

How to Bulk Upload Users in CDX Fundamentals of Automotive Technology, Second Edition (FAT 2e)

The following steps should be followed to upload all your users to the CDX Learning Systems course site. There are two steps required in this process. First, you must fill out a class roster spreadsheet with all user details needed for creating individual accounts. Second, your completed spreadsheet file must be uploaded to the course site to automatically generate all user accounts within the course site.

1. Begin by downloading the user upload template provided on the Support page. This is an Excel spreadsheet file which must remain in its original .csv format when you have completed and saved it locally. Please ensure that you use the template corresponding with your FAT second edition CDX product.
2. The first 5 columns of the template will capture individual user account information consisting of the **username**, **first name**, **last name**, **email address**, and **city** of the user.

	A	B	C	D	E
1	username	firstname	lastname	email	city
2	euser	Example	User	euser@example.com	City Name
3	euser	Example	User	euser@example.com	City Name
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

User name assigned to account for login

First and last names of user

Email address assigned to account. You must assign **valid email** addresses for access and password reset needs

City assigned to user account

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- Beginning with column F, the subsequent columns to the right account for each of the **courses** in which the user will be enrolled. In addition, you must specify the **role** the user will be assigned and identify the user **group** in which they should be placed within each course. This is your opportunity to autogenerate and organize each of your independent classes or cohort groups within each of the online courses.

City	course1	role1	group1	course2	role2	group2	course3	rol
City Name	Foundations & Safety	student	Group name 1	Electrical & Electronic Systems	student	Group name 1	Fluid Power	stu
City Name	Foundations & Safety	student	Group name 2	Electrical & Electronic Systems	student	Group name 2	Fluid Power	stu

Name of the course user is enrolling in

Assigned user role upon enrollment

Group name in which user is placed upon enrollment

Complete these details for every course in which the user is enrolling

- The template includes two fictitious users' information entered in rows 2 and 3 as examples of how each of your user's details should be entered.

	A	B	C	D	E
1	username	firstname	lastname	email	city
2	euser	Example	User	euser@example.com	City Name
3	euser	Example	User	euser@example.com	City Name

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- Once you are ready to enter in your users' information, begin by replacing the example users' in your template with details for two of your own students and complete all columns for each additional user in the rows below as needed. It is critical to enter a valid email address for each of your enrolling users. The email addresses listed here will be used to notify the individuals of their account setup by sending them an email with a URL to your site, their assigned username, and a randomly generated password which they will be asked to change when first logging in. Their email will also be required for resetting a password in the event the user forgets it.

	A	B	C	D	E	F	G	H	I	J	K
1	username	firstname	lastname	email	city	course1	role1	group1	course2	role2	group2
2	ladams	Lisa	Adams	ladams@cdxlearning.com	Nairobi	Safety and Foundation	student	Class A	Engine Repair	student	Class A
3	jsmith	John	Smith	jsmith@cdxlearning.com	Nairobi	Safety and Foundation	student	Class B	Engine Repair	student	Class B
4											
5											
6											
7											
8											
9											
10											
11											
12											

