

## Instructions for Uploading New Users to the LMS

Follow the steps carefully and ask for help if you are not sure about something.



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Begin by using the special link to open up the sign up form's spreadsheet. You will need a gmail account to have this access. This spreadsheet will contain all of the information students entered on the sign up form + a timestamp showing when they submitted it.

	A	B	С	D	E	F	G	н
	Timestamp	Email Address	First Name	Last Name	Phone Number	Date of Birth	Highest Educational Level	Select Day
5	5/9/2018 19:49:34	oubadakassar@yahoo.com	Ubada	Kassar	03-731918			Friday May 11th at 10:00 a
5	5/9/2018 19:52:00	maya.abdallah1010@gmail.com	Maya	Abdallah	76-851966			Friday May 11th at 10:00 a
5	5/9/2018 19:53:44	pamelasalem23@gmail.com	Pamela	Salem	78-837755			Friday May 11th at 10:00 a
5	5/9/2018 19:55:02	kazzazmirvat1@gmail.com	Mirvat	Kazzaz	70-755074			Friday May 11th at 10:00 a
5	5/9/2018 19:56:14	muneaa@icloud.com	Muneaa	Chahine	70-713210			Friday May 11th at 10:00 a
5	5/9/2018 20:01:10	hasankalash@outlook.com	Hassan	Kalash	76-686021			Friday May 11th
5	5/9/2018 20:41:42	muneaa@icloud.com	munia	Shaheen	70713210			Friday May 11th
5	5/11/2018 16:19:09	youssefassaker@gmail.com	Youssef	Assaker	3564561			Friday May 11th
5	5/11/2018 16:21:24	aitmatar@gmail.com	Tony	Matar	3720738			Monday May 13th
5	5/11/2018 16:22:24	talacheikh_elard@gmail.com	Tala	Cheik-el ard	70999867			Monday May 13th
5	5/11/2018 16:24:11	georgeskik74@gmail.com	Georges	Kik	3406600			Monday May 13th
5	5/11/2018 16:25:51	carmen.ghossein@outlook.com	Carmen	Ghossein	3924819			Monday May 13th
5	5/11/2018 16:27:12	celinelahoud@gmail.com	Celine	Lahoud	3460087			Monday May 13th
5	5/11/2018 16:28:45	zeinaaboukhalil@hotmail.com	Zeina	Abou khalil	3680040			Monday May 13th
5	5/11/2018 16:30:10	me@ahmadkahale.com	Ahmad	Kahale	70747013			Monday May 13th
5	5/11/2018 17:39:59	elianehourany@hotmail.com	Eliane	Hourany	70644002			Monday May 13th
5	5/14/2018 19:44:37	suheir_acct@hotmail.com	Suheir	Madi	03-828421			Tuesday May 15th
5	5/14/2018 19:45:02	suheir_acct@hotmail.com	Suheir	Madi	03-828421			Tuesday May 15th
5	5/14/2018 19:45:57	farahnassour7@gmail.com	Farah	Nassour	3938330			Tuesday May 15th
5	5/14/2018 19:46:51	hassan.m.mehdi@gmail.com	Hassan	Mehdi	70799442			Tuesday May 15th
5	5/14/2018 20:43:04	sandy.charafeddine@hotmail.com	Sandy	Charafeddine	3053980			Tuesday May 15th
5	5/14/2018 20:44:02	mariam.khattab@gmail.com	Mariam	Khattab	70660404			Tuesday May 15th
5	5/14/2018 20:47:07	21moudi@gmail.com	Mohamad	Khayawi	70- 688 389			Tuesday May 15th
5	5/15/2018 1:36:42	farahnassour7@gmail.com	Farah	Nassour	3938330			Tuesday May 15th
5	5/15/2018 18:35:26	danielaltheb@gmail.com	Daniel	Al Theb	76718183			Thursday May 17th
5	5/16/2018 21:31:55	carole@ibl.com.lb	Carole	Aaraj	70100147			Thursday May 17th
5	5/16/2018 21:33:31	elie-harb@live.com	Elie	Harb	3451087			Thursday May 17th
5	5/16/2018 21:34:17	nibalissid@hotmail.com	Nibal	Issid	03-032193			Thursday May 17th
5	5/16/2018 21:35:10	gakary@rmf.org.lb	Georges	Akary	70641408			Thursday May 17th
5	5/19/2018 14:39:37	ritadaccache7794@gmail.com	Rita	Daccache	76362913			Tuesday May 22nd
5	5/19/2018 14:41:21	perlamoussallem4@gmail.com	Perla	Moussallem	3173889			Wednesday May 23rd
5	5/19/2018 14:42:12	sawssanch4@hotmail.com	Sawssan	Chehade	78859895			Wednesday May 23rd
5	5/22/2018 13:37:36	ritadaccache7794@gmail.com	Rita	Daccache	70-362913	7/7/1994	Bachelor degree	Tuesday May 22nd
5	5/22/2018 13:40:59	sawssanch4@hotmail.com	Sawsan	Chehade	78-859895	1/1/1900	High school	Wednesday May 23rd
5	5/22/2018 22:40:00	moatazabdallah7@hotmail.com	Moataz	Abdallah	70000489	1/17/1999	Second year university	Thursday May 24th
5	5/23/2018 21:15:38	chebou219@gmail.com	Zeina	Chebou	70-721454	1/1/1900	High school	Thursday May 24th
5	5/23/2018 21:17:30	pascalesaifi@hotmail.com	Pascale	Saifi	76-745187	5/6/1990	High school	Thursday May 24th
5	5/23/2018 21:18:47	rayan.haidar9@gmail.com	Rayan	Haidar	71-320306	4/11/1994	Master degree	Friday May 25th



