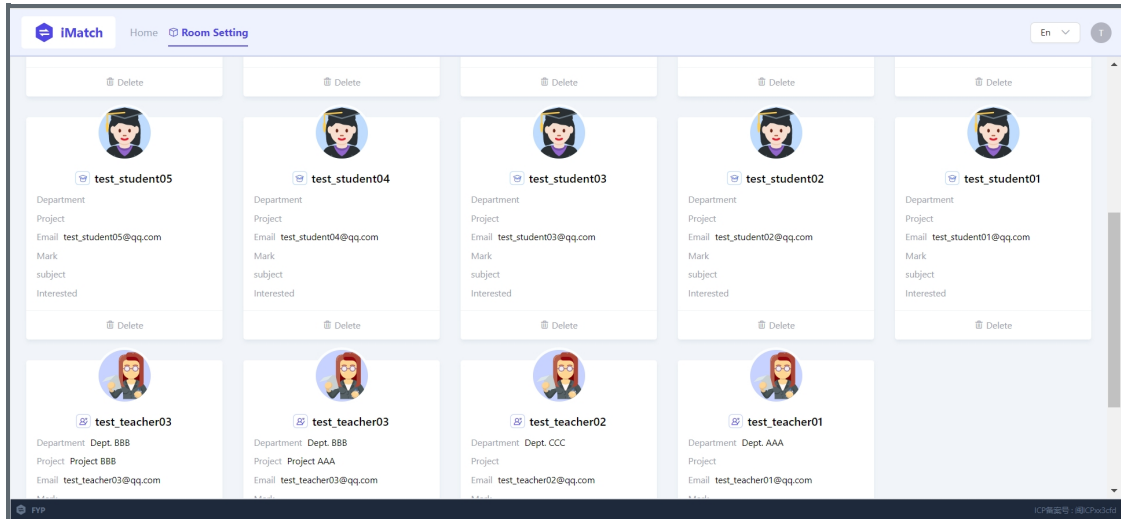


# Phase 0-Admin Role-How to upload users



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:

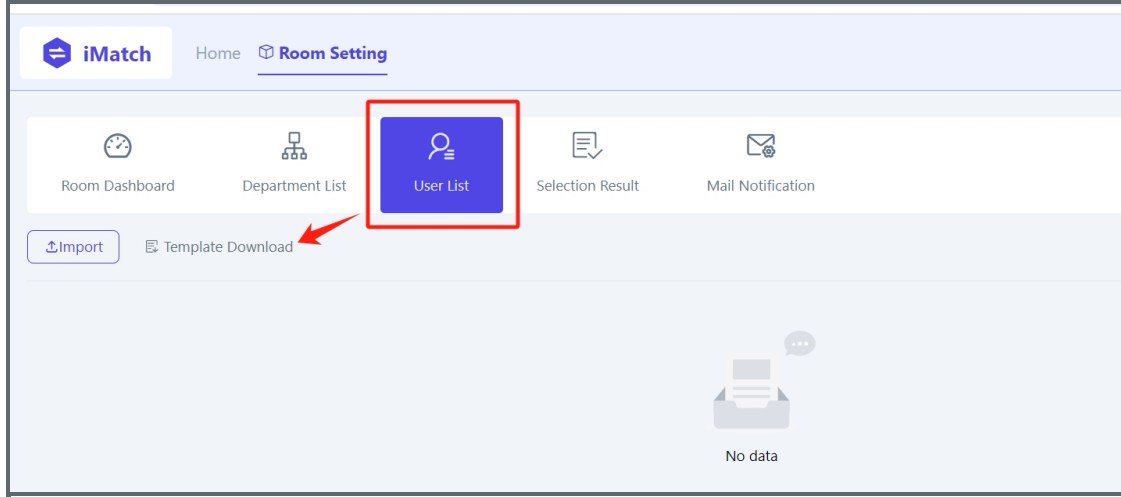
Before uploading users, make sure the department information is created within that room.