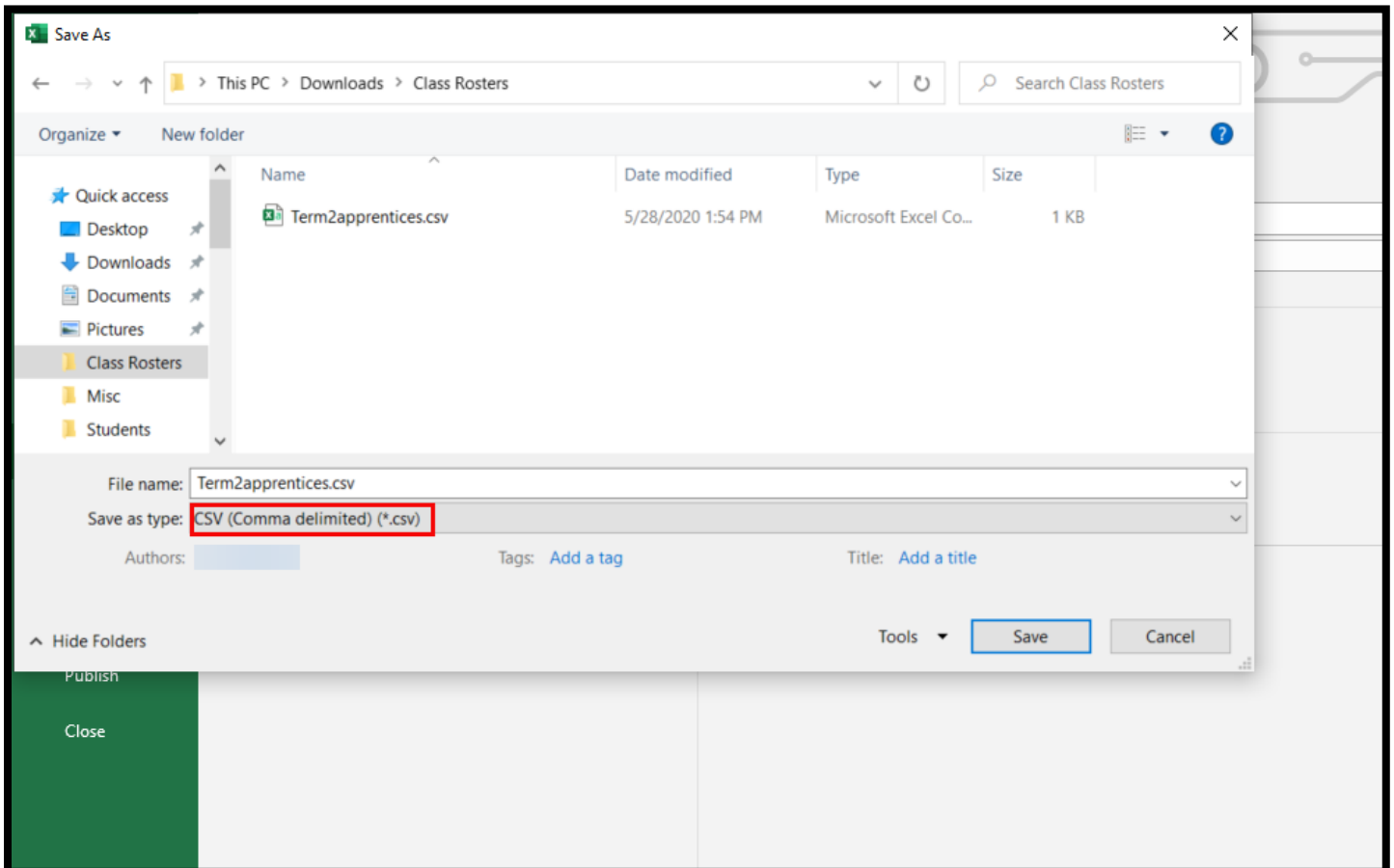
Valid email addresses are required for automatic account access notification and managing access

- Ensure that you list which **role** each user should be assigned, student or teacher, and which **Group** they will be placed in within each of the courses. The number of groups to be created and their naming is your decision. This must be completed for each of the 9 courses which complete the FAT 2e curriculum. Please note, while the Group field is optional, it is highly recommended that you specify the Group or cohort a student will be placed in at this time to help you organize and group different student cohorts within each course. If you do not include a Group for the user to reside in now, you may need to manually create and organize your Groups in each individual course after enrolling your users. It is best to do this now to save yourself time and effort later!

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	username	password	firstname	lastname	email	city	course1	role1	group1	course2	role2	group2	course3	role3	group3
2	ladams	changeme	Lisa	Adams	ladams@cdxlearning.com	Nairobi	Safety and	student	Class A	Engine Re	student	Class A	Automati	student	Class A
3	jsmith	changeme	John	Smith	jsmith@cdxlearning.com	Nairobi	Safety and	student	Class B	Engine Re	student	Class B	Automati	student	Class B

