

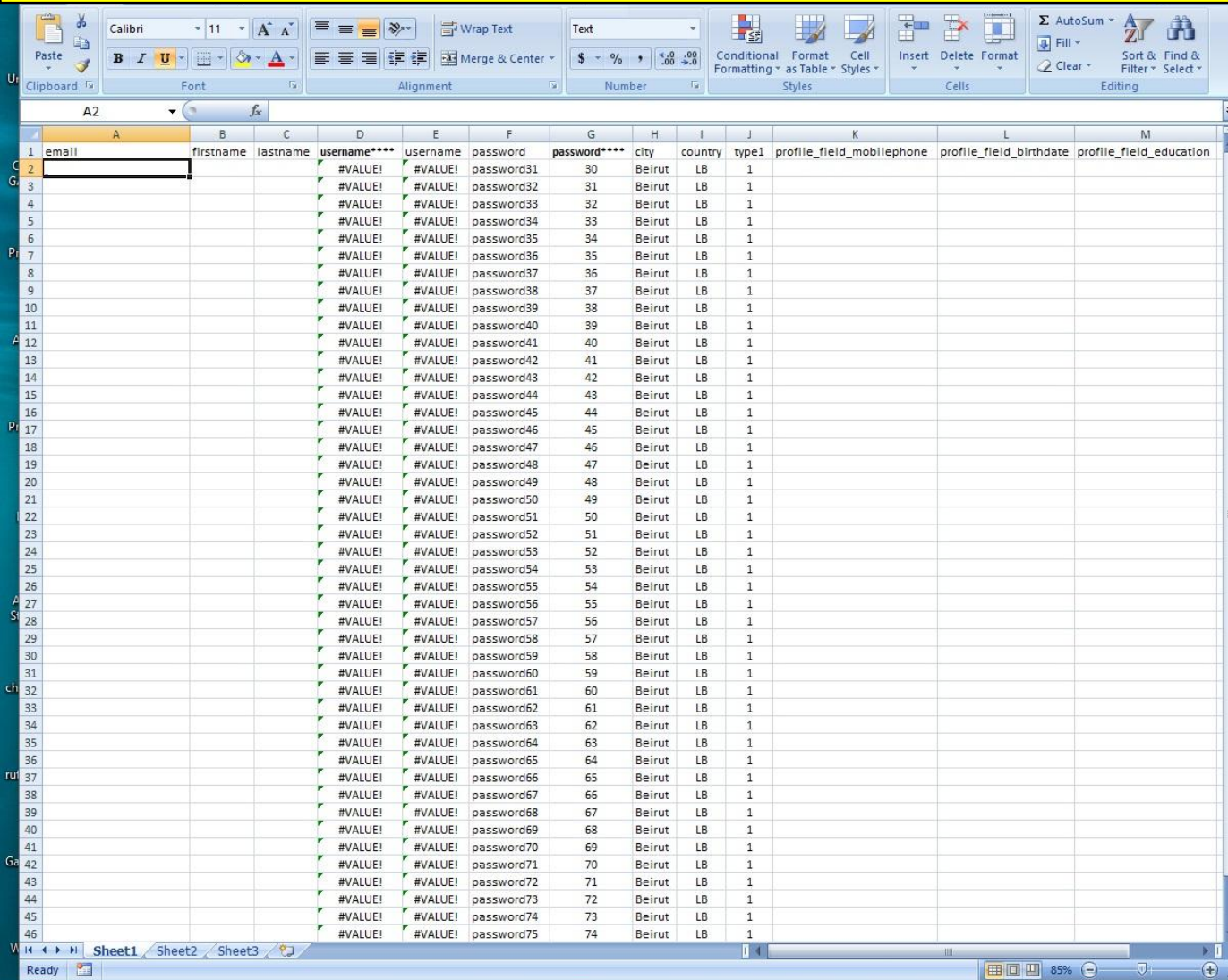
Instructions for Uploading New Users to the LMS

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

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.

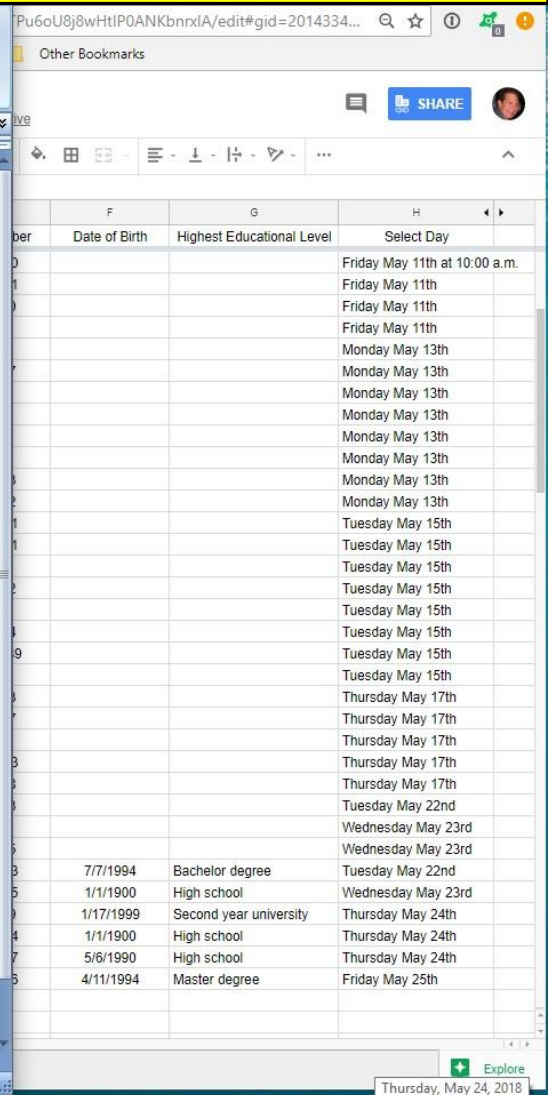
Timestamp	Email Address	First Name	Last Name	Phone Number	Date of Birth	Highest Educational Level	Select Day
5/9/2018 19:49:34	oubadakassar@yahoo.com	Ubada	Kassar	03-731918			Friday May 11th at 10:00 a.m.
5/9/2018 19:52:00	maya.abdallah1010@gmail.com	Maya	Abdallah	76-851966			Friday May 11th at 10:00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