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- [Step 3: Import the template](#)
- [Step 4: Upload the user template](#)
- [Step 5: Users uploaded](#)

### Step 1: Download the template

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



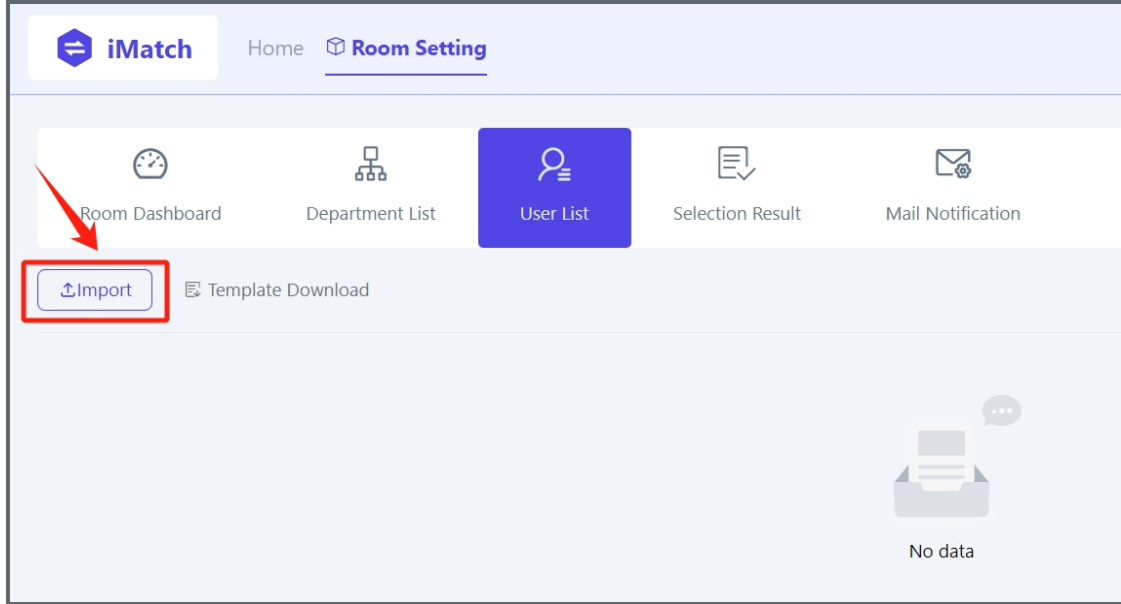
## Step 2: Fill in the user template

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
	<b>导入说明 (必读) :</b>					
	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、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	<b>username</b>	<b>email</b>	<b>projectName</b>	<b>department</b>	<b>quota</b>	<b>memberRole</b>
3	test_teacher01	<a href="mailto:test_teacher01@qq.com">test_teacher01@qq.com</a>		Dept. AAA	3	2
4	test_teacher02	<a href="mailto:test_teacher02@qq.com">test_teacher02@qq.com</a>		Dept. CCC	3	2
5	test_teacher03	<a href="mailto:test_teacher03@qq.com">test_teacher03@qq.com</a>	Project AAA	Dept. BBB	2	2
6	test_teacher03	<a href="mailto:test_teacher03@qq.com">test_teacher03@qq.com</a>	Project BBB	Dept. BBB	2	2
7	test_student01	<a href="mailto:test_student01@qq.com">test_student01@qq.com</a>				1
8	test_student02	<a href="mailto:test_student02@qq.com">test_student02@qq.com</a>				1
9	test_student03	<a href="mailto:test_student03@qq.com">test_student03@qq.com</a>				1
10	test_student04	<a href="mailto:test_student04@qq.com">test_student04@qq.com</a>				1

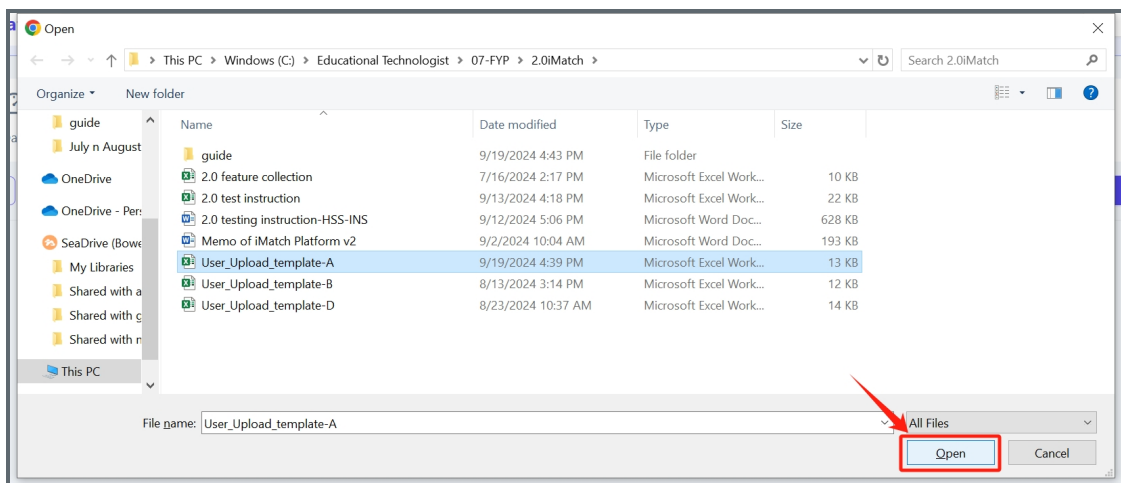
## Step 3: Import the template

Click the "Import" button to upload the template.