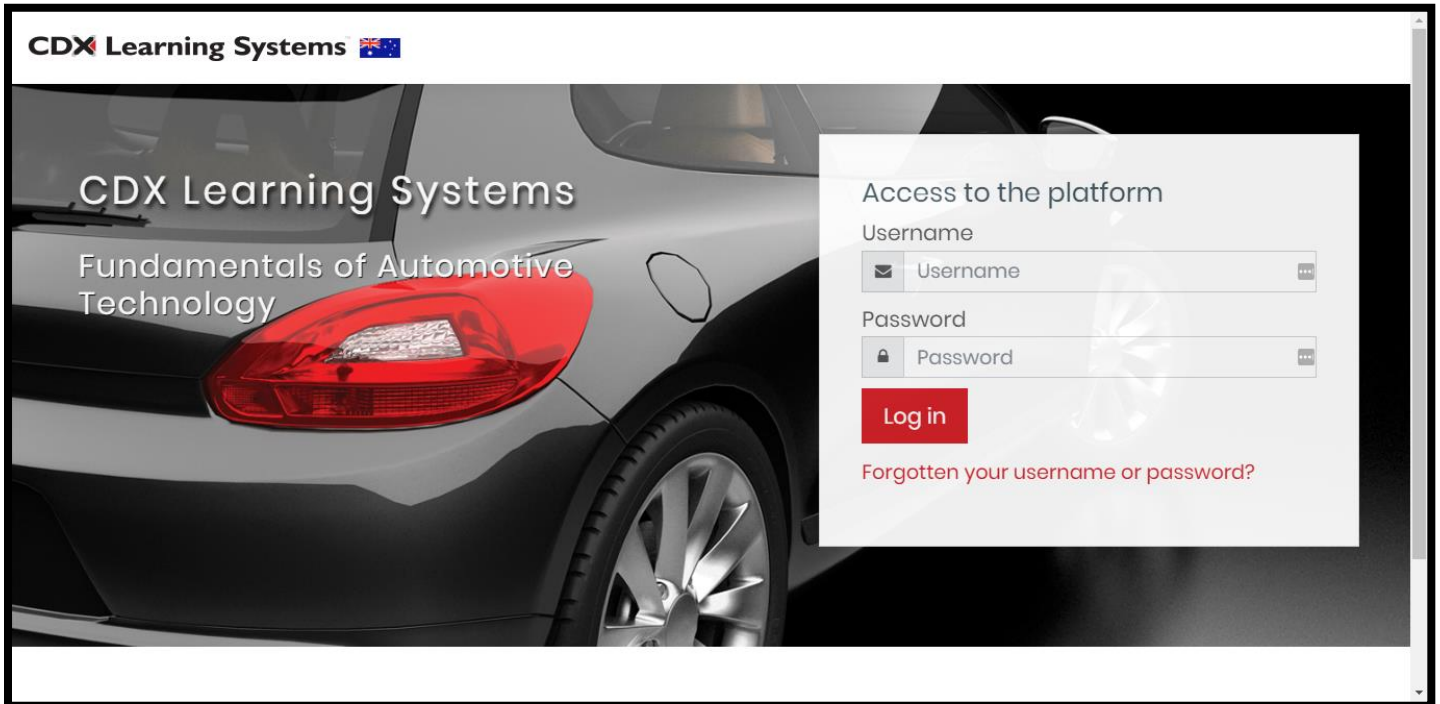
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7. Do not change the course names provided in the template, as those provided in the example rows are written to match the course names on your site. Instead, copy and paste the course names for each individual user as needed, then enter the Role and Group information for each course until your full roster is complete. When finished, save your roster spreadsheet under a new name on your Desktop. Please note, you must save the file in its original **.csv format**.