The screenshot shows the Microsoft Excel ribbon with the following tabs: Clipboard, Font, Alignment, Number, Conditional Formatting, Styles, Cell Styles, Insert, Delete, Format, Cells, Editing. The spreadsheet grid below shows columns A through M and rows 1 through 46. The data in the grid is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	email	firstname	lastname	username****	username	password	password****	city	country	type1	profile_field_mobilephone	profile_field_birthdate	profile_field_education
2				#VALUE!	#VALUE!	password31	30	Beirut	LB	1			
3				#VALUE!	#VALUE!	password32	31	Beirut	LB	1			
4				#VALUE!	#VALUE!	password33	32	Beirut	LB	1			
5				#VALUE!	#VALUE!	password34	33	Beirut	LB	1			
6				#VALUE!	#VALUE!	password35	34	Beirut	LB	1			
7				#VALUE!	#VALUE!	password36	35	Beirut	LB	1			
8				#VALUE!	#VALUE!	password37	36	Beirut	LB	1			
9				#VALUE!	#VALUE!	password38	37	Beirut	LB	1			
10				#VALUE!	#VALUE!	password39	38	Beirut	LB	1			
11				#VALUE!	#VALUE!	password40	39	Beirut	LB	1			
12				#VALUE!	#VALUE!	password41	40	Beirut	LB	1			
13				#VALUE!	#VALUE!	password42	41	Beirut	LB	1			
14				#VALUE!	#VALUE!	password43	42	Beirut	LB	1			
15				#VALUE!	#VALUE!	password44	43	Beirut	LB	1			
16				#VALUE!	#VALUE!	password45	44	Beirut	LB	1			
17				#VALUE!	#VALUE!	password46	45	Beirut	LB	1			
18				#VALUE!	#VALUE!	password47	46	Beirut	LB	1			
19				#VALUE!	#VALUE!	password48	47	Beirut	LB	1			
20				#VALUE!	#VALUE!	password49	48	Beirut	LB	1			
21				#VALUE!	#VALUE!	password50	49	Beirut	LB	1			
22				#VALUE!	#VALUE!	password51	50	Beirut	LB	1			
23				#VALUE!	#VALUE!	password52	51	Beirut	LB	1			
24				#VALUE!	#VALUE!	password53	52	Beirut	LB	1			
25				#VALUE!	#VALUE!	password54	53	Beirut	LB	1			
26				#VALUE!	#VALUE!	password55	54	Beirut	LB	1			
27				#VALUE!	#VALUE!	password56	55	Beirut	LB	1			
28				#VALUE!	#VALUE!	password57	56	Beirut	LB	1			
29				#VALUE!	#VALUE!	password58	57	Beirut	LB	1			
30				#VALUE!	#VALUE!	password59	58	Beirut	LB	1			
31				#VALUE!	#VALUE!	password60	59	Beirut	LB	1			
32				#VALUE!	#VALUE!	password61	60	Beirut	LB	1			
33				#VALUE!	#VALUE!	password62	61	Beirut	LB	1			
34				#VALUE!	#VALUE!	password63	62	Beirut	LB	1			
35				#VALUE!	#VALUE!	password64	63	Beirut	LB	1			
36				#VALUE!	#VALUE!	password65	64	Beirut	LB	1			
37				#VALUE!	#VALUE!	password66	65	Beirut	LB	1			
38				#VALUE!	#VALUE!	password67	66	Beirut	LB	1			
39				#VALUE!	#VALUE!	password68	67	Beirut	LB	1			
40				#VALUE!	#VALUE!	password69	68	Beirut	LB	1			
41				#VALUE!	#VALUE!	password70	69	Beirut	LB	1			
42				#VALUE!	#VALUE!	password71	70	Beirut	LB	1			
43				#VALUE!	#VALUE!	password72	71	Beirut	LB	1			
44				#VALUE!	#VALUE!	password73	72	Beirut	LB	1			
45				#VALUE!	#VALUE!	password74	73	Beirut	LB	1			
46				#VALUE!	#VALUE!	password75	74	Beirut	LB	1			



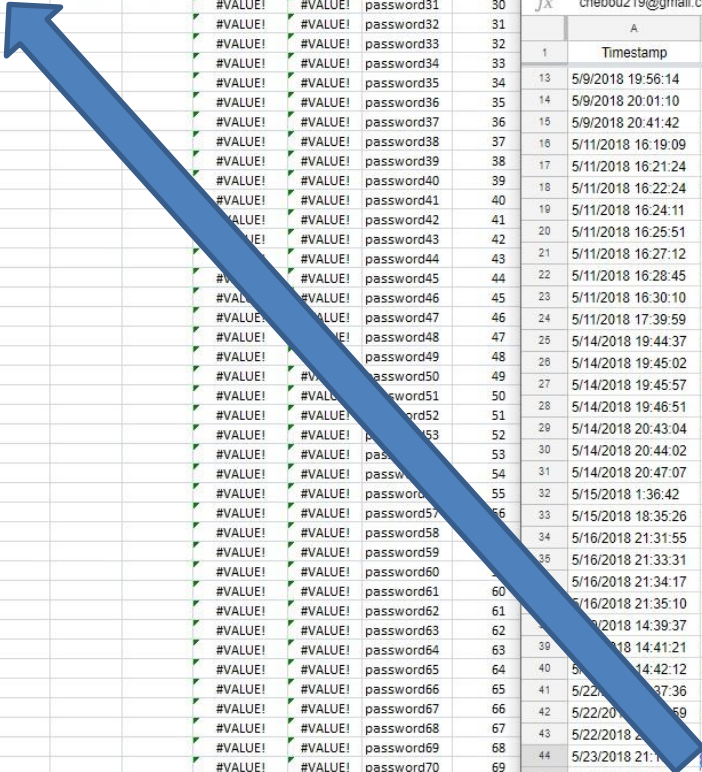
The screenshot shows a web browser window with a URL: Pu6oU8j8wHtlP0ANKbnrxIA/edit#gid=2014334... The page title is "Other Bookmarks". The main content area shows a table with the following columns: "Date of Birth", "Highest Educational Level", and "Select Day". The data in the table is as follows:

