

# How to Import Multiple Users

Your school administration already has all the student details electronically, and so the fastest and most accurate way to add all your students' details to CDX Plus Online is by importing an electronic list of students, using Microsoft Excel®.

If you have access to a list of student names in Word, Excel or almost any other electronic format you should be able to complete filling in the template in only a few minutes.

If you are not familiar with Excel you may want to seek some help from your administration. These instructions will show you how to create a Microsoft Excel file and use that to import all your student data.

**Note:** Before you import users to CDX Online you should set up your classes, see User Management – Class Group Setup. Then it is simplest to import your students one class at a time.

CDX provides a Microsoft Excel template for you to complete because the data you import must contain the information the CDX Plus Online system requires, in the right order and in the right format.

You can then fill that template in, and we will show you the easiest way to do by copying and pasting the information from another electronic document and then saving the updated file and importing it.

There are 4 steps:

1. Download the Sample Users Upload Spreadsheet File template
2. Enter the student data for a class
3. Save the file
4. Upload the file to CDX

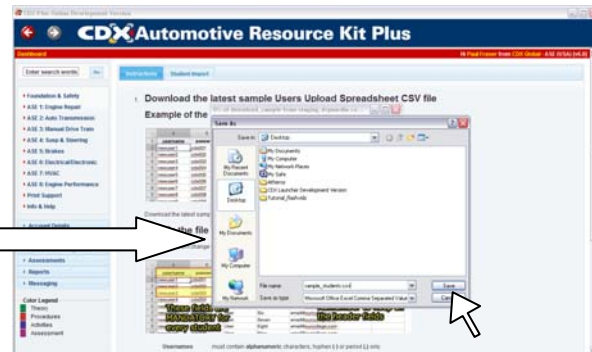
## Step 1: Download the Sample Spreadsheet.

Go to User Management – Import Students

Click the underlined link to download the latest “Users Upload Spreadsheet”.

You can choose to either open it immediately or save it. You should save it to your Desktop, (or anywhere else but remember where you save it) and accept the name that the file came with, “sample\_students.csv”.

You can change it if you want but it needs to be saved as a ‘.csv’ comma separated variable, so it would be called “yourfilename.csv”.



**Step 2: Open the file, and add student information for a class to suit your situation.**

Across the top you'll see headings on each of the columns; these represent key pieces of information that CDX Online needs about every instructor and every student whose going to use the system. Do not change or delete the headings.

	A	B	C	D	E	F	G
1	username	password	firstname	lastname	email	student_id	year_level
2	user1	cdx001	User	One			
3	user2	cdx002	User	Two			
4	user3	cdx003	User	Three			
5	user4	cdx004	User	Four			
6	user5	cdx005	User	Five			
7	user6	cdx006	User	Six			
8	user7	cdx007	User	Seven			

The template comes with dummy information for 30 students, change it or delete the dummy information as you complete it with your data. It is mandatory to fill in the following for each user:

- username
- password
- firstname
- lastname

These fields are optional and can be left blank;

- email
- student id
- year level

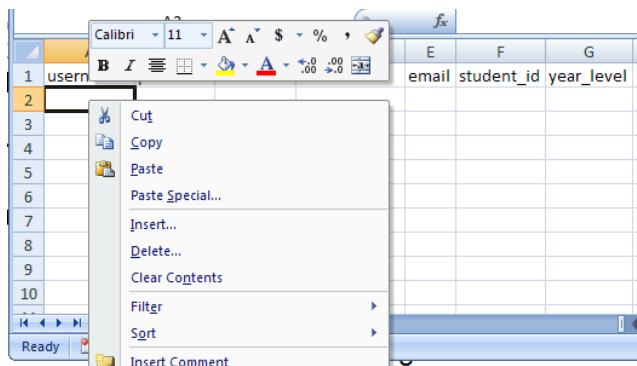
Remember, do not change or delete the column headings, we're going to need them later. Some information is mandatory. Follow the instructions to create a .csv file like the sample.

