

CSV User Upload Guide

This guide explains how to prepare your CSV file for uploading users into the system and important points to ensure a smooth process.

1. CSV File Structure

Your CSV file should be organized with **columns representing user information**. Common columns include:

Column Name	Description	Example
username	Unique username for the user (no duplicates)	john.doe
password	User's password (Moodle may enforce password rules)	P@ssw0rd123
firstname	User's first name	John
lastname	User's last name	Doe
email	User's email address (must be unique)	john.doe@email.com
city	City name	Karachi
country	Country code (ISO 2-letter code)	PK
cohortid (optional)	Cohort to assign the user to	cohort1
auth	Authentication method (manual is default)	manual

Note: Only include the columns you need. Optional fields like city or cohort can be left out if not required.

2. CSV Formatting Tips

- Save the file in **CSV UTF-8 format** to avoid character issues.
 - Use a **comma (,)** as the delimiter. Avoid semicolons or other separators.
 - Make sure there are **no blank rows** in the file.
 - Remove any **extra spaces** before or after the data.
 - Ensure all **email addresses are unique**. Duplicate emails will cause an error.
 - Ensure usernames are **unique**; duplicates cannot be uploaded.
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3. Password Guidelines

- If leaving the password blank, the system may auto-generate a temporary password.
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4. Uploading the CSV File

1. Go to the **Site Administration** → **Users** → **Upload Users**.
 2. Choose your CSV file.
 3. Review the **preview table** to ensure all columns are mapped correctly.
 4. Configure **upload settings**:
 - Choose the default authentication method if not included in CSV.
 - Decide how to handle **existing users** (update or ignore).
 5. Click **Upload Users**.
 6. Confirm any system messages or errors. Fix issues if required.
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5. Best Practices

- Always **test with a small CSV** first (e.g., 5–10 users) before a full upload.
 - Keep a **backup of the original CSV file**.
 - Maintain a **log of uploaded users** for reference.
 - Notify users about their accounts if passwords are system-generated.
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This guide ensures a smooth and error-free user upload process while maintaining professional standards. Following these steps will help prevent errors and save time.