	F	G	H
	Date of Birth	Highest Educational Level	Select Day
			Friday May 11th at 10:00 a.m.
			Friday May 11th
			Friday May 11th
			Friday May 11th
			Monday May 13th
			Monday May 13th
			Monday May 13th
			Monday May 13th
			Monday May 13th
			Monday May 13th
			Tuesday May 15th
			Tuesday May 15th
			Tuesday May 15th
			Tuesday May 15th
			Tuesday May 15th
			Tuesday May 15th
			Tuesday May 15th
			Thursday May 17th
			Thursday May 17th
			Thursday May 17th
			Thursday May 17th
			Tuesday May 22nd
			Wednesday May 23rd
			Wednesday May 23rd
	7/7/1994	Bachelor degree	Tuesday May 22nd
	1/1/1900	High school	Wednesday May 23rd
	1/17/1999	Second year university	Thursday May 24th
	1/1/1900	High school	Thursday May 24th
	5/6/1990	High school	Thursday May 24th
	4/11/1994	Master degree	Friday May 25th

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.

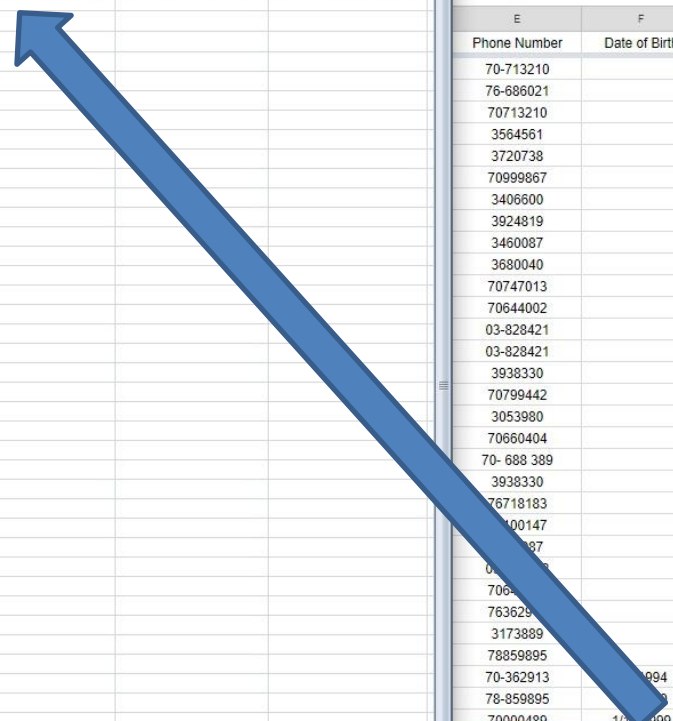
email	firstname	lastname	username****	username	password	password**
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password31	30
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password32	31
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password33	32
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password34	33
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password35	34
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password36	35
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password37	36
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password38	37
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password39	38
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password40	39
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password41	40
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password42	41
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password43	42
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password44	43
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password45	44
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password46	45
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password47	46
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password48	47
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password49	48
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password50	49
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password51	50
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password52	51
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password53	52
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password54	53
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password55	54
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password56	55
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password57	56
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password58	57
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password59	58
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password60	59
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password61	60
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password62	61
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password63	62
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password64	63
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password65	64
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password66	65
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password67	66
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password68	67
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password69	68
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password70	69
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password71	70
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password72	71
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password73	72
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password74	73
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	password75	74

