

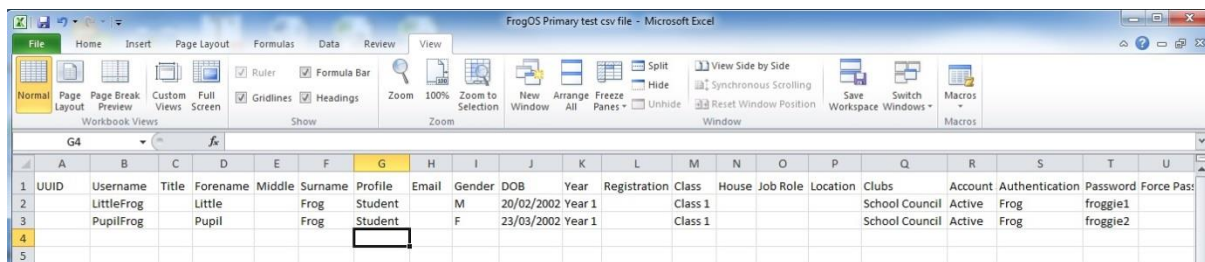
Creating your user
accounts with a
CSV import



Creating Your User Accounts with a CSV Import

Once you have received your FrogOS platform URL and login details, you will then be ready to create your user accounts via a CSV file import. A CSV file can be created using spreadsheet programs such as Microsoft Excel. An example CSV file is provided on the Frog Community site for you to download and use as a template (File name: *FrogOS_users_example CSV*).

Your CSV file should look something like this:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
1	UUID	Username	Title	Forename	Middle	Surname	Profile	Email	Gender	DOB	Year	Registration	Class	House	Job Role	Location	Clubs	Account	Authentication	Password	Force Pas	
2		LittleFrog		Little		Frog	Student		M	20/02/2002	Year 1		Class 1				School Council	Active	Frog	froggie1		
3		PupilFrog		Pupil		Frog	Student		F	23/03/2002	Year 1		Class 1				School Council	Active	Frog	froggie2		
4																						
5																						

Creating your CSV file for adding users

In order to create new user accounts on your platform, you'll need to complete the following columns on the example CSV file:

- **Username** – for example Laura.Summers for pupils, L.Summers for staff.
- **Forename** – ideally full name for pupils and initial for staff (to import an initial make sure this is followed by a space).
- **Surname**
- **Profile** – this can be either Admin, Staff or Student.
- **Gender** – this needs to be written as male or female (lowercase).
- **Date of Birth** – needs to be added in the format dd/mm/yyyy.
- **Account Status** – either Active if you'd like the user to use their account now or Inactive if you're setting up accounts in advance. You'll be able to use Inactive for any users who have left your school so they are unable to access your platform.
- **Authentication Type** – this column needs to have Frog in each cell.
- **Roll number** – This is your teacher number. Leave blank for pupils.
- **Unique Pupil Number** – or UPN number. This is the number that is assigned to a child once they are enrolled at a school or nursery. Leave blank for teachers.
- **Password**

NOTE It is up to your school whether you fill in the rest of the columns shown in the example CSV file, but if any of the named columns are deleted or moved the CSV will not import. All the columns and their headings must remain in the file for it to import successfully, even if the non-mandatory columns are left blank.

