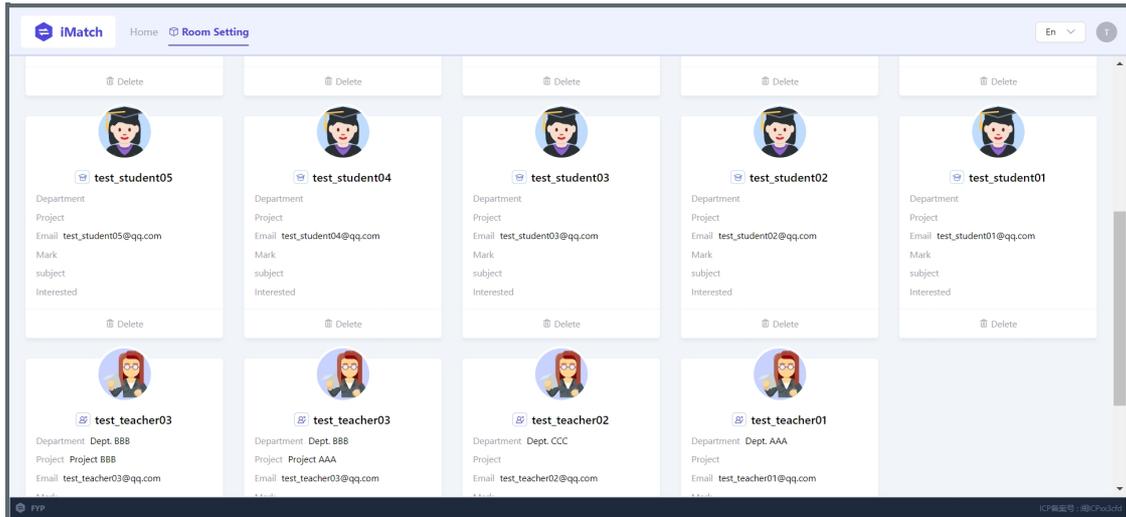


Phase 0-Admin Role-How to upload users



An example of uploaded users

Overview:

This guide will show you how to upload students and teachers for a room / selection process.

What to know:

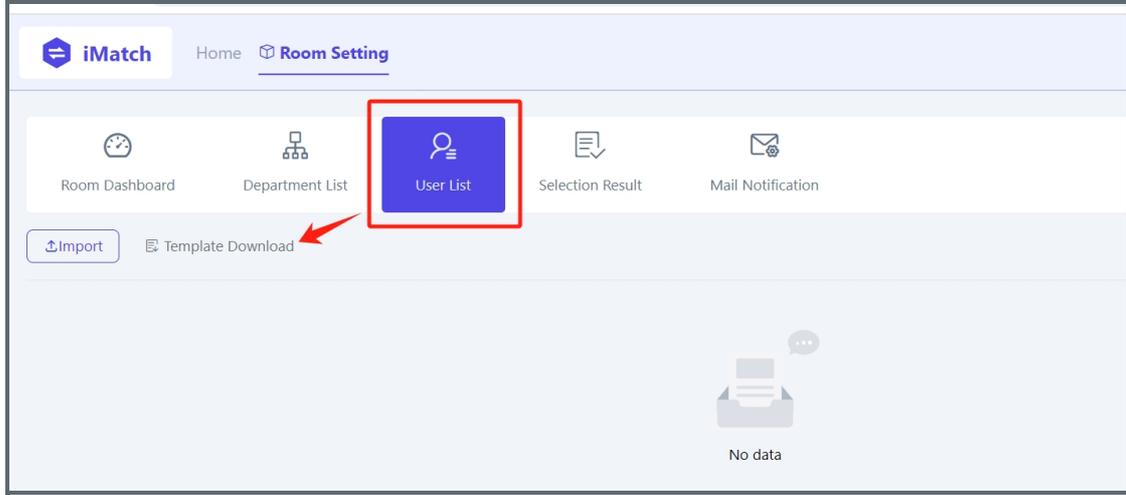
Before uploading users, make sure the department information is created within that room.

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Step 1: Download the template

Go to the "User List" tab and click "Template Download" to get the Excel sheet.