Timestamp	Email Address	First Name	Last Name	Phone Number	Date of Birth	Highest Educational Level	Select Day
5/9/2018 19:56:14	muneaa@icloud.com	Muneaa	Chahine	70-713210			Friday May 11th at 10:00 a.m.
5/9/2018 20:01:10	hasankalash@outlook.com	Hassan	Kalash	76-686021			Friday May 11th
5/9/2018 20:41:42	muneaa@icloud.com	munia	Shaheen	70713210			Friday May 11th
5/11/2018 16:19:09	youssefassaker@gmail.com	Youssef	Assaker	3564561			Friday May 11th
5/11/2018 16:21:24	aitmatar@gmail.com	Tony	Matar	3720738			Monday May 13th
5/11/2018 16:22:24	talacheikh_elard@gmail.com	Tala	Cheik-el ard	70999867			Monday May 13th
5/11/2018 16:24:11	georgeskkik74@gmail.com	Georges	Kik	3406600			Tuesday May 15th
5/11/2018 16:25:51	carmen_ghossein@outlook.com	Carmen	Ghossein	3924819			Monday May 13th
5/11/2018 16:27:12	celinelahoud@gmail.com	Celine	Lahoud	3460087			Monday May 13th
5/11/2018 16:28:45	zeinaaboukhalil@hotmail.com	Zeina	Abou khallil	3680040			Monday May 13th
5/11/2018 16:30:10	me@ahmadkahale.com	Ahmad	Kahale	70747013			Monday May 13th
5/11/2018 17:39:59	elianehourany@hotmail.com	Eilane	Hourany	70644002			Monday May 13th
5/14/2018 19:44:37	suheir_acct@hotmail.com	Suheir	Madi	03-828421			Tuesday May 15th
5/14/2018 19:45:02	suheir_acct@hotmail.com	Suheir	Madi	03-828421			Tuesday May 15th
5/14/2018 19:45:57	farahnassour7@gmail.com	Farah	Nassour	3938330			Tuesday May 15th
5/14/2018 19:46:51	hassan.m.mehdi@gmail.com	Hassan	Mehdi	70799442			Tuesday May 15th
5/14/2018 20:43:04	sandy.charafeddine@hotmail.com	Sandy	Charafeddine	3053980			Tuesday May 15th
5/14/2018 20:44:02	mariam.khattab@gmail.com	Mariam	Khattab	70660404			Tuesday May 15th
5/14/2018 20:47:07	21moudi@gmail.com	Mohamad	Khayawi	70- 688 389			Tuesday May 15th
5/15/2018 1:36:42	farahnassour7@gmail.com	Farah	Nassour	3938330			Tuesday May 15th
5/15/2018 18:35:26	danielaltheb@gmail.com	Daniel	Al Theb	76718183			Thursday May 17th
5/16/2018 21:31:55	carole@ibl.com.lb	Carole	Aaraj	70100147			Thursday May 17th
5/16/2018 21:33:31	elie-harb@live.com	Elie	Harb	3451087			Thursday May 17th
5/16/2018 21:34:17	nilalissid@hotmail.com	Nibal	Issid	03-032193			Thursday May 17th
5/16/2018 21:35:10	gakary@mmf.org.lb	Georges	Akary	70641408			Thursday May 17th
5/16/2018 14:39:37	ritadaccache7794@gmail.com	Rita	Daccache	76362913			Tuesday May 22nd
5/16/2018 14:41:21	perlamoussallem4@gmail.com	Perla	Moussallem	3173889			Wednesday May 23rd
5/16/2018 14:42:12	sawssanch4@hotmail.com	Sawssan	Chehade	78859895			Wednesday May 23rd
5/22/2018 19:27:36	ritadaccache7794@gmail.com	Rita	Daccache	70-362913	7/7/1994	Bachelor degree	Tuesday May 22nd
5/22/2018 19:27:59	sawssanch4@hotmail.com	Sawssan	Chehade	78-859895	1/1/1900	High school	Wednesday May 23rd
5/22/2018 21:17:17	moatazabdallah7@hotmail.com	Moataz	Abdallah	70000489	1/17/1999	Second year university	Thursday May 24th
5/23/2018 21:17:30	chebou219@gmail.com	Zeina	Chebou	70-721454	1/1/1900	High school	Thursday May 24th
5/23/2018 21:17:30	pascalesaffi@hotmail.com	Pascale	Saffi	76-745187	5/6/1990	High school	Thursday May 24th
5/23/2018 21:18:47	rayan.haidar9@gmail.com	Rayan	Haidar	71-320306	4/11/1994	Master degree	Friday May 25th



Do the same thing with the phone number, date of birth, and education data .

email	firstname	lastname	username****	username	password	password****	city	country	type1	profile_field_mobilephone	profile_field_birthdate	profile_field_education
chebou219@gmail.com	Zeina	Chebou	chebou219	chebou219	password31	30	Beirut	LB	1			
pascalesaifi@hotmail.com	Pascale	Saifi	pascalesaifi	pascalesaifi	password32	31	Beirut	LB	1			
rayan.haidar9@gmail.com	Rayan	Haidar	rayan.haidar9	rayan.haidar	password33	32	Beirut	LB	1			
			#VALUE!	#VALUE!	password34	33	Beirut	LB	1			
			#VALUE!	#VALUE!	password35	34	Beirut	LB	1			
			#VALUE!	#VALUE!	password36	35	Beirut	LB	1			
			#VALUE!	#VALUE!	password37	36	Beirut	LB	1			
			#VALUE!	#VALUE!	password38	37	Beirut	LB	1			
			#VALUE!	#VALUE!	password39	38	Beirut	LB	1			
			#VALUE!	#VALUE!	password40	39	Beirut	LB	1			
			#VALUE!	#VALUE!	password41	40	Beirut	LB	1			
			#VALUE!	#VALUE!	password42	41	Beirut	LB	1			
			#VALUE!	#VALUE!	password43	42	Beirut	LB	1			
			#VALUE!	#VALUE!	password44	43	Beirut	LB	1			
			#VALUE!	#VALUE!	password45	44	Beirut	LB	1			
			#VALUE!	#VALUE!	password46	45	Beirut	LB	1			
			#VALUE!	#VALUE!	password47	46	Beirut	LB	1			
			#VALUE!	#VALUE!	password48	47	Beirut	LB	1			
			#VALUE!	#VALUE!	password49	48	Beirut	LB	1			
			#VALUE!	#VALUE!	password50	49	Beirut	LB	1			
			#VALUE!	#VALUE!	password51	50	Beirut	LB	1			
			#VALUE!	#VALUE!	password52	51	Beirut	LB	1			
			#VALUE!	#VALUE!	password53	52	Beirut	LB	1			
			#VALUE!	#VALUE!	password54	53	Beirut	LB	1			
			#VALUE!	#VALUE!	password55	54	Beirut	LB	1			
			#VALUE!	#VALUE!	password56	55	Beirut	LB	1			
			#VALUE!	#VALUE!	password57	56	Beirut	LB	1			
			#VALUE!	#VALUE!	password58	57	Beirut	LB	1			
			#VALUE!	#VALUE!	password59	58	Beirut	LB	1			
			#VALUE!	#VALUE!	password60	59	Beirut	LB	1			
			#VALUE!	#VALUE!	password61	60	Beirut	LB	1			
			#VALUE!	#VALUE!	password62	61	Beirut	LB	1			
			#VALUE!	#VALUE!	password63	62	Beirut	LB	1			
			#VALUE!	#VALUE!	password64	63	Beirut	LB	1			
			#VALUE!	#VALUE!	password65	64	Beirut	LB	1			
			#VALUE!	#VALUE!	password66	65	Beirut	LB	1			
			#VALUE!	#VALUE!	password67	66	Beirut	LB	1			
			#VALUE!	#VALUE!	password68	67	Beirut	LB	1			
			#VALUE!	#VALUE!	password69	68	Beirut	LB	1			
			#VALUE!	#VALUE!	password70	69	Beirut	LB	1			
			#VALUE!	#VALUE!	password71	70	Beirut	LB	1			
			#VALUE!	#VALUE!	password72	71	Beirut	LB	1			
			#VALUE!	#VALUE!	password73	72	Beirut	LB	1			
			#VALUE!	#VALUE!	password74	73	Beirut	LB	1			
			#VALUE!	#VALUE!	password75	74	Beirut	LB	1			



