

# Phase 0-Admin role-How to fill in the user upload template

## Overview:

This guide will walk you through some key points when you fill out the user upload template.

## What to know:

When you intent to upload users to one room, the template can be downloaded in the "User List" tab in navigation lane.

## Table of Contents

[Template Instruction](#)

[Fill in each column](#)

[Teachers with various projects](#)

### Template Instruction

	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

You will find the instruction on how to fill out the template correctly at the top of the template, followed by details on each column:

username:

email:

projectName

department

quota

memberRole

Please note the format of the template should not be altered. The template allows for up to 998 users to be uploaded at once. If you need to upload more than 998 users, please use additional template.

### Fill in each column

	A	B	C	D	E	F
2	username	email	projectName	department	quota	memberRole
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
11	test_student05	<a href="mailto:test_student05@qq.com">test_student05@qq.com</a>				1
12	test_student06	<a href="mailto:test_student06@qq.com">test_student06@qq.com</a>				1
13	test_student07	<a href="mailto:test_student07@qq.com">test_student07@qq.com</a>				1
14	test_student08	<a href="mailto:test_student08@qq.com">test_student08@qq.com</a>				1
15	test_student09	<a href="mailto:test_student09@qq.com">test_student09@qq.com</a>				1
16	test_student10	<a href="mailto:test_student10@qq.com">test_student10@qq.com</a>				1

Here are the requirements for data input in each column.

username: mandatory; should be XJTLU AD account as users need to log in via SSO;

email: mandatory; should be XJTLU email account;

projectName: optional; applicable if the teacher is leading several projects with various quotas;

department: mandatory; it should match the department names created in [How to create department information](#)

quota: mandatory; each teacher may have different quotas;

memberRole: mandatory; 1 for Student role, 2 for Teacher role, 3 for Admin role

### Teachers with various projects

username	email	projectName	department	quota	memberRole
test_teacher01	<a href="mailto:test_teacher01@qq.com">test_teacher01@qq.com</a>		Dept. AAA	3	2
test_teacher02	<a href="mailto:test_teacher02@qq.com">test_teacher02@qq.com</a>		Dept. CCC	3	2
test_teacher03	<a href="mailto:test_teacher03@qq.com">test_teacher03@qq.com</a>	Project AAA	Dept. BBB	2	2
test_teacher03	<a href="mailto:test_teacher03@qq.com">test_teacher03@qq.com</a>	Project BBB	Dept. BBB	2	2
test_student01	<a href="mailto:test_student01@qq.com">test_student01@qq.com</a>				1
test_student02	<a href="mailto:test_student02@qq.com">test_student02@qq.com</a>				1
test_student03	<a href="mailto:test_student03@qq.com">test_student03@qq.com</a>				1
test_student04	<a href="mailto:test_student04@qq.com">test_student04@qq.com</a>				1

If a teacher is leading multiple projects, they should be entered as individual lines in the template, with distinct project names indicating different projects.

After the upload, the teacher will have separate icons for each project. If needed, the teacher can modify the introduction for each perspective project.

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/phase-0-admin-role-how-to-fill-in-the-user-upload-template-393.html>