Upload Multiple Users

If you want to create multiple user accounts at one time or import multiple user information from a text file, the first step is to create a document with the following information in the exact format shown below.

- Each line of the file contains one record
- Each record is a series of data separated by commas
- The first record of the file is special, and contains a list of fieldnames. These fieldnames must be entered exactly as shown below. They match the field names in Moodle. This defines the format of the rest of the file.

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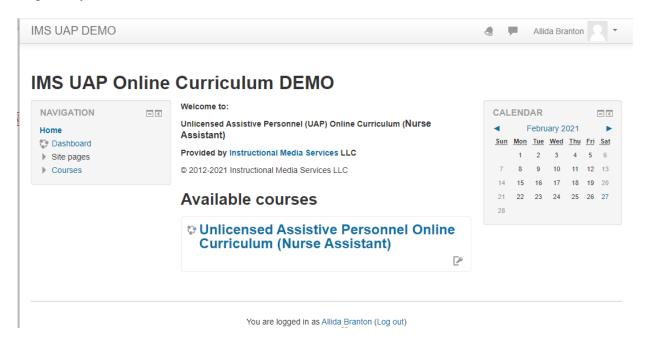
The fieldname city is optional.

The file must be saved as a **CSV file**. An example of a CSV file to be uploaded is shown below:

username	firstname	lastname	password	email	city
ricka	Rick	Abrahms	IMS*uap10	rickabrahms@internet.com	Hometown
ianb	Ian	Bates	IMS*uap1	ianbates@internet.com	Hometown
tedd	Ted	Dalton	IMS*uap2	teddalton@internet.com	Hometown
jillj	Jill	James	IMS*uap3	jilljames@internet.com	Hometown
thomask	Thomas	Kirk	IMS*uap4	thomaskirk@internet.com	Hometown
elizabethp	Elizabeth	Miller	IMS*uap5	elizabethmiller@internet.com	Hometown
janeto	Janet	Owens	IMS*uap9	janetowens@internet.com	Hometown
zarahp	Zarah	Perkins	IMS*uap6	zarahperloms@internet.com	Hometown
kathyr	Kathy	Rogers	IMS*uap7	kathyrogers@internet.com	Hometown
donalds	Donald	Smith	IMS*uap8	donaldsmith@internet.com	Hometown

This data may be created in an Excel spreadsheet or other spreadsheet software. The key is to make sure that when you save the file you choose a .csv extension for the file. The upload process will not work unless the file has a csv file extension. The file name for the document above looks like this:

Student List UAP upload.csv

Upload Multiple Users

Log in to your UAP Online Curriculum site.
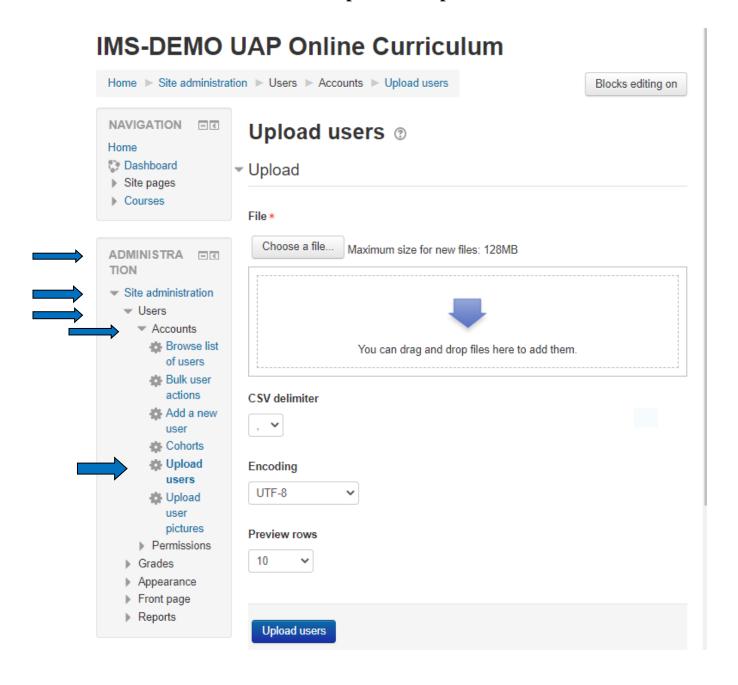