Phone Number	Date of Birth	Highest Educational Level	Select Day
70-713210			Friday May 11th at 10:00 a.m.
76-686021			Friday May 11th
70713210			Friday May 11th
3564561			Friday May 11th
3720738			Monday May 13th
70999867			Monday May 13th
3406600			Monday May 13th
3924819			Monday May 13th
3460087			Monday May 13th
3680040			Monday May 13th
70747013			Monday May 13th
70644002			Monday May 13th
03-828421			Tuesday May 15th
03-828421			Tuesday May 15th
3938330			Tuesday May 15th
70799442			Tuesday May 15th
3053980			Tuesday May 15th
70660404			Tuesday May 15th
70-688389			Tuesday May 15th
3938330			Tuesday May 15th
76718183			Thursday May 17th
7000147			Thursday May 17th
70660404			Thursday May 17th
70660404			Thursday May 17th
763629			Tuesday May 22nd
3173889			Wednesday May 23rd
78859895			Wednesday May 23rd
70-362913	1/1/1994	Bachelor degree	Tuesday May 22nd
78-859895		High school	Wednesday May 23rd
70000489	1/1/1999	Second year university	Thursday May 24th
70-721454	1/1/1900	High school	Thursday May 24th
76-745187	5/6/1990	High school	Thursday May 24th
71-320306	4/11/1994	Master degree	Friday May 25th

LMS User Template for Lebanon.xlsx - Microsoft Excel non-commercial use

The Master Template spreadsheet should now look like the one below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	email	firstname	lastname	username****	username	password	password****	city	country	type1	profile_field_mobilephone	profile_field_birthdate	profile_field_education		
2	chebou219@gmail.com	Zeina	Chebou	chebou219	chebou219	password31	30	Beirut	LB	1	70-721454	1/1/1900	High school		
3	pascalesaifi@hotmail.com	Pascale	Saifi	pascalesaifi	pascalesaifi	password32	31	Beirut	LB	1	76-745187	5/6/1990	High school		
4	rayan.haidar9@gmail.com	Rayan	Haidar	rayan.haidar9	rayan.haidar9	password33	32	Beirut	LB	1	71-320306	4/11/1994	Master degree		
5				#VALUE!	#VALUE!	password34	33	Beirut	LB	1					
6				#VALUE!	#VALUE!	password35	34	Beirut	LB	1					
7				#VALUE!	#VALUE!	password36	35	Beirut	LB	1					
8				#VALUE!	#VALUE!	password37	36	Beirut	LB	1					
9				#VALUE!	#VALUE!	password38	37	Beirut	LB	1					
10				#VALUE!	#VALUE!	password39	38	Beirut	LB	1					
11				#VALUE!	#VALUE!	password40	39	Beirut	LB	1					
12				#VALUE!	#VALUE!	password41	40	Beirut	LB	1					
13				#VALUE!	#VALUE!	password42	41	Beirut	LB	1					
14				#VALUE!	#VALUE!	password43	42	Beirut	LB	1					
15				#VALUE!	#VALUE!	password44	43	Beirut	LB	1					
16				#VALUE!	#VALUE!	password45	44	Beirut	LB	1					
17				#VALUE!	#VALUE!	password46	45	Beirut	LB	1					
18				#VALUE!	#VALUE!	password47	46	Beirut	LB	1					
19				#VALUE!	#VALUE!	password48	47	Beirut	LB	1					
20				#VALUE!	#VALUE!	password49	48	Beirut	LB	1					
21				#VALUE!	#VALUE!	password50	49	Beirut	LB	1					
22				#VALUE!	#VALUE!	password51	50	Beirut	LB	1					

Next, enter a number in the first cell of “password **” that continues from the last group. Notice that the passwords to the left will now change**

23				#VALUE!	#VALUE!	password52	51	Beirut	LB	1					
24				#VALUE!	#VALUE!	password53	52	Beirut	LB	1					
25				#VALUE!	#VALUE!	password54	53	Beirut	LB	1					
26				#VALUE!	#VALUE!	password55	54	Beirut	LB	1					
27				#VALUE!	#VALUE!	password56	55	Beirut	LB	1					
28				#VALUE!	#VALUE!	password57	56	Beirut	LB	1					
29				#VALUE!	#VALUE!	password58	57	Beirut	LB	1					
30				#VALUE!	#VALUE!	password59	58	Beirut	LB	1					
31				#VALUE!	#VALUE!	password60	59	Beirut	LB	1					
32				#VALUE!	#VALUE!	password61	60	Beirut	LB	1					
33				#VALUE!	#VALUE!	password62	61	Beirut	LB	1					
34				#VALUE!	#VALUE!	password63	62	Beirut	LB	1					
35				#VALUE!	#VALUE!	password64	63	Beirut	LB	1					
36				#VALUE!	#VALUE!	password65	64	Beirut	LB	1					
37				#VALUE!	#VALUE!	password66	65	Beirut	LB	1					

