

MORE INFORMATION ABOUT: BULK USER UPLOAD

Why to Use:

Import multiple user accounts from a file.

Where to Find:

On the landing page of your campus, find the Site Administration menu and then find and click Upload Users. Preparatory to this, you create and save a .csv file containing the data about each user.

- Each line of the file contains one record
- Each record is a series of data separated by commas (or other delimiters)
- The first record of the file is special, and contains a list of field names. This defines the format of the rest of the file.

Field Names

Required field names

These fields must be included in the first record, and defined for each user:

firstname, *lastname* when inserting or *username* when updating

Optional field names

If a value is present for the field in the file, then that value is used; otherwise, the default value for that field is used.

institution, department, city, country, lang, auth, ajax, timezone, idnumber, icq, phone1, phone2, address, url, description, mailformat, maildisplay, htmeditor, autosubscribe, emailstop

Custom profile field names: Optional

In the example below, xxxxx is the custom user profile field name (the unique short name)

profile_field_xxxxx



Special field names

Used for changing usernames and deleting users.

deleted, oldusername

Enrollment field names: Optional.

The course names are the "shortnames" of the courses - if present, then the user will be enrolled in those courses. "Type" means type of role to be used for associated course enrollment. Use 1 for a default course role or 2 for a Teacher. You can use a role field instead to specify roles directly - use either the role's short name or the role's id (numeric names of roles are not supported). Users may also be assigned to groups in a course (group1 in course1, group2 in course2, etc.). Groups are identified by name or id (numeric names of groups are not supported).

course1, type1, role1, group1, course2, type2, role2, group2, etc.

- Commas within the data should be encoded as `,` - the script will automatically decode these back to commas.
- For Boolean fields, use 0 for false and 1 for true.

Here is an example of a valid import file:

username	password	firstname	lastname	email	lang	idnumber	maildisplay	course1	group1	type
jonest	verysecret	Tom	Jones	jonest@so meplace.ed u	en	3663737	1	Intro101	Section 1	1
reznort	secret	Trent	Reznor	reznort@so meplace.ed u	en_us	6736733	0	Advance d202	Section 3	3

Templates

The default values are processed as templates in which the following codes are allowed:

- %l - will be replaced by the lastname
- %f - will be replaced by the firstname
- %u - will be replaced by the username
- %% - will be replaced by the %



Between the percent sign (%) and any code letter (l, f or u) the following modifiers are allowed:

- (-) minus sign - the information specified by the code letter will be converted to lowercase
- (+) plus sign - the information specified by the code letter will be converted to UPPERCASE
- (~) tilde sign - the information specified by the code letter will be converted to Title Case
- a decimal number - the information specified by the code letter will be truncated to that many characters

For example, if the firstname is John and the lastname is Doe, the following values will be obtained with the specified templates:

- %l%f = DoeJohn
- %l%f1 = DoeJ
- %-l%+f = doeJOHN
- %-f_%-l = john_doe
- http://www.example.com/~%u/ = http://www.example.com/~jdoe/ (if the username is jdoe or %-1f%-l)

Template processing is done only on default values, and not on the values retrieved from the CSV file.

In order to create correct EasyCampus usernames, the username is always converted to lowercase. Moreover, if the "Allow extended characters in usernames" option in the Site policies page is off, characters different to letters, digits, dash (-) and dot (.) are removed. For example if the firstname is John Jr. and the lastname is Doe, the username %-f_%-l will produce john jr._doe when Allow extended characters in usernames is on, and johnjr.doe when off.

When the "New username duplicate handling" setting is set to Append counter, an auto-increment counter will be append to duplicate usernames produced by the template. For example, if the CSV file contains the users named John Doe, Jane Doe and Jenny Doe without explicit usernames, the default username is %-1f%-l and New username duplicate handling is set to Append counter, then the usernames produced will be jdoe, jdoe2 and jdoe3.

Updating existing accounts

By default, EasyCampus assumes that you will be creating new user accounts, and skips records where the username matches an existing account. However, if you allow updating, the existing user account will be updated.

When updating existing accounts, you can change usernames as well. Set "Allow renames" to Yes and include in your file a field called oldusername.

WARNING: ANY ERRORS UPDATING EXISTING ACCOUNTS CAN AFFECT YOUR USERS BADLY.



Deleting accounts

If the deleted field is present, users with value 1 will be deleted. In this case, all the fields may be omitted, except for username.

Deleting and uploading accounts can be done with a single CSV file. For example, the following file will add the user Tom Jones and delete the user reznort:

username	firstname	lastname	deleted
jonest	Tom	Jones	0
reznort			1

