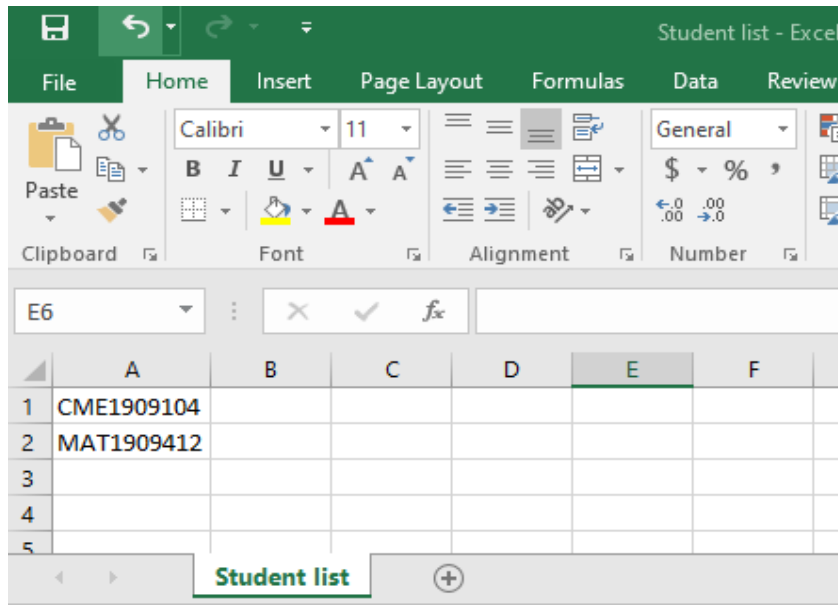


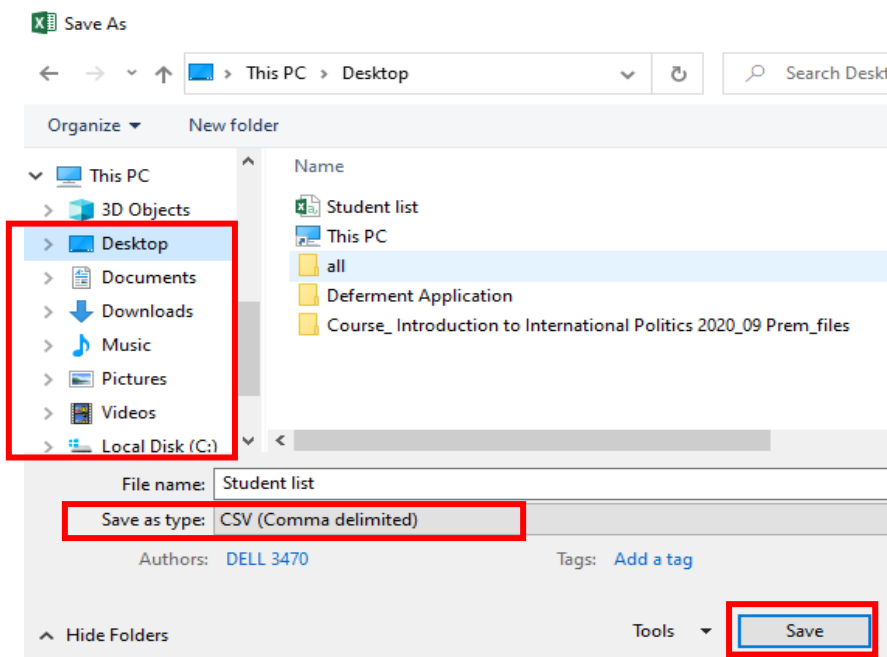


How to Bulk Enrolled Students' Campus ID (via CSV import file)

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**.

Course Settings **Participants** Grades Reports More ▾

FIS002 Introduction to International Politics 2023/09 Premanathan Finance > 2023 - 2024

▼ General Collapse all

Announcements Mark as done

WELCOME TO FIS002 INTRODUCTION TO INTERNATIONAL POLITICS

- Monday, 12.00 - 2.00 pm, A2 #G02
- Wednesday, 8.00 am - 10.00 pm, A2 #G05

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

Course Settings **Participants** Grades Reports More ▾

THE0205 Introduction to International Politics 2024/02 Premanathan

Enrolled users ▾ Enrol users

- Enrolments
- Enrolled users
- Enrolment methods
- Groups
- Groupings
- Overview
- Permissions
- Permissions
- Other users
- Check permissions
- Import Enrolls**

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Clear filters Apply filters



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.

[Course](#) [Settings](#) [Participants](#) [Grades](#) [Reports](#) [More](#)

Import CSV Enrollment File?

▼ **User Identity**

User field:

▼ **Enrollment Options**

Role:

▼ **Group Options**

Assign to groups:

Use group:

Create groups:

▼ **Import File**

Choose a file...

Maximum size for new files: 50 KB

↓

You can drag and drop files here to add them.

7. Click **Upload this file**.

File picker

[Server files](#)
[Recent files](#)
[Upload a file](#)
[Private files](#)
[Microsoft OneDrive](#)
[Wikimedia](#)
[Content bank](#)

Attachment

Choose File

No file chosen

Save as

Author

Choose licence ?

Upload this file



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

▼ Import File

Choose a file... Maximum size for new files: 50 KB

[Bulk Enrolled Students'Campus ID via CSV Import File Template-1student.csv](#)

Accepted file types:
Comma-separated values .csv
Text file .txt

Import

Cancel

Required

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

Course

Settings

Participants

Grades

Reports

More ▼

Import CSV Enrollment File : THE0205 Introduction to International Politics 2024/02 Premanathan

Import CSV Enrollment File?

User enrollment import successful

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.