LMS User Template for Lebanon.xlsx - Microsoft Excel non-commercial use

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	email	firstname	lastname	username****	username	password	password****	city	country	type1	profile_field_mobilephone	profile_field_birthdate	profile_field_education		
2	chebou219@gmail.com	Zeina	Chebou	chebou219	chebou219	password31	30	Beirut	LB	1	70-721454	1/1/1900	High school		
3	pascalesaifi@hotmail.com	Pascale	Saifi	pascalesaifi	pascalesaifi	password32	31	Beirut	LB	1	76-745187	5/6/1990	High school		
4	rayan.haidar9@gmail.com	Rayan	Haidar	rayan.haidar9	rayan.haidar9	password33	32	Beirut	LB	1	71-320306	4/11/1994	Master degree		
5				#VALUE!	#VALUE!	password34	33	Beirut	LB	1					
6				#VALUE!	#VALUE!	password35	34	Beirut	LB	1					
7				#VALUE!	#VALUE!	password36	35	Beirut	LB	1					
8				#VALUE!	#VALUE!	password37	36	Beirut	LB	1					
9				#VALUE!	#VALUE!	password38	37	Beirut	LB	1					
10				#VALUE!	#VALUE!	password39	38	Beirut	LB	1					
11				#VALUE!	#VALUE!	password40	39	Beirut	LB	1					
12				#VALUE!	#VALUE!	password41	40	Beirut	LB	1					
13				#VALUE!	#VALUE!	password42	41	Beirut	LB	1					
14				#VALUE!	#VALUE!	password43	42	Beirut	LB	1					
15				#VALUE!	#VALUE!	password44	43	Beirut	LB	1					
16				#VALUE!	#VALUE!	password45	44	Beirut	LB	1					
17				#VALUE!	#VALUE!	password46	45	Beirut	LB	1					
18				#VALUE!	#VALUE!	password47	46	Beirut	LB	1					
19				#VALUE!	#VALUE!	password48	47	Beirut	LB	1					
20				#VALUE!	#VALUE!	password49	48	Beirut	LB	1					
21				#VALUE!	#VALUE!	password50	49	Beirut	LB	1					
22				#VALUE!	#VALUE!	password51	50	Beirut	LB	1					
23				#VALUE!	#VALUE!	password52	51	Beirut	LB	1					
24				#VALUE!	#VALUE!	password53	52	Beirut	LB	1					
25				#VALUE!	#VALUE!	password54	53	Beirut	LB	1					
26				#VALUE!	#VALUE!	password55	54	Beirut	LB	1					
27				#VALUE!	#VALUE!	password56	55	Beirut	LB	1					
28				#VALUE!	#VALUE!	password57	56	Beirut	LB	1					
29				#VALUE!	#VALUE!	password58	57	Beirut	LB	1					
30				#VALUE!	#VALUE!	password59	58	Beirut	LB	1					
31				#VALUE!	#VALUE!	password60	59	Beirut	LB	1					
32				#VALUE!	#VALUE!	password61	60	Beirut	LB	1					
33				#VALUE!	#VALUE!	password62	61	Beirut	LB	1					
34				#VALUE!	#VALUE!	password63	62	Beirut	LB	1					
35				#VALUE!	#VALUE!	password64	63	Beirut	LB	1					
36				#VALUE!	#VALUE!	password65	64	Beirut	LB	1					
37				#VALUE!	#VALUE!	password66	65	Beirut	LB	1					

Highlight all the rows below your new users and delete them. You must remove all of these cells because they have formulas. Be sure to scroll down to get all of them.

LMS User Template for Lebanon.xlsx - Microsoft Excel non-commercial use

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	email	firstname	lastname	username****	username	password	password****	city	country	type1	profile_field_mobilephone	profile_field_birthdate	profile_field_education		
2	chebou219@gmail.com	Zeina	Chebou	chebou219	chebou219	password31	30	Beirut	LB	1	70-721454	1/1/1900	High school		
3	pascalesaifi@hotmail.com	Pascale	Saifi	pascalesaifi	pascalesaifi	password32	31	Beirut	LB	1	76-745187	5/6/1990	High school		
4	rayan.haidar9@gmail.com	Rayan	Haidar	rayan.haidar9	rayan.haidar9	password33	32	Beirut	LB	1	71-320306	4/11/1994	Master degree		

Highlight all the rows at the top including the row with the names of the columns. Copy and paste directly below. However, when you paste, you must right click and select "Paste Special". Then select "Values and Numbers". The next slide shows what to select.

LMS User Template for Lebanon.xlsx - Microsoft Excel non-commercial use

Home Insert Page Layout Formulas Data Review View Developer

Clipboard Font Alignment Number Styles Cells Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	email	firstname	lastname	username****	username	password	password****	city	country	type1	profile_field_mobilephone	profile_field_birthdate	profile_field_education
2	chebou219@gmail.com	Zeina	Chebou	chebou219	chebou219	password31	30	Beirut	LB	1	70-721454	1/1/1900	High school
3	pascalesaifi@hotmail.com	Pascale	Saifi	pascalesaifi	pascalesaifi	password32	31	Beirut	LB	1	76-745187	5/6/1990	High school
4	rayan.haidar9@gmail.com	Rayan	Haidar	rayan.haidar9	rayan.haidar9	password33	32	Beirut	LB	1	71-320306	4/11/1994	Master degree
5													
6	email	firstname	lastname	username****	username	password	password****	city	country	type1	profile_field_mobilephone	profile_field_birthdate	profile_field_education
7	chebou219@gmail.com	Zeina	Chebou	chebou219	chebou219	password31	30	Beirut	LB	1	70-721454	1/1/1900	High school
8	pascalesaifi@hotmail.com	Pascale	Saifi	pascalesaifi	pascalesaifi	password32	31	Beirut	LB	1	76-745187	5/6/1990	High school
9	rayan.haidar9@gmail.com	Rayan	Haidar	rayan.haidar9	rayan.haidar9	password33	32	Beirut	LB	1	71-320306	4/11/1994	Master degree