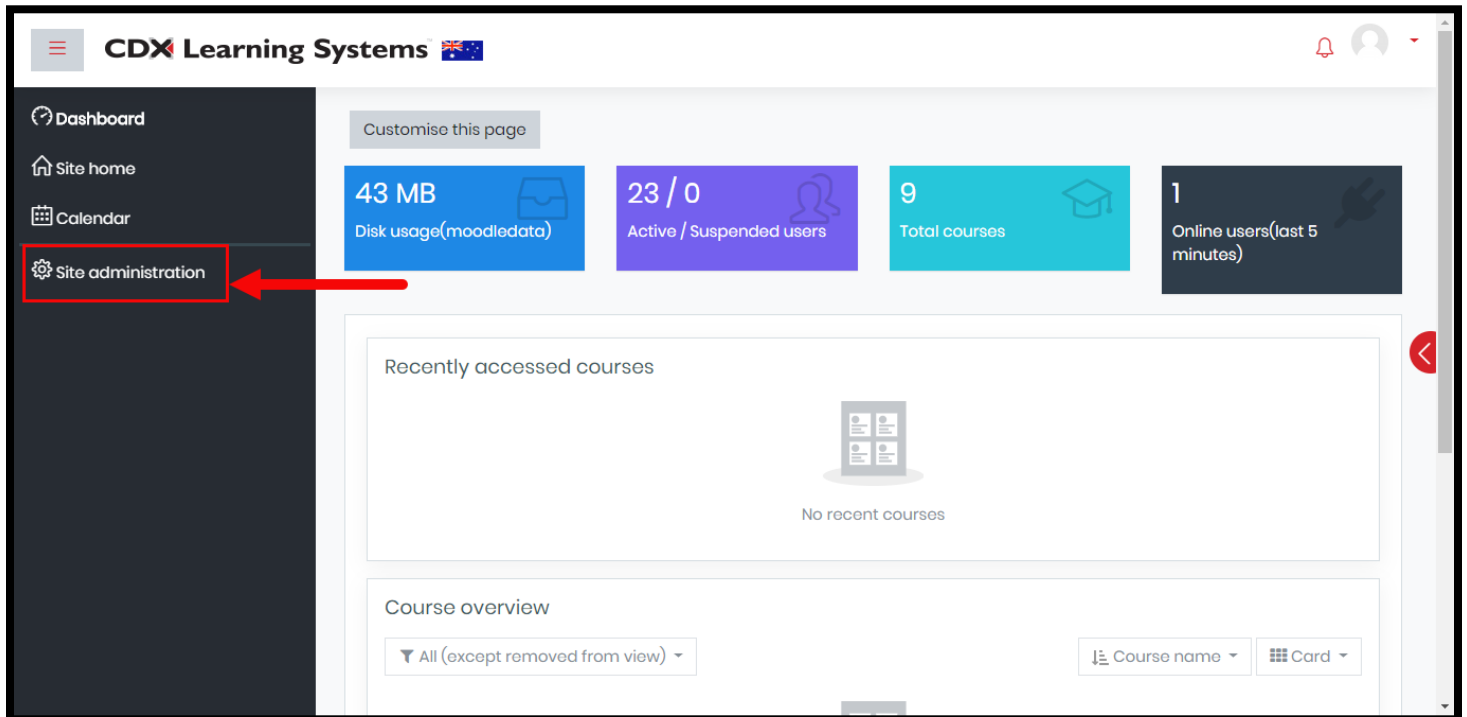
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8. With your roster spreadsheet completed and saved, you are now ready to upload the file to your course site to automatically generate all the user accounts. Begin by logging into your CDX site as an Admin. Please note, only users with administrative access to the site will have permissions to add new users to the site.



