# Phase-0 Data upload and preparation

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Overview:

This guide details various settings associated with the FYP system in Stage 0-the preparation stage.

What to know:

FYP system is separate from Learning Mall Core. FYP involves three roles:

Admin role; Teacher role; Student role

It is necessary to upload all the teacher and student accounts by Admin role to the FYP system before the selection. Both staff and student users will access to the FYP system via SSO.

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### Admin role: How to download template and import in FYP system

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O Student Selection List		1310	test_student33	1@novalid.com		0	Design School	Normal
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		1285	test_student30	1@novalid.com		0		Normal
		1284	test_student29	1@novalid.com		0		Normal
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		1282	test_student27	1@novalid.com		0		Normal

How to download the user upload template and import:

Step 1: click "User management" in the left navigation tab;

Step 2: click "download the template" and the template will be available in the downloads folder of your device; Please refer to the below section for the details on how to fill in the template;

Step 3: after completing data input, click "Import" to upload the users.

#### Admin role: Tips for fill in the template

导入说明(必读) 1、工作表:要导/ 表中,将需导入的 入。 2、表格格式:表格 行一个用户,一次 8个用户,如果超近 3、除了mobile其 4、role如果是学生	、的用户必须在 用户复制到本 客第2行必须为 等入必须小于 は请分批导入。 他必填	表格中,再 <b>表头,第</b> 3 1000 <b>行数</b> 如果是老师	进行导 6 <b>行开始一</b> 据,即99			
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username: mandatory; it is the Ad account same as all other XJTLU usernames;

mobile: optional and fine to leave blank;

email: mandatory; same as XJTLU email account;

dept: mandatory; ought to be identical with the dept. information pertaining to each teacher at the time of enrolment.

quota: mandatory for teacher role ;can be left blank for student role;

role: 1 for student role, 2 for teacher role and 3 for admin role.

## Admin role: How to initiate a selection activity

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O User management		Title: Teacher num:	0	
O Activity setting		Student selection start:	2024-04-22 14:28:16	
<ul> <li>Teacher list</li> <li>O Student Selection List</li> </ul>		Student selection end:	2024-04-22 14:28:16	
		Teacher selection start:	2024-04-22	
		start: Round:	1	
		Number of days per round:	1	

How to add an activity

Step 1: click the "Activity setting" in the left navigation bar;

Step 2: click "Add" at the top left;

Step 3: input selection detail in the pop-up dialogue

Tips to set up an activity

Title: mandatory;

Teachernum: the number of teachers to be ranked by the students should be the same as the "Round" numbers, otherwise, there will be empty rounds when teachers have no students to choose or occasions when students will be left without selection.

Student selection:

student start date > today

student end date > student start date

Teacher start date > student end date by 1 day

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start	Student selection end	Teacher selec	ction start	Round	Number of days per rou. d	Status lick to toggle	Create	time	Operate
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<b>∢</b> Shov	ving 1 to 1 of 1 rows								

Click to toggle to initiate the activity. Once the activity has been started, no edits or changes are allowed until the end of the Random selection.

Teacher role: H	low to	o edit personal profile	
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♥ Genera 1 ▲ Profile 2	new	Research area:  Quantitative Research Methods Computational Social Sciences International Political Economy Domestic Politics of Foreign Aid Dept:	

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Step 1: click "General" to expand "Profile" tab;

Step 3: input details in "Research area";

Step 4: in "Introduction" area, artifacts like images, hyper-link, videos can be uploaded in the rich text area. Remember to click "Submit" at the bottom of the page to save the changes.

#### Tips:

Once the users have been uploaded by Admin, teachers are able to login and edit their profile. However, teachers and the admin should be on the same page of the selection start date. Once the activity has been started, no edits or changes are allowed until the end of the Random selection.

#### Next steps:

Now that you have finished the setting in Stage-0, you may be interested in the following related articles:

Online URL: https://knowledgebase.xjtlu.edu.cn/article/phase-0-data-upload-and-preparation-379.html