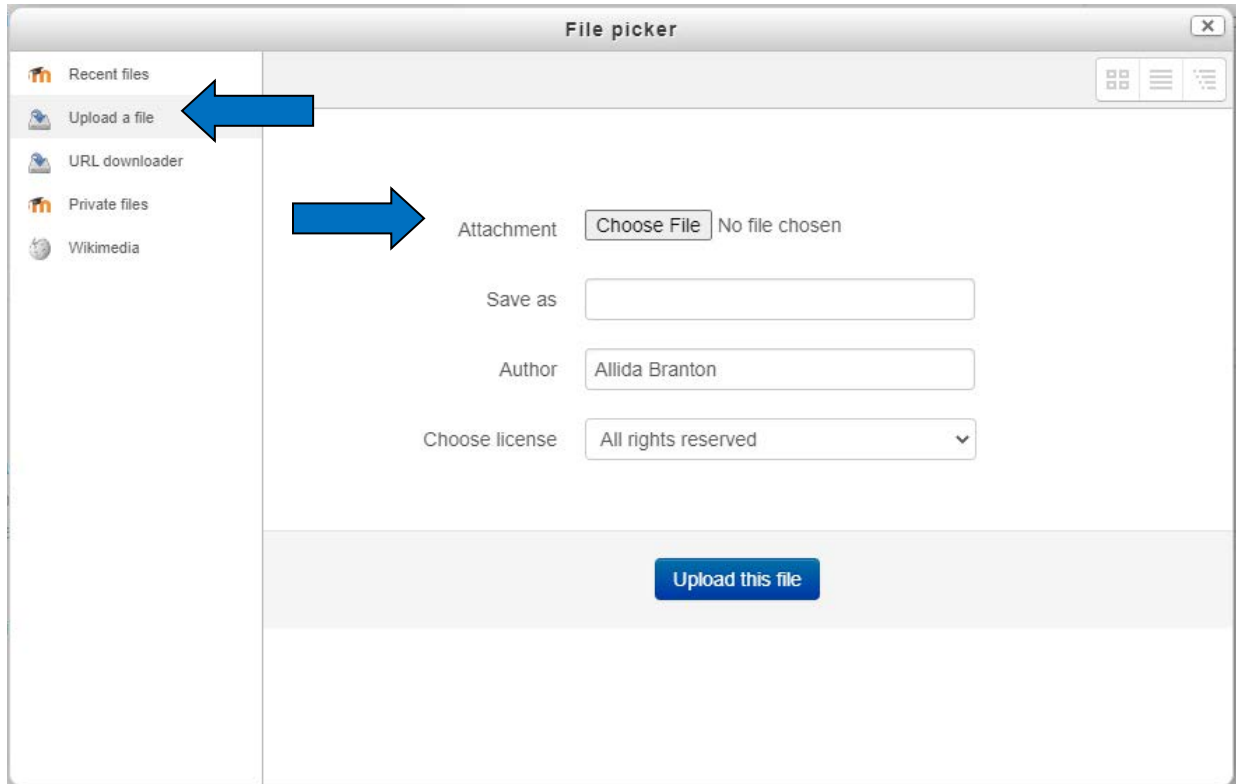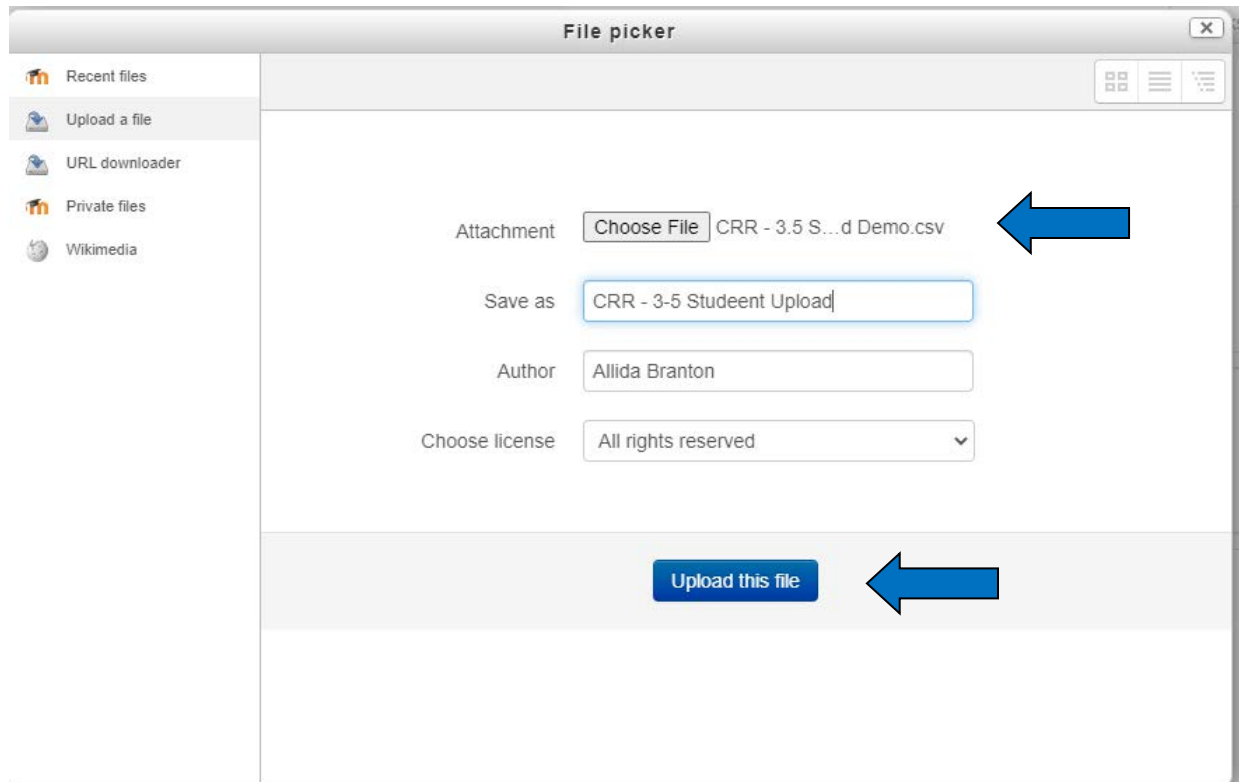


You will be returned to your hard drive. You will need to search for the csv document, select it, and then select the **Open** button.
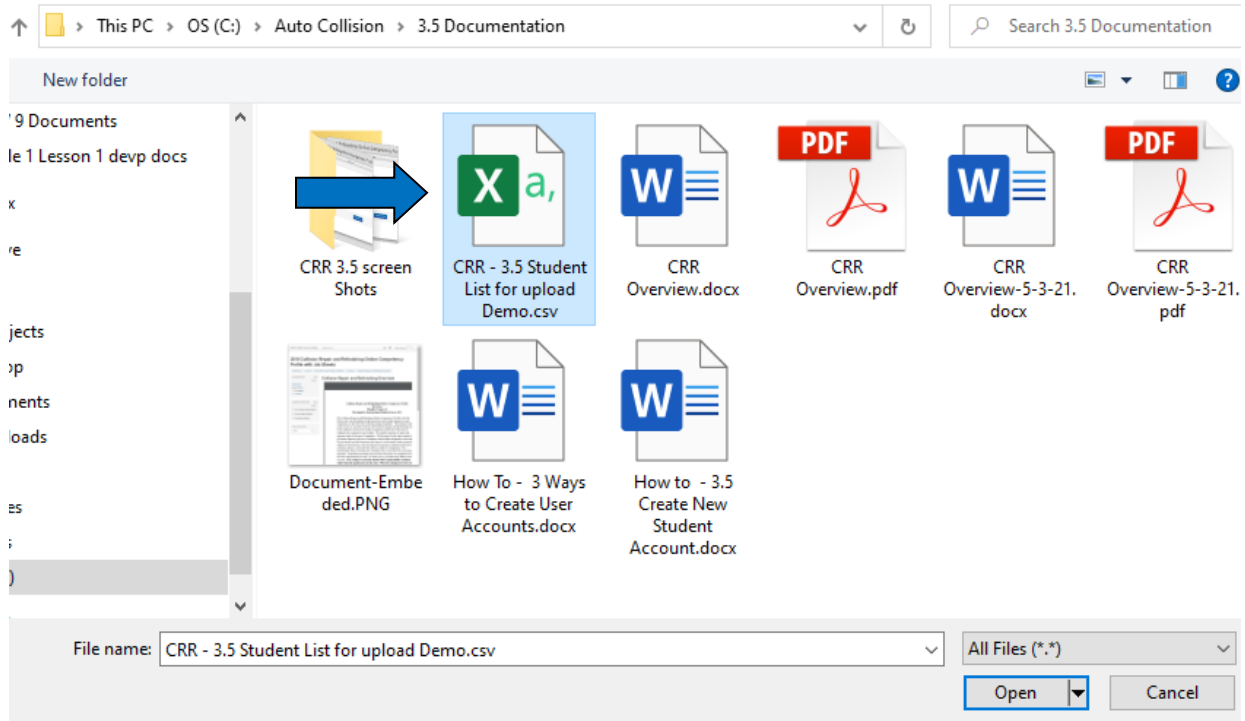
You will be returned to the File Picker and the name of the file will be located next to the **Choose File** button. Add a Save as description for screen readers. The screen will look like this:

Select the **Upload this file** button and the file will be uploaded to the site. The screen will look the same as if you used the drag and drop process.

Follow the directions above to complete the bulk user upload process.