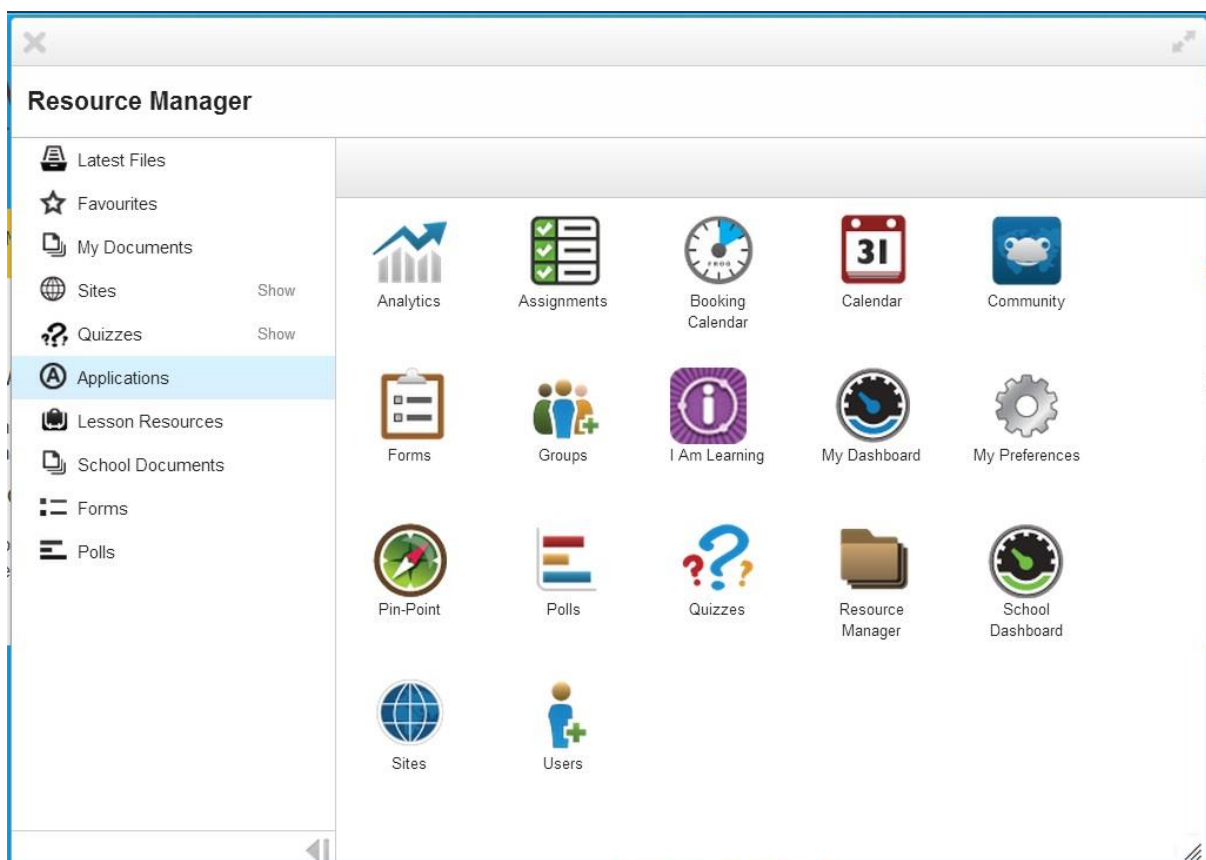
Populating columns in your CSV file to add users to groups

It's possible to add your new users to a range of groups at the same time as creating their accounts. You can add them to the following groups if you use these within your school:

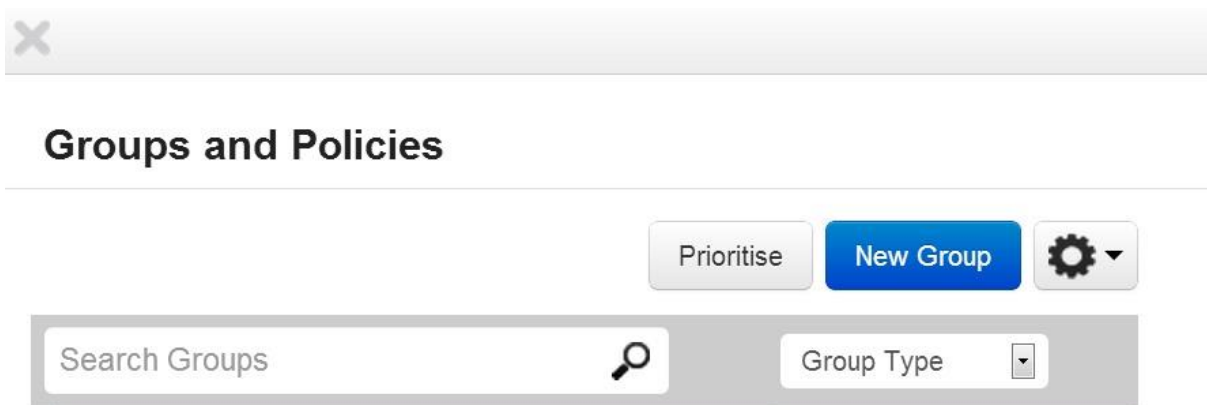
- **Year** – please add these using the following format: Year 1, Year 2
- **Registration**
- **Class**
- **House**

In order to add users to these groups, you'll need to create the groups in the User Management app before running the CSV import. To do this:

- Click on the **Resource Manager** link on the Frog Bar.

