

# Phase-0 Data upload and preparation

## 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.

## Table of Contents

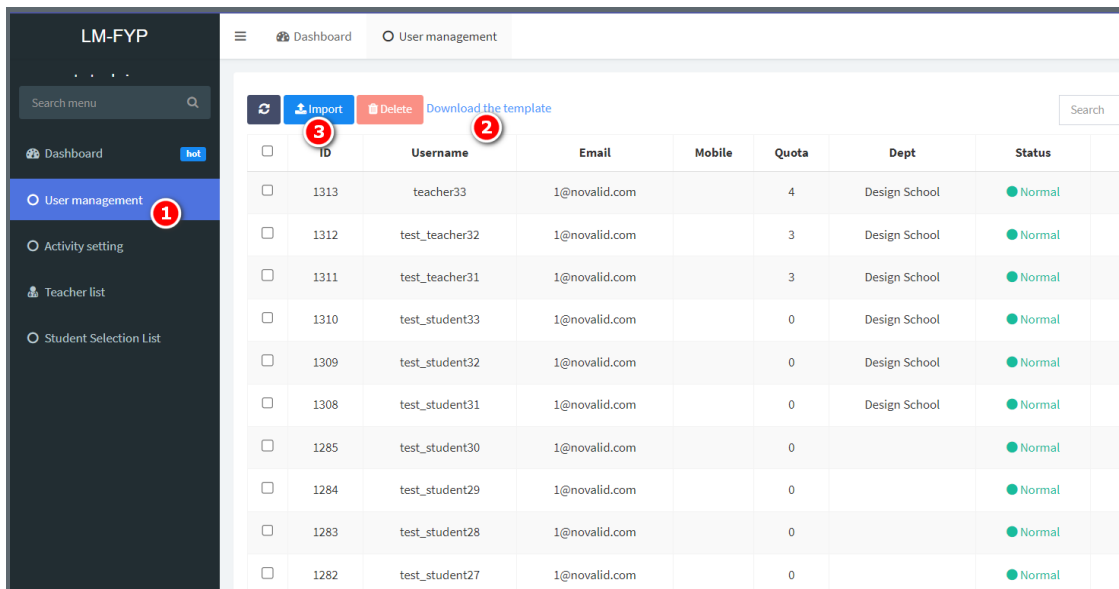
[Admin role: How to download template and import in FYP system](#)

[Admin role: Tips for fill in the template](#)

[Admin role: How to initiate a selection activity](#)

[Teacher role: How to edit personal profile](#)

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



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**: 要导入的用户必须在文件的**第1个工作表**中, 将需导入的用户复制到本表格中, 再进行导入。
- 2、**表格格式**: 表格第2行必须为表头, 第3行开始一行一个用户, 一次导入必须小于1000行数据, 即998个用户, 如果超过请分批导入。
- 3、除了mobile其他必填
- 4、role如果是学生填入数字1, 如果是老师填入数字2, 管理员填入数字3, 其他无效报错
- 5、username为西浦ad账号名, 正确格式为san.zhang01
- 6、dept字段严格按照需求填写

username	mobile	email	dept	quota	role
test_student31		1@novalic	Accounting		1
test_student32		1@novalic	Finance		1
test_student33		1@novalic	Finance		1
test_teacher31		1@novalic	Accountin	3	2
test_teacher32		1@novalic	Finance	5	2
test_teacher33		1@novalic	Strategic M	3	2

username: mandatory; it is the Ad account same as all other XJTLU usernames;

mobile: optional and fine to leave blank;

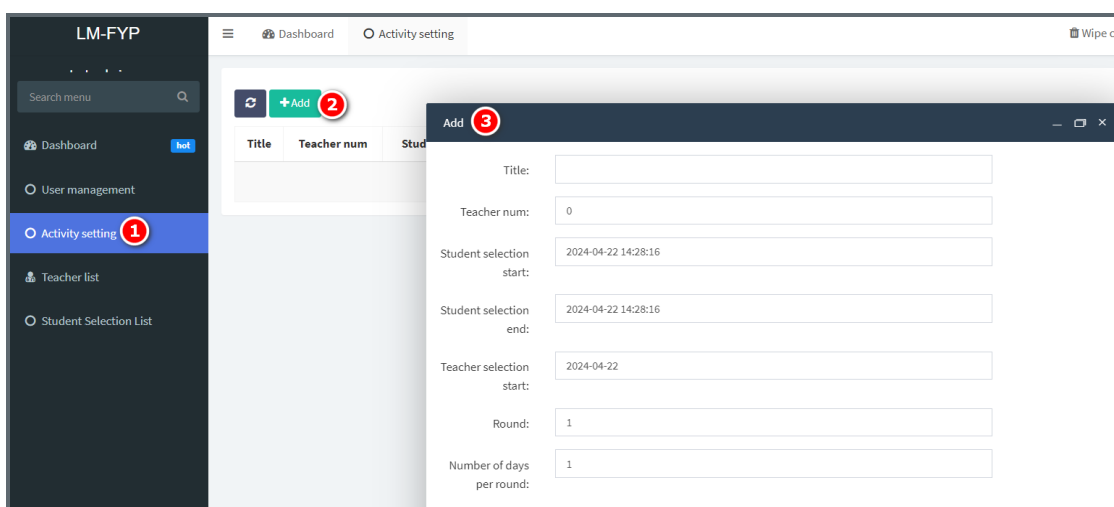
email: mandatory; same as XJTLU email account;

