

Bulk Creating Accounts

Creating Accounts

User accounts can be created individually or using the 'bulk sign up' method. Initially, the 'bulk sign up' method should be used to bulk create all staff and student accounts. To create individual accounts, please see our help file 'create individual accounts'.

Bulk Signup Instructions

There are 2 steps to creating user accounts with bulk upload:

Step 1 - prepare CSV files for staff and pupil accounts

Step 2 - bulk upload the CSV files.

How many files do I need to prepare?

- A school will need to prepare two CSV files: one for staff and one for pupils.
- An organisation such as an LEA will only need to prepare one file for staff.

What format is used for the CSV files?

The CSV files must conform to the following guidelines:

- The first row of each file must contain a title in each column used.
- The remaining rows represent people in your organisation.
- Do not leave any spaces under the column headings, or between rows.

Course Builder

If you are a secondary school or college and intend to run the automated course builder (which automates the population of courses and departmental communities mirroring your physical classes) you will need to provide a column named 'USERMISIDS' in your pupil and staff CSV files in addition to those shown below. If you would like further information on the automated course builder and details of the CSV files you will need to provide, please contact your Digitalbrain account manager directly or email customersupport@digitalbrain.com.

What goes in the Pupil CSV file?

The pupil CSV file must contain columns with the headings 'SURNAME', 'FORENAME' and 'INTAKE' that signify the pupils first and last names and year of intake. For 'intake' you must provide the calendar year e.g. 1998 - not 'year 9'. Intakesubset can be used to divide intake years in to class groups to make account administration easier.

| surname | forename | MISID | intake | intakesubset | username | password |
|------------|----------|-------|--------|--------------|-----------|----------|
| Wormwood | Mathilda | | 2001 | | mathildaw | School1 |
| Carling | John | | 2002 | | johnc | School2 |
| Rottwinkle | Julius | | 2000 | | juliusr | School3 |
| Trunchbull | Agatha | | 2003 | a | agathat | School4 |
| Matters | Kevin | | 2003 | b | kevinm | School5 |

We strongly suggest that you specify your preferred usernames. Do this by adding an additional column with the heading 'USERNAME' and enter the required usernames.

Preferred passwords can be specified by adding a column with the heading 'PASSWORD'.

If usernames and passwords are not specified they will be automatically generated. The pupil username will be forename+initial surname and the passwords will be random passwords.

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What goes in the Staff CSV file?

The staff CSV must contain columns with the headings 'FIRSTNAME', 'LASTNAME' and again may contain the two optional columns, 'USERNAME' & 'PASSWORD' to specify preferred usernames & passwords if required.

For example: -

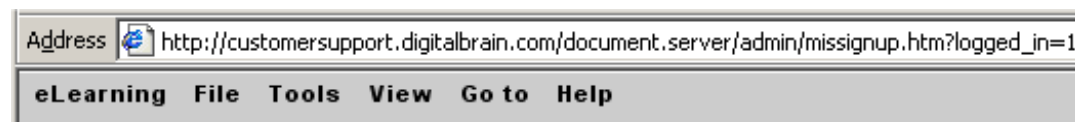
| FIRSTNAME | LASTNAME | USERNAME | PASSWORD |
|-----------|------------|-------------|----------|
| Mathilda | Wormwood | mwormwood | default1 |
| John | Carling | jcarling | default2 |
| Julius | Rottwinkle | jrottwinkle | default3 |
| Agatha | Trunchbull | atrunchbull | default4 |
| Kevin | Matters | kmatters | default5 |

What usernames & passwords are acceptable?

- Passwords must be at least 6 characters long and must be unique for each person.
- Passwords & Usernames are not case sensitive
- Passwords cannot be the same as the username.
- The username cannot form any part of the password - and vice versa. For example, if you choose a username of 'Fred' a password of 'FredFlintstone' would not be acceptable.
- The password must contain a wide variety of letters & numbers. For example, 'aaaaa' or 'aabbcc' is not acceptable but 'asfg3k' is.
- You may only use the letters a-z and the numbers 0-9 in any of the fields. Any other characters are unacceptable.
- If you have existing usernames on other computer systems that you would like to use for your digitalbrain accounts, then you must ensure that your CSV contains these exact usernames.

Bulk Uploading Accounts Using the CSV Files

To upload the files to create user accounts, first log in as your school or organisation's top level account and hover over **Go to** and select **Visit User**. When prompted type in "bulksignups"



Select Standard or Advanced.

Bulk-create sub-accounts for 'customersupport'

1: Destination for reports:

[show help](#)

Email address to send to:

Email address again (to verify):

2: CSV data files:

Staff CSV file:

[Browse...](#)

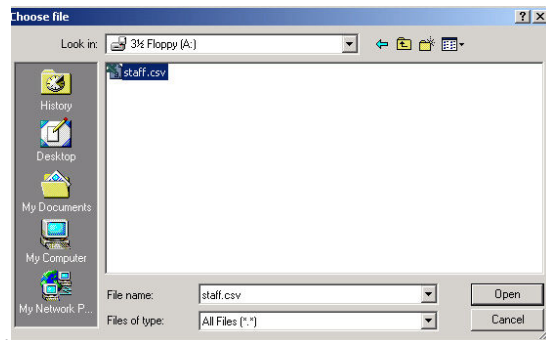
Students CSV file:

[Browse...](#)

[next](#)

Bulk Creating Accounts

- In the first field enter the email address that you want the details of the new usernames & passwords to be sent to. This will be a link to where your username/password file is stored.
- Re-enter the email address into the next field (to verify).
- In the 'Staff CSV file' field, click on the **Browse...** button



- Select the staff CSV file from the local drive and click 'Open'.
- In the 'Pupil CSV file' box, click on the **Browse...** button
- Select the pupil CSV file from the local drive and click 'Open'.
- Click **next**
- You will get a screen asking if you want to "Generate Report" or "Create Accounts"

Ready to create sub-accounts for 'customersupport'

2 accounts to be created

- 1) Send a 'dry run' request - no accounts will actually be created, but a test report will be generated:

Generate report

- 2) When you are happy with the report, you can actually create the accounts:

Create accounts

- Selecting "Generate Report" will do a test run and tell you of any potential problems with your CSV file. "Create Accounts" will go ahead and create your accounts.
- The accounts are created and the report sent to the e mail address specified above with the URL of where it is stored. You must have the school username and password to access this.

What does the bulk sign up do?

The bulk sign up has:

- created the user accounts in the **accounts** folder in the 'root' of the account.
- created the groups within the **Groups** folder in the 'root' of the account.

For more information on groups or modifying accounts, please see the individual help files.