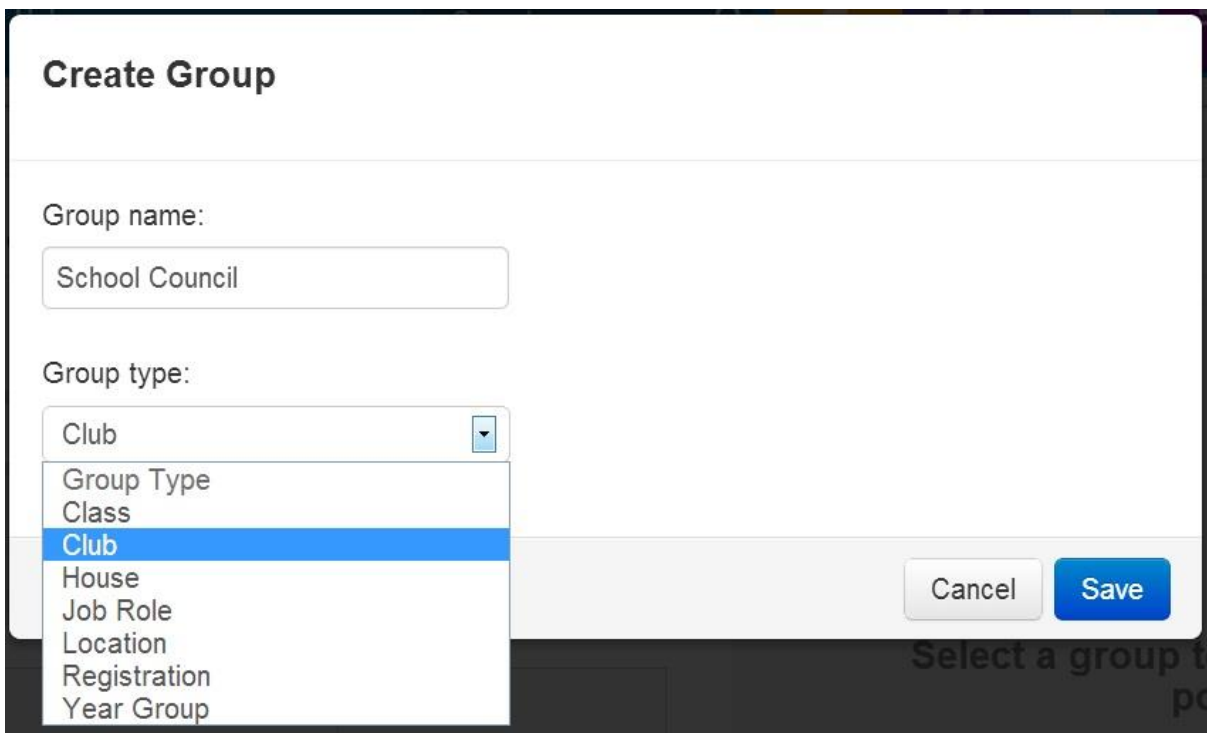


- Click on **Applications** then choose the **Groups** app.
- Click on **New Group**.



- Enter a Group name (for example, chess club, school council, teaching assistants).
- Choose a Group type from the dropdown list (for example, if you are adding children to a class group then you'll choose Class).

NOTE You can't have two groups with the same name.



- Click **Save** to create the group.

✕

Groups and Policies

Prioritise **New Group** ⚙️

Search Groups 🔍 Group Type ▾

Key Stage 2 0	Year Group
Nursery 0	Year Group
Reception 0	Year Group
School Council 0	Club
Year 1 0	Year Group