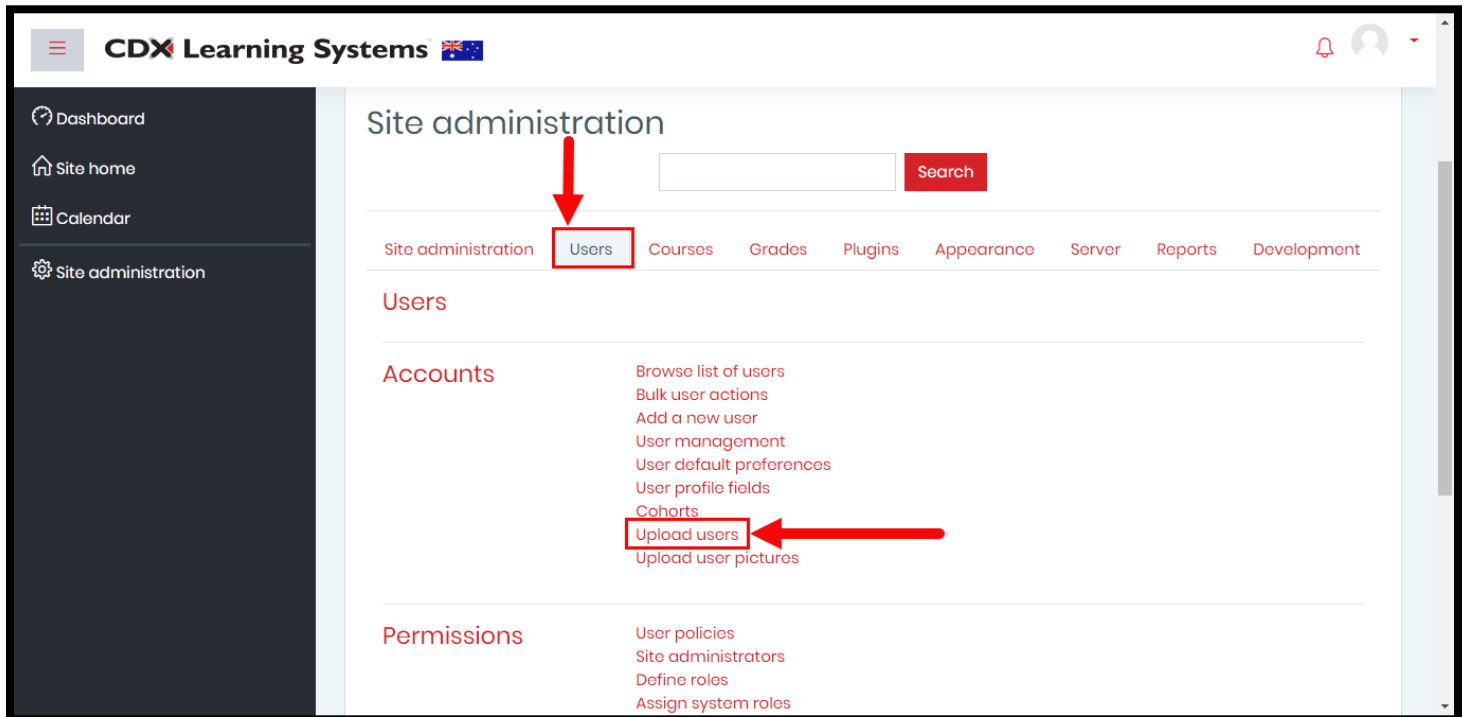
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9. Next, click the **Site administration** button in the site Navigate Drawer on the left side of the page.



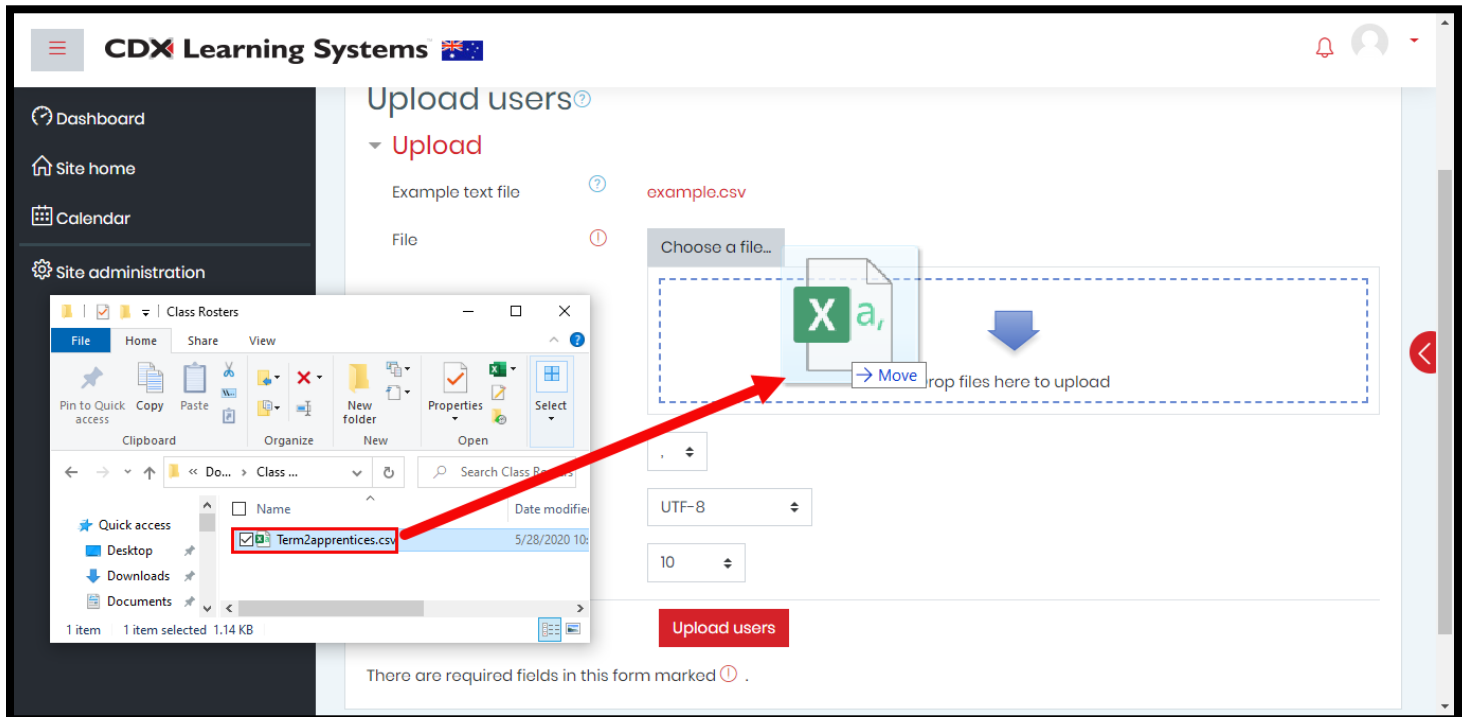
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10. Select the **Users** tab on the Site Administration page and then click the **Upload users** option under the **Accounts** section.