**Tip:** Here's a tip that may help you use Excel. If you have a list of student names in any electronic document you can copy those and paste them into the Excel template, avoiding tedious retyping.

Select the data you want to copy by clicking your **left** mouse button and dragging it over the data you want to copy. It will highlight.

Leave your pointer in the highlighted area and click your **right** mouse button and select copy.

Then move the mouse pointer to where you want to place it and with your **right** mouse button again select paste.



**Notes:** Do Not Use Commas in Your Data.  
Do Not Change the Column Headings.  
Information can be changed or corrected later

The column headings are:

**Username** – the name the user will log on with. Usernames must be unique and can only contain alphanumeric characters, hyphens (-) or periods (.) (Mandatory) You *must* change the name from the sample name e.g. “newuser1” in the .csv template.

**Password** – they may only contain alphanumeric characters or the asterisk (\*) Passwords are CaSE sEnSiTivE. Passwords can be changed later. (Mandatory)

**First name** (Mandatory)

**Last name** (Mandatory)

**Email address** – you can leave it blank. CDX messaging does not use email addresses. (Optional)

**Student ID** – you can leave it blank, but if you enter a student ID you will have more flexibility to electronically share data with other administration systems. (Optional)

**Year Level** – the Student’s grade or year, you can leave it blank. (Optional)

#### Remember:

- Don't change the header row
- Username only alpha numeric characters, hyphens and periods,
- Usernames must be unique,
- Passwords are case sensitive and only use alpha numeric characters
- No commas in your data
- Save the file as a .csv file, not as standard excel .xls file
- Users can change their password or add/ correct other details later
- It's easiest if you import students one class at a time.

#### Step 3: Save the updated file

Select file then select “Save” from the Excel menu to save the file as a .csv file, and remember where you have saved it, you will import it into CDX Plus Online later. Please ensure you save your modified version of the spreadsheet to a safe location on your PC as it contains a record of student passwords.

**Note:** It should save as a .csv file automatically, if it doesn’t select ‘csv’ for comma separated variable from the drop down list. Then select save, (you may get a message that says ‘this contains features that will be lost in Excel’, you’re not going to use Excel later so that’s okay.) Use this file format whenever you are adding bulk users.

	A	B	C	D	E	F	G
1	username	password	firstname	lastname	email	student_id	year_level
2	Josh	cdx001	Josh	Clarkson		12376530	10
3	Katrina	cdx002	Katrina	Spencer		12376537	10
4	Lauren	cdx003	Lauren	Grantham		12376531	10
5	Malcolm	cdx004	Malcolm	Bundock		12376538	10
6	Mint	cdx005	Mint	Andrew		12376532	10
7	Nic	cdx006	Nic	Storozenko		12376539	10
8	Paul	cdx007	Paul	Burr		12376533	10
9	Peter	cdx008	Peter	McAtamney		12376540	10
10	Robert	cdx010	Robert	Austin		12376541	10
11	Suzy	cdx011	Suzy	Jacobson		12376535	10
12	Trisha	cdx012	Trisha	Chuthayothin		12376542	10

#### Step 4: Use the updated file to add data to CDX Online.

Select the “Student Import” tab.

If you have set up your classes you can allocate the students you are importing to a class by checking the appropriate class box.

Click on the “Browse” button to locate your saved file, and then select “Import Students”.

If you get an error message, go back and check for commas in your data, and that all the userids are unique.

If you are successful you will get a confirming message.

**Note:** You can only import as many users as you have online logons for. If you import more users than you have available logons you will receive an error message.

**Note:** You can keep adding students to the same .csv file. CDX will recognize the students you have already imported and will only import the new students. So if new students arrive later just add them to the bottom of the spreadsheet, and use the same spreadsheet again to import them. You won’t import students twice if they’re already in the system, you’ll just bring in the new students.

If you now need to promote some of the users to be instructors, have a look at the section on adding and editing users.