## **Open the Master Template spreadsheet on the desktop next to the form spreadsheet.**

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On the form spreadsheet, highlight the cells with emails, first names and last names of the new users. Copy (Control "C") and then paste (Control "P") the highlighted text to the corresponding email, first name and last name columns in the Master Template spreadsheet.

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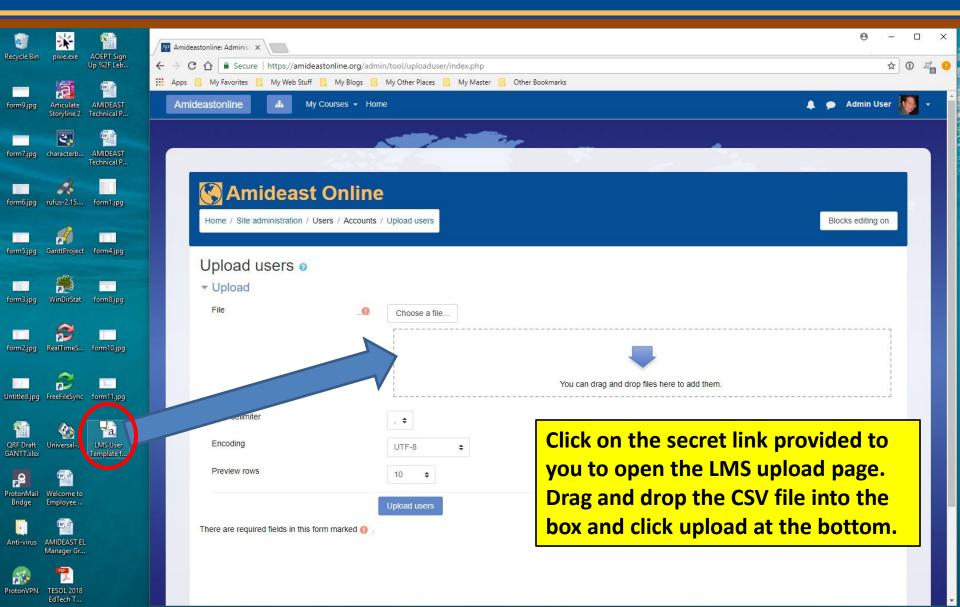


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Expand all

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Force password change	Users having a weak password \$					
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## You <u>must</u> change the defaults on the first three settings to:

- Add new and update existing
- Field required in file
- Fill in existing from file and defaults.

Then click "Upload users" at the bottom.



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Home / Site administration / Users / Accounts / Upload users

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## Upload users results

Status	CSV line	ID	Username	First name	Surname	Email address	Password	Authentication	Enrolments	Suspended account	Delete
User up-to-date	2	3518	chebou219	Zeina	Chebou	chebou219@gmail.com		manual		No	
User up-to-date	3	3519	pascalesaifi	Pascale	Saifi	pascalesaifi@hotmail.com		manual		No	
User up-to-date	4	3520	rayan.haidar9	Rayan	Haidar	rayan.haidar9@gmail.com		manual		No	

Users created: 0 Users updated: 0 Users having a weak password: 0 Errors: 0

Continue

Accounts have now been created. You will see summary information about the upload. If everything went smoothly, there will be no errors on this final page. Click "Continue" to finish.

Blocks editing on