Click on the course title to open the course

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:
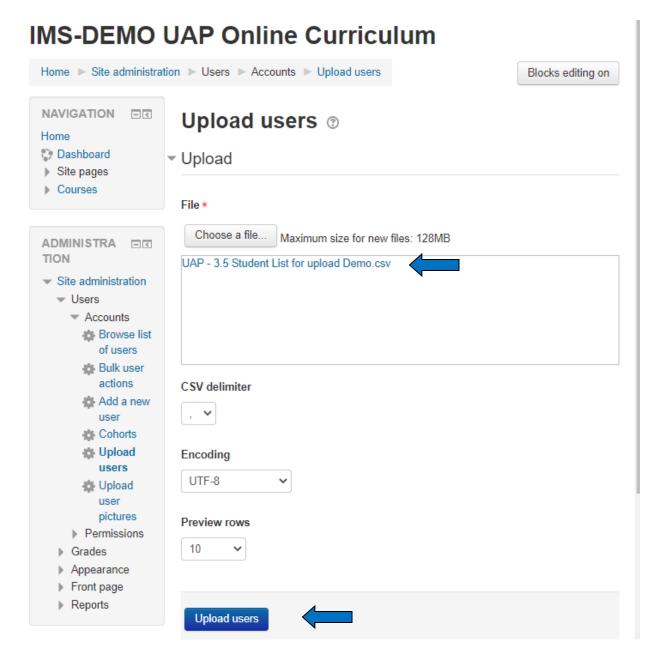   select **Users**,
        then **Accounts**,
        then **Upload users**.

The following screen will appear:

IMS-DEMO UAP Online Curriculum

Home ▶ Site administration ▶ Users ▶ Accounts ▶ Upload users

Blocks editing on

NAVIGATION

Home
Dashboard
▶ Site pages
▶ Courses

ADMINISTRATION

▼ Site administration
  ▼ Users
    ▼ Accounts
      ⚙ Browse list of users
      ⚙ Bulk user actions
      ⚙ Add a new user
      ⚙ Cohorts
      ⚙ **Upload users**
      ⚙ Upload user pictures
    ▶ Permissions
  ▶ Grades
  ▶ Appearance
  ▶ Front page
  ▶ Reports

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

If you are using Firefox or Chrome as your internet browser, you should be able to drag your csv file from the hard drive of your computer to the area indicated by the light blue down arrow. (If the drag and drop method does not work for you, you may click the Choose a file button. It will guide you to the file on your computer and it will be added to this screen.) If you are successful with the drag and drop process your screen will look like the screenshot below.

IMS-DEMO UAP Online Curriculum

Home ▶ Site administration ▶ Users ▶ Accounts ▶ Upload users

Blocks editing on

NAVIGATION 🔲◀

Home
🔄 Dashboard
▶ Site pages
▶ Courses

Upload users ⑦

▼ Upload

File *

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

UAP - 3.5 Student List for upload Demo.csv   ⬅

ADMINISTRA 🔲◀
TION

▼ Site administration
  ▼ Users
    ▼ Accounts
      ⚙ Browse list of users
      ⚙ Bulk user actions
      ⚙ Add a new user
      ⚙ Cohorts
      ⚙ **Upload users**
      ⚙ Upload user pictures
    ▶ Permissions
  ▶ Grades
  ▶ Appearance
  ▶ Front page
  ▶ Reports

CSV delimiter

, ∨

Encoding

UTF-8 ∨

Preview rows

10 ∨

Upload users   ⬅

Note the file title in the box below the **Choose a file …** button.

Click the **Upload users** button.

An **Upload users preview** screen will appear. Double check the data.

IMS-DEMO UAP Online Curriculum

Home ▶ Site administration ▶ Users ▶ Accounts ▶ Upload users   Blocks editing on

NAVIGATION ▭◄
Home
🔄 Dashboard
▶ Site pages
▶ Courses

ADMINISTRATION ▭◄
▼ Site administration
  ▼ Users
    ▼ Accounts
      ⚙ Browse list of users
      ⚙ Bulk user actions
      ⚙ Add a new user
      ⚙ Cohorts
      ⚙ **Upload users**
      ⚙ Upload user pictures
    ▶ Permissions
  ▶ Grades
  ▶ Appearance
  ▶ Front page
  ▶ Reports