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



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;

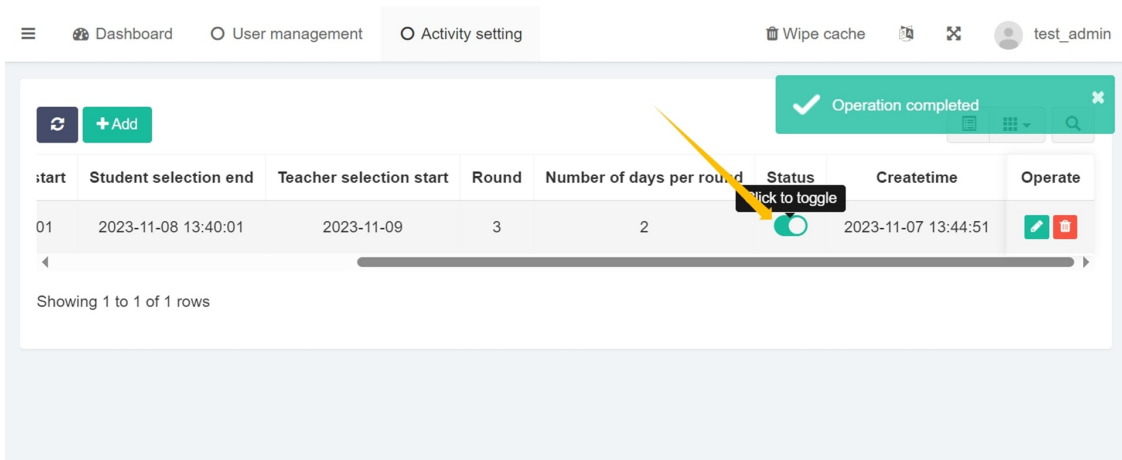
Teachernum: the number of teachers to be ranked by the students should be the same as the "Round" numbers, otherwise, there will be empty rounds when teachers have no students to choose or occasions when students will be left without selection.

Student selection:

student start date > today

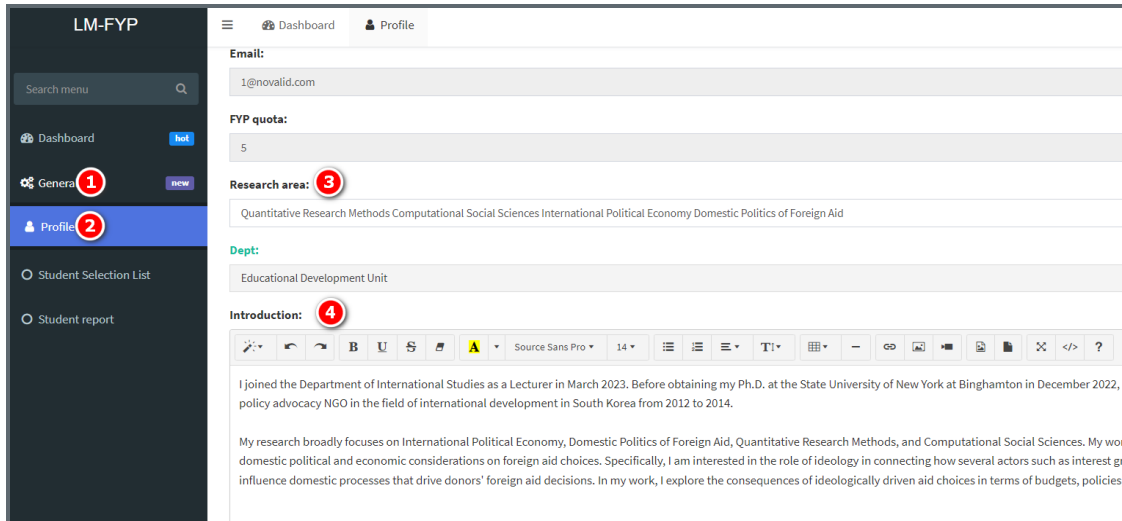
student end date > student start date

Teacher start date > student end date by 1 day



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: How to edit personal profile



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>