How to prepare CSV file for bulk user upload in Moodle

Step 1: Open **LibreOffice Calc** or a spreadsheet in any other Office software.
Step 2: Enter the titles. Titles should all be in lower case and exactly as required. Some of the common titles are:

Compulsory fields:

- username
- password
- firstname
- lastname
- email

Optional fields:

- institution
- department
- phone1
- address
- course1
- role1

If there are more courses you want to enrol the users to, add more columns with course2, role2 etc.

Step 3: Enter the content.
Rules to follow when adding the content:

- Note that the username should not have any spaces in between.
- There should be no spaces before or after the field titles.
- The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #
- Avoid special characters like semi-colons, colons, quotes or commas in the password field. This is because CSV files use commas, semicolons, etc. as the delimiters.

Step 4: Save the file in CSV format