ADMIN BOOKMARKS ▭◄
Bookmark this page

Upload users preview

CSV line	username	firstname	lastname	password	email	city	Status
2	ricka	Rick	Abrahms	IMS*uap10	rickabrahms@internet.com	Hometown	
3	ianb	Ian	Bates	IMS*uap1	ianbates@internet.com	Hometown	
4	tedd	Ted	Dalton	IMS*uap2	teddalton@internet.com	Hometown	
5	jillj	Jill	James	IMS*uap3	jilljames@internet.com	Hometown	
6	thomask	Thomas	Kirk	IMS*uap4	thomaskirk@internet.com	Hometown	
7	elizabethp	Elizabeth	Miller	IMS*uap5	elizabethmiller@internet.com	Hometown	
8	janeto	Janet	Owens	IMS*uap9	janetowens@internet.com	Hometown	
9	zarahp	Zarah	Perkins	IMS*uap6	zarahperloms@internet.com	Hometown	
10	kathyr	Kathy	Rogers	IMS*uap7	kathyrogers@internet.com	Hometown	
11	donalds	Donald	Smith	IMS*uap8	donaldsmith@internet.com	Hometown	

▾ Collapse all

▾ Settings

Upload type

[Add new only, skip existing users ⌄]

New user password

[Field required in file ⌄]

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

The second option to review is: **New user password.** The options are:

Field required in file or
Create password if needed and send via email

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. For the option **New user password,** we choose **Field required in file**, as we had assigned a password to each student.

Upload Multiple Users

After you have reviewed the preview screen scroll to the bottom of the screen and select **Upload users**.

The following screen will appear:

Upload users results

Status	CSV line	ID	Username	First name	Surname	Email address	Password	Authentication	Enrolments	Suspended account	Delete
New user	2	19	ricka	Rick	Abrahms	rickabrahms@internet.com	IMS*uap10	manual		No	
New user	3	20	ianb	Ian	Bates	ianbates@internet.com	IMS*uap1	manual		No	
New user	4	21	tedd	Ted	Dalton	teddalton@internet.com	IMS*uap2	manual		No	
New user	5	22	jillj	Jill	James	jilljames@internet.com	IMS*uap3	manual		No	
New user	6	23	thomask	Thomas	Kirk	thomaskirk@internet.com	IMS*uap4	manual		No	
New user	7	24	elizabethp	Elizabeth	Miller	elizabethmiller@internet.com	IMS*uap5	manual		No	
New user	8	25	janeto	Janet	Owens	janetowens@internet.com	IMS*uap9	manual		No	
New user	9	26	zarahp	Zarah	Perkins	zarahperloms@internet.com	IMS*uap6	manual		No	
New user	10	27	kathyr	Kathy	Rogers	kathyrogers@internet.com	IMS*uap7	manual		No	
New user	11	28	donalds	Donald	Smith	donaldsmith@internet.com	IMS*uap8	manual		No	

Users created: 10
Users having a weak password: 0
Errors: 0

Continue

Note the analysis of the upload that is centered at the bottom of the screen. Ten new user accounts 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.
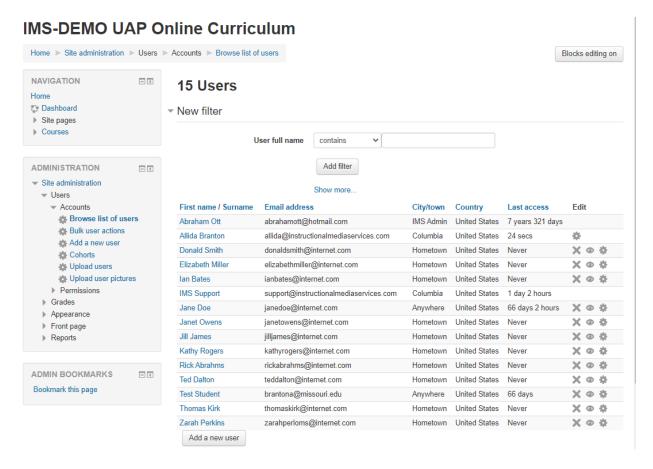
Select the **Continue** button.

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.

Upload Multiple Users

To double check the list of user accounts created follow this path:
From the home page choose:

Administration block
Site administration
Users
Accounts
Browse list of users

The following screen will display:

To complete the account creation process, inform your students of your facilities' curriculum URL, their username, and password.

At this point, student accounts have been created but the students **have not been enrolled** in the course.