Paste Special

Paste

- All
- Formulas
- Values
- Formats
- Comments
- Validation
- All using Source theme
- All except borders
- Column widths
- Formulas and number formats
- Values and number formats

Operation

- None
- Add
- Subtract
- Multiply
- Divide

Skip blanks Transpose

Paste Link OK Cancel

Be sure to select "Values and Numbers". This is because we do not want the formulas in these cells to be pasted.

Sheet1 Sheet2 Sheet3

Ready Average: 7503.44444 Count: 52 Sum: 67531 110%

LMS User Template for Lebanon.xlsx - Microsoft Excel non-commercial use

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	email	firstname	lastname	username****	username	password	password****	city	country	type1	profile_field_mobilephone	profile_field_birthdate	profile_field_education		
2	chebou219@gmail.com	Zeina	Chebou	chebou219	chebou219	password31	30	Beirut	LB	1	70-721454	1/1/1900	High school		
3	pascalesaifi@hotmail.com	Pascale	Saifi	pascalesaifi	pascalesaifi	password32	31	Beirut	LB	1	76-745187	5/6/1990	High school		
4	rayan.haidar9@gmail.com	Rayan	Haidar	rayan.haidar9	rayan.haidar9	password33	32	Beirut	LB	1	71-320306	4/11/1994	Master degree		
5															
6	email	firstname	lastname	username****	username	password	password****	city	country	type1	profile_field_mobilephone	profile_field_birthdate	profile_field_education		
7	chebou219@gmail.com	Zeina	Chebou	chebou219	chebou219	password31	30	Beirut	LB	1	70-721454	1/1/1900	High school		
8	pascalesaifi@hotmail.com	Pascale	Saifi	pascalesaifi	pascalesaifi	password32	31	Beirut	LB	1	76-745187	5/6/1990	High school		
9	rayan.haidar9@gmail.com	Rayan	Haidar	rayan.haidar9	rayan.haidar9	password33	32	Beirut	LB	1	71-320306	4/11/1994	Master degree		
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37															

Highlight the rows at the top and delete them so what is remaining are the columns with the values and not the ones with the formulas.

LMS User Template for Lebanon.xlsx - Microsoft Excel non-commercial use

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Calibri 11 A A

General

Normal Bad Good Neutral

Calculation Check Cell Explanatory ... Hyperlink

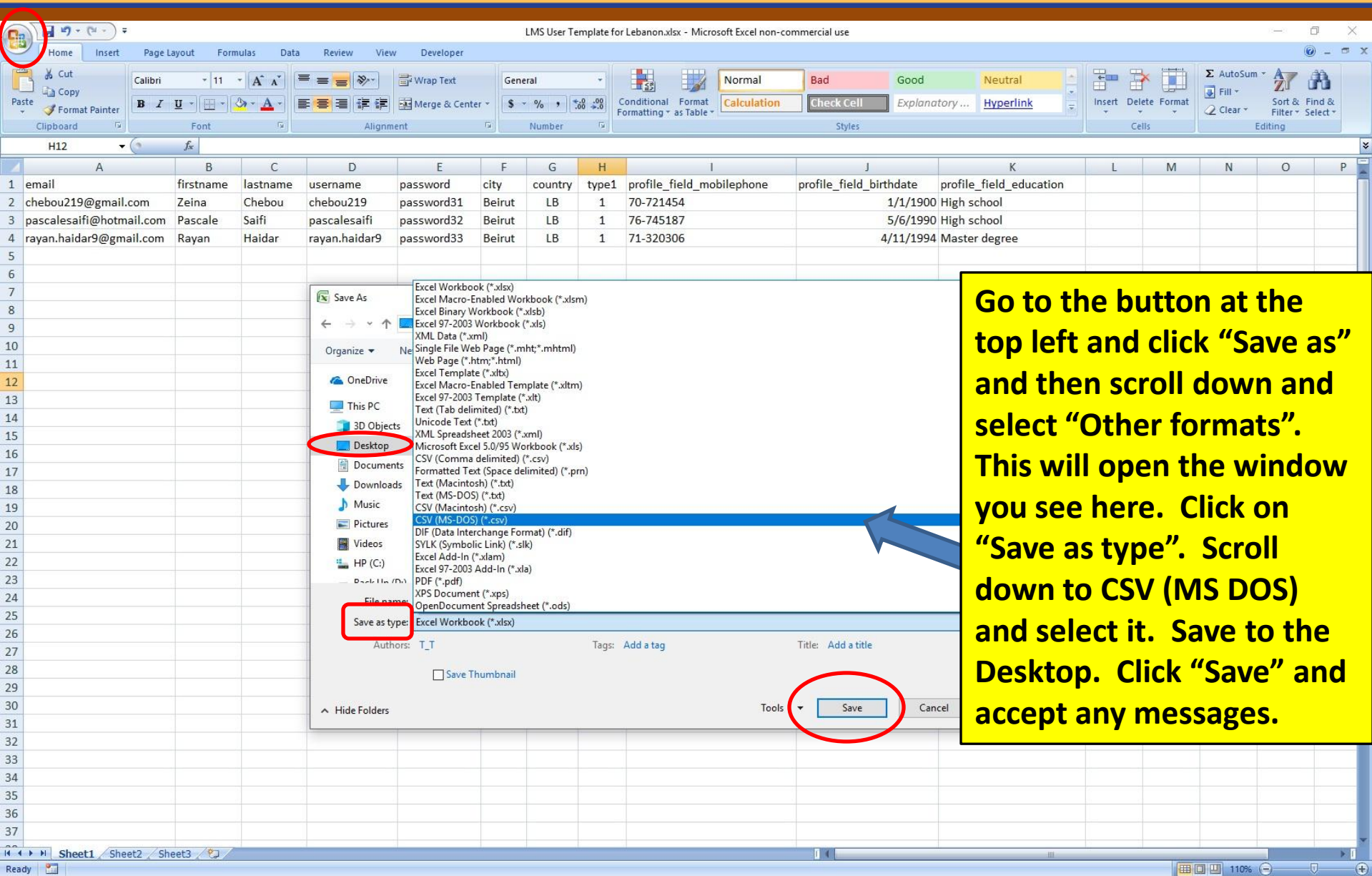
AutoSum Fill Clear Sort & Find & Filter Select

