

# Moodle Bulk User Upload

Download the [bulkusertemplate.csv](#) file from Moodle.

Complete the spreadsheet with the users you wish to upload using the following criteria:

	A	B	C	D	E	F	G	H
1	username	password	firstname	lastname	email	institution	course1	
2	demouser@demo.com	Perkins2017!	Demo	Dude	demouser@demo.com	Bladen Community College	Moodle Tutorials	
3								
4								
5								

**ALWAYS** use the email address as the username

This is a temporary password. When the user logs in for the first time, they will be required to change their password. Passwords must have at least 8 characters, include at least 1 uppercase letter and symbol.

Enter the college or organization they are affiliated with.

Enter the exact name of the course (including spaces) where you are enrolling the user. If you are unsure of the name, go to the main page in Moodle and look at the end of the breadcrumb trail.

Home > Courses > Other Resources > Moodle Tutorials

If you are enrolling the user in more than one course you can repeat this process in the next column using the heading course2.

After you have completed the user file, click on Site Administration >Users>Accounts>Upload Users



Drag and drop the user file into the file area and click Upload Users

Choose a file  
bulkusertemplate.csv

SV delimiter: [v]

Encoding: UTF-8

review rows: 10

There are required fields in this form marked \*.

Footer (Left) Footer (Middle)

location in the North Carolina Community College System does not discriminate on the basis of race, sex, or age. If you have a question or wish to file a complaint, please contact the designated Title IX Coordinator.

Coordinator [v]

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Upload users

The next screen will give you a preview of how the file will be interpreted. It is important to ensure that the information is in the correct locations.

### Upload users preview

CSV line	username	password	firstname	lastname	email	institution	course1
2	demouser@demo.com	Perkins2017!	Demo	Dude	demouser@demo.com	Bladen Community College	Moodle Tutorials

Next, change the settings to match the following image. **It is extremely important that the setting match this screen.** Once you have verified that the settings match, click Upload Users at the bottom of the screen.

#### Settings

**Upload type** Add new only, skip existing users

**New user password** Field required in file

**Existing user details** No changes

**Existing user password** No changes

**Force password change** All

**Allow renames** No

**Allow deletes** No

**Allow suspending and activating of accounts** Yes

**Prevent email address duplicates** Yes

**Standardise usernames** Yes

**Select for bulk user actions** No

Once the file is processed, you will see a results screen similar to the one below. Make sure you scroll through this screen. It will tell you if a user already exists or if there are issues with their entry. It should go ahead and enroll the user into your course if they already exist; however, you will want to double check that it worked.

### Upload users results

Status	CSV line	ID	Username	First name	Surname	Email address	Password	Authentication
New user	2	813	demouser@demo.com	Demo	Dude	demouser@demo.com	Perkins2017!	manual

Users created: 1  
Users having a weak password: 0  
Errors: 0

[Continue](#)

Congratulations! You have successfully uploaded users into Moodle!