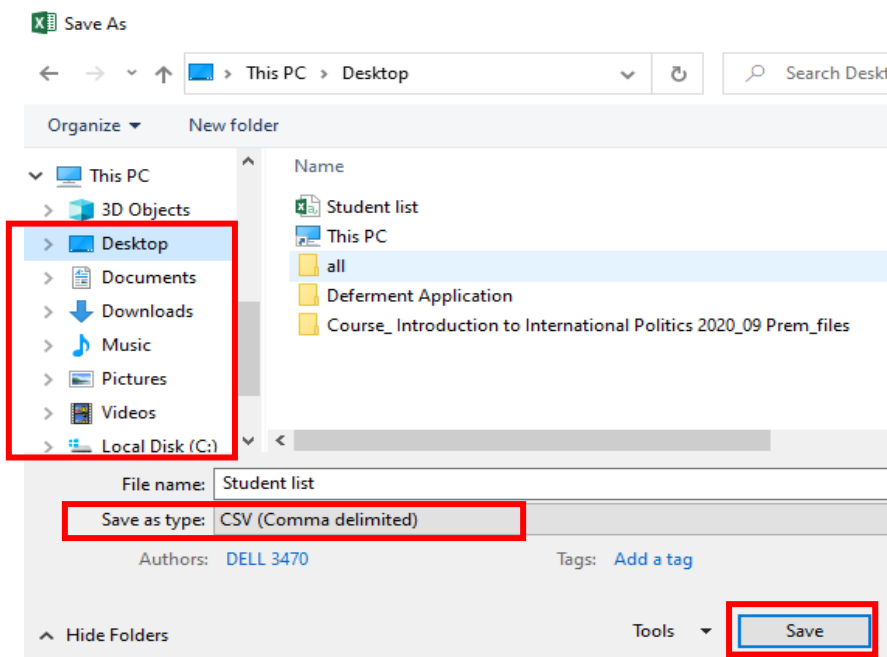# How to Bulk Enrolled Students' Campus ID (via CSV import file)

1. Lecturer can bulk enrolled students' Campus ID into Moodle via CSV import file. However, **student will need to login to Moodle for the first time** before their Campus ID will be auto captured for lecturer to enrol the student into the course. Therefore, lecturer can perform this step just before the class started.
2. Prepare import file by creating a CSV file in your computer and enter the Campus IDs in column A (as below image). **Ensure the Campus IDs are correct.**
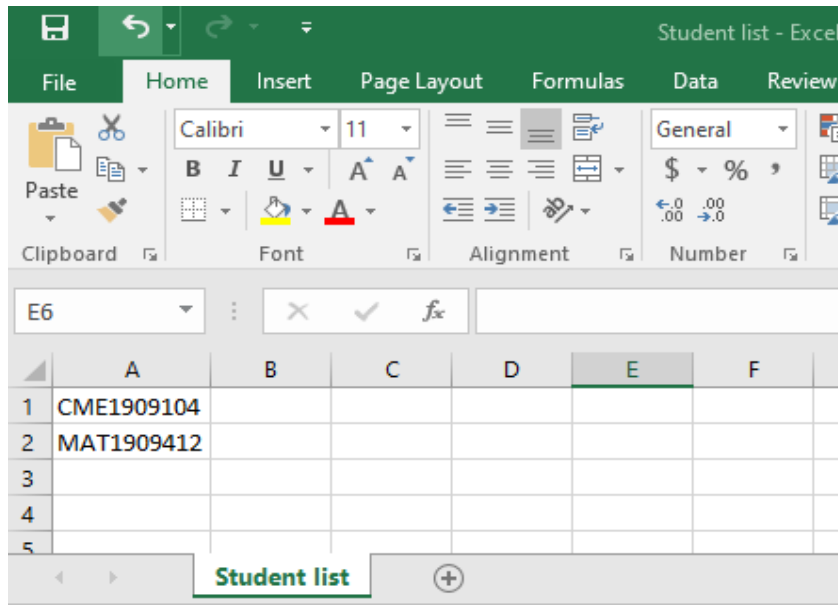
3. Save the file as a **CSV (Comma delimited)** format.

4. At Course menu, click **Participants.**

5. Click **Import Enrolls** under **drop-down menu**.

6. Make sure the **User field** is defaulted as Username and **Role** to assign as Student. Click **Choose a file** then select the CSV file from your computer or drag and drop your CSV file to the file upload area.

7. Click **Upload this file**.

8. Click **Import** to start the import process.

9. After the CSV import is finished successfully, click **Continue**

10. Check if the student's Campus IDs have been imported accordingly.

Note:

By manually enrol the student into the course, Lecturer will need to remove the Campus IDs manually once the semester has ended, if lecturer intends to use the same course for the new semester. However, lecturer is encouraged to create new course on every new semester instead for better course tracking and management.