D1 username****

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	email	firstname	lastname	username****	username	password	password****	city	country	type1	profile_field_mobilephone	profile_field_birthdate	profile_field_education		
2	chebou219@gmail.com	Zeina	Chebou	chebou219	chebou219	password31	30	Beirut	LB	1	70-721454	1/1/1900	High school		
3	pascalesaifi@hotmail.com	Pascale	Saifi	pascalesaifi	pascalesaifi	password32	31	Beirut	LB	1	76-745187	5/6/1990	High school		
4	rayan.haidar9@gmail.com	Rayan	Haidar	rayan.haidar9	rayan.haidar9	password33	32	Beirut	LB	1	71-320306	4/11/1994	Master degree		

Highlight and delete the two columns with the **** .

Ready Sheet1 Sheet2 Sheet3 Count: 4 110%



LMS User Template for Lebanon.xlsx - Microsoft Excel non-commercial use

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	email	firstname	lastname	username	password	city	country	type1	profile_field_mobilephone	profile_field_birthdate	profile_field_education					
2	chebou219@gmail.com	Zeina	Chebou	chebou219	password31	Beirut	LB	1	70-721454	1/1/1900	High school					
3	pascalesaifi@hotmail.com	Pascale	Saifi	pascalesaifi	password32	Beirut	LB	1	76-745187	5/6/1990	High school					
4	rayan.haidar9@gmail.com	Rayan	Haidar	rayan.haidar9	password33	Beirut	LB	1	71-320306	4/11/1994	Master degree					

Save As

- Excel Workbook (*.xlsx)
- Excel Macro-Enabled Workbook (*.xlsm)
- Excel Binary Workbook (*.xlsb)
- Excel 97-2003 Workbook (*.xls)
- XML Data (*.xml)
- Single File Web Page (*.mht;*.mhtml)
- Web Page (*.htm;*.html)
- Excel Template (*.xlt)
- Excel Macro-Enabled Template (*.xltx)
- Excel 97-2003 Template (*.xlt)
- Text (Tab delimited) (*.txt)
- Unicode Text (*.txt)
- XML Spreadsheet 2003 (*.xml)
- Microsoft Excel 5.0/95 Workbook (*.xls)
- CSV (Comma delimited) (*.csv)
- Formatted Text (Space delimited) (*.prn)
- Text (Macintosh) (*.txt)
- Text (MS-DOS) (*.txt)
- CSV (Macintosh) (*.csv)
- CSV (MS-DOS) (*.csv)**
- DIF (Data Interchange Format) (*.dif)
- SYLK (Symbolic Link) (*.slk)
- Excel Add-In (*.xlam)
- Excel 97-2003 Add-In (*.xla)
- PDF (*.pdf)
- XPS Document (*.xps)
- OpenDocument Spreadsheet (*.ods)
- Excel Workbook (*.xlsx)

File name: Authors: T_T Tags: Add a tag Title: Add a title

Save Thumbnail

Tools

Go to the button at the top left and click "Save as" and then scroll down and select "Other formats". This will open the window you see here. Click on "Save as type". Scroll down to CSV (MS DOS) and select it. Save to the Desktop. Click "Save" and accept any messages.



Amideastonline: Adminis: X

Secure | https://amideastonline.org/admin/tool/uploaduser/index.php

Apps My Favorites My Web Stuff My Blogs My Other Places My Master Other Bookmarks

Amideastonline My Courses Home Admin User

Amideast Online

Home / Site administration / Users / Accounts / Upload users Blocks editing on

Upload users

Upload

File

You can drag and drop files here to add them.

Delimiter
Encoding
Preview rows

There are required fields in this form marked !

Click on the secret link provided to you to open the LMS upload page. Drag and drop the CSV file into the box and click upload at the bottom.

Upload users preview

csv line	email	firstname	lastname	username	password	city	country	type1	profile_field_mobilephone	profile_field_birthdate	profile_field_education	Status
2	chebou219@gmail.com	Zeina	Chebou	chebou219	password31	Beirut	LB	1	70-721454	1/1/1900	High school	Duplicate address
3	pascalesaifi@hotmail.com	Pascale	Saifi	pascalesaifi	password32	Beirut	LB	1	76-745187	5/6/1990	High school	Duplicate address
4	rayan.haidar9@gmail.com	Rayan	Haidar	rayan.haidar9	password33	Beirut	LB	1	71-320306	4/11/1994	Master degree	Duplicate address

▶ Expand all

Settings

Upload type: Add new and update existing users

New user password: Field required in file

Existing user details: Fill in missing from file and defaults

Existing user password: No changes

Force password change: Users having a weak password

Allow renames: No

Allow deletes: No

Allow suspending and activating of accounts: Yes

Standardise usernames: Yes

Select for bulk user actions: No

▶ Roles

You must 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.

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.