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11. The Upload users page will display a file drop box field in which you must drag and drop your prepared .csv class roster file from its location on your Desktop.



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12. After the file completes loading to the box, click the **Upload users** button below.

The screenshot shows a web interface for uploading users. On the left is a dark sidebar with icons for a clock, home, calendar, and settings. The main content area is titled "Upload users" with a help icon. Below the title is a red "Upload" header. The interface is divided into two columns. The left column contains labels: "Example text file" (with a help icon), "File", "CSV delimiter", "Encoding", and "Preview rows". The right column contains the corresponding controls: "example.csv" (with a help icon), a file selection box with a "Choose a file..." button and a list containing "Term2apprentices.csv", a dropdown menu for "CSV delimiter" showing a comma, a dropdown menu for "Encoding" showing "UTF-8", and a dropdown menu for "Preview rows" showing "10". At the bottom center, there is a red "Upload users" button, which is highlighted by a red arrow pointing from the right.

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13. An Upload users preview page will open, displaying the first rows as they were entered in the spreadsheet file. Please take a few moments now to verify that the user information you have uploaded is complete and accurate. We recommend leaving all default settings on this page as they are. When ready, scroll to the bottom of the page and click **Upload users**. An email notification will automatically be sent to each of the uploaded users containing their login credentials. Upon logging into your site for the first time, they will be required to change their password.

CDX Learning Systems

Settings

Upload type: Add new only, skip existing users

New user password: Create password if needed and send via email

Force password change: Users having a weak password

Standardise usernames: Yes

Select for bulk user actions: No

Default values

Email display: Allow only other course members to see my email address

Forum auto-subscribe: Yes: when I post, subscribe me to that forum discussion

ID number: [Input field]

Institution: [Input field]

Department: [Input field]

Show more...

Upload users Cancel

There are required fields in this form marked ⓘ .

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14. On the following page of Upload user results, you will see a list of all students who have been successfully added to your courses and can confirm their enrollment under the **Enrolments** column. Scroll down to the bottom of this page and click the **Continue** button.

Username	First name	Surname	Email address	Password	Authentication	Enrolments	Suspend account
ladams	Lisa	Adams	ladams@ascendlearning.com		manual	Enrolled in "Safety and Foundation" as "student" Added to group "Class A" Enrolled in "Engine Repair" as "student" Added to group "Class A" Enrolled in "Automatic Transmissions" as "student" Added to group "Class A" Enrolled in "Manual Transmissions" as "student" Added to group "Class A" Enrolled in "Steering and Suspension" as "student" Added to group "Class A" Enrolled in "Brakes" as "student" Added to group "Class A" Enrolled in "Electrical" as "student" Added to group "Class A" Enrolled in "Heating and Air Conditioning" as "student" Added to group "Class A" Enrolled in "Engine Performance" as "student" Added to group "Class A"	No

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15. Return to your **Site home** using the corresponding button in the navigation drawer to the left. Next, open a course in which you have just enrolled your users, then click on the **Participants** link in the navigation drawer to verify that your uploaded users have been successfully added to the course.