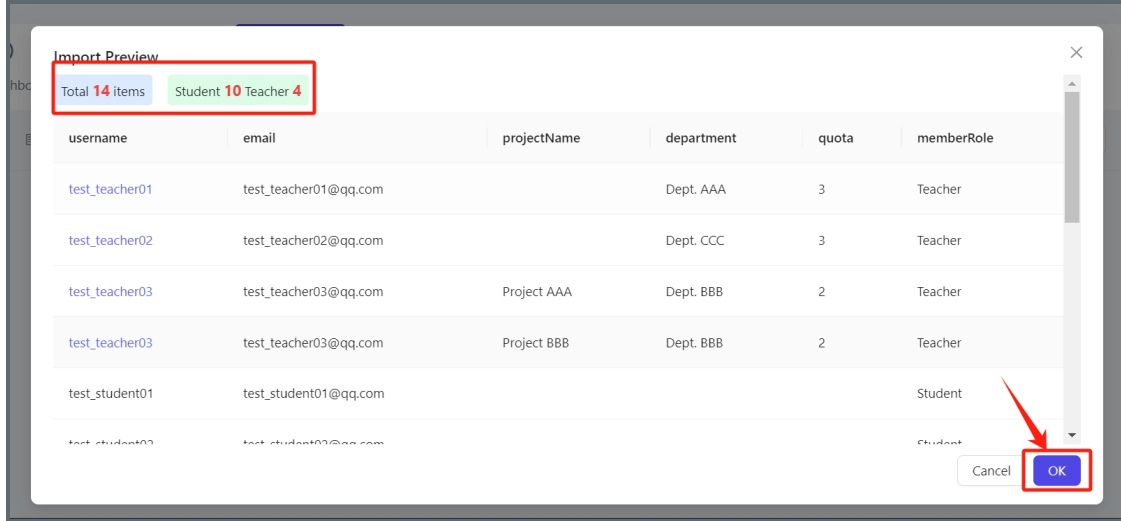
## Step 4: Upload the user template

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

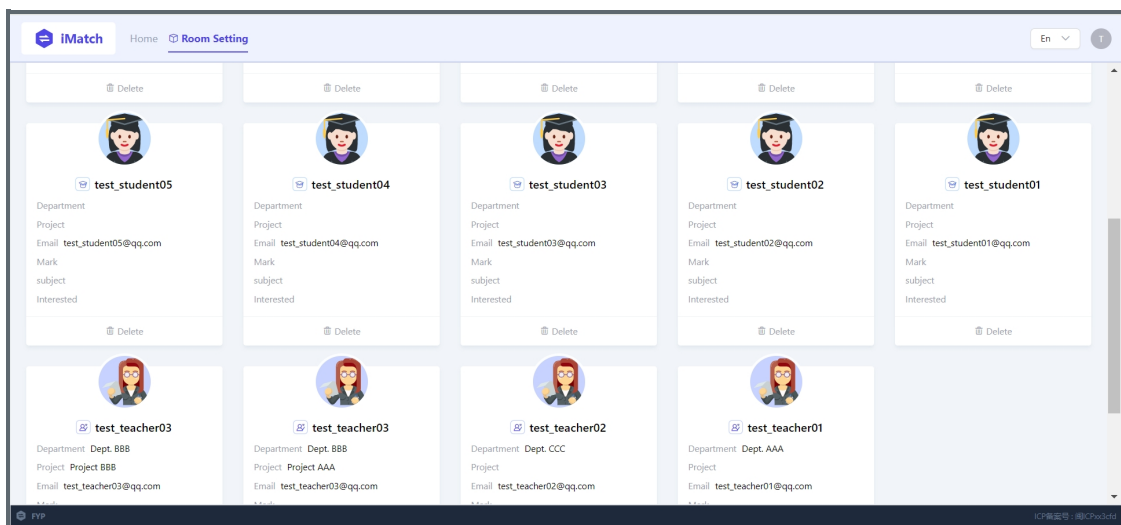


## Step 5: Users uploaded

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



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



### 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>