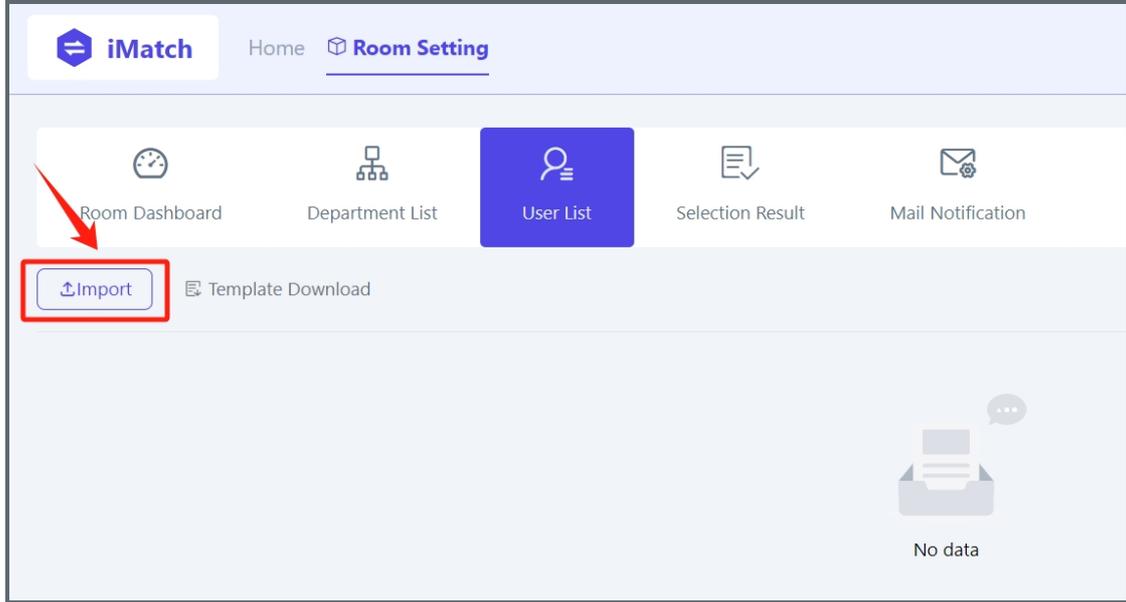
Step 2: Fill in the user template

Fill the template with the user information and save the file. Follow the rules for each column as specified in the guide on [Phase 0-Admin role-How to fill in the user upload template](#).

	A	B	C	D	E	F
	导入说明 (必读) :					
	1、工作表: 要导入的用户必须在文件的第一个工作表中, 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、username&email: 必填项, username为西浦ad账号名, 正确格式为san.zhang01					
	4、projectName: 非必填, 仅适用于多项目模式。					
	5、department: 仅为老师角色必填项。					
	6、quota: 仅为老师角色必填项。					
	7、memberRole: 如果是学生填入数字1, 如果是老师填入数字2, 其他数值无效, 会报错。					
1						
2	username	email	projectName	department	quota	memberRole
3	test_teacher01	test_teacher01@qq.com		Dept. AAA	3	2
4	test_teacher02	test_teacher02@qq.com		Dept. CCC	3	2
5	test_teacher03	test_teacher03@qq.com	Project AAA	Dept. BBB	2	2
6	test_teacher03	test_teacher03@qq.com	Project BBB	Dept. BBB	2	2
7	test_student01	test_student01@qq.com				1
8	test_student02	test_student02@qq.com				1
9	test_student03	test_student03@qq.com				1
10	test_student04	test_student04@qq.com				1

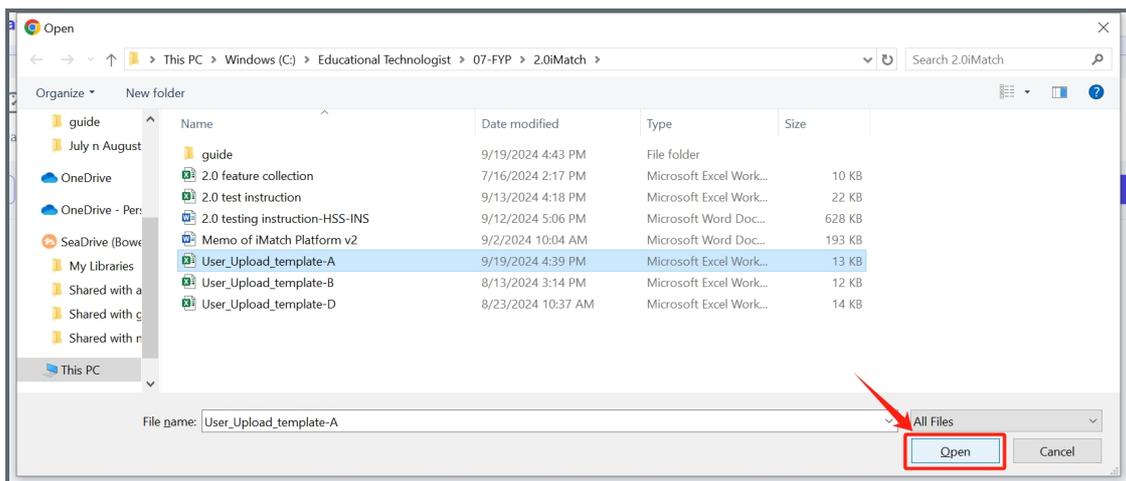
Step 3: Import the template

Click the "Import" button to upload the template.



Step 4: Upload the user template

Select the user template file and click "Open" to upload it.



Step 5: Users uploaded

A preview window will appear, showing the detailed information and highlighting the number of uploaded students and teachers. Click OK to proceed.

Import Preview

Total 14 items Student 10 Teacher 4

username	email	projectName	department	quota	memberRole
test_teacher01	test_teacher01@qq.com		Dept. AAA	3	Teacher
test_teacher02	test_teacher02@qq.com		Dept. CCC	3	Teacher
test_teacher03	test_teacher03@qq.com	Project AAA	Dept. BBB	2	Teacher
test_teacher03	test_teacher03@qq.com	Project BBB	Dept. BBB	2	Teacher
test_student01	test_student01@qq.com				Student
test_student02	test_student02@qq.com				Student

Cancel OK

The uploaded users will now be listed, with different icons indicating their roles.

IMatch Home Room Setting

Tips:

[Insert tip information here. Note that this item is optional and should be deleted if not required]

Next steps:

Now that you have finished uploading users data, there is still one more step to complete:

1. [Phase 0-Admin Role-How to send email reminders](#)

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/phase-0-admin-role-how-to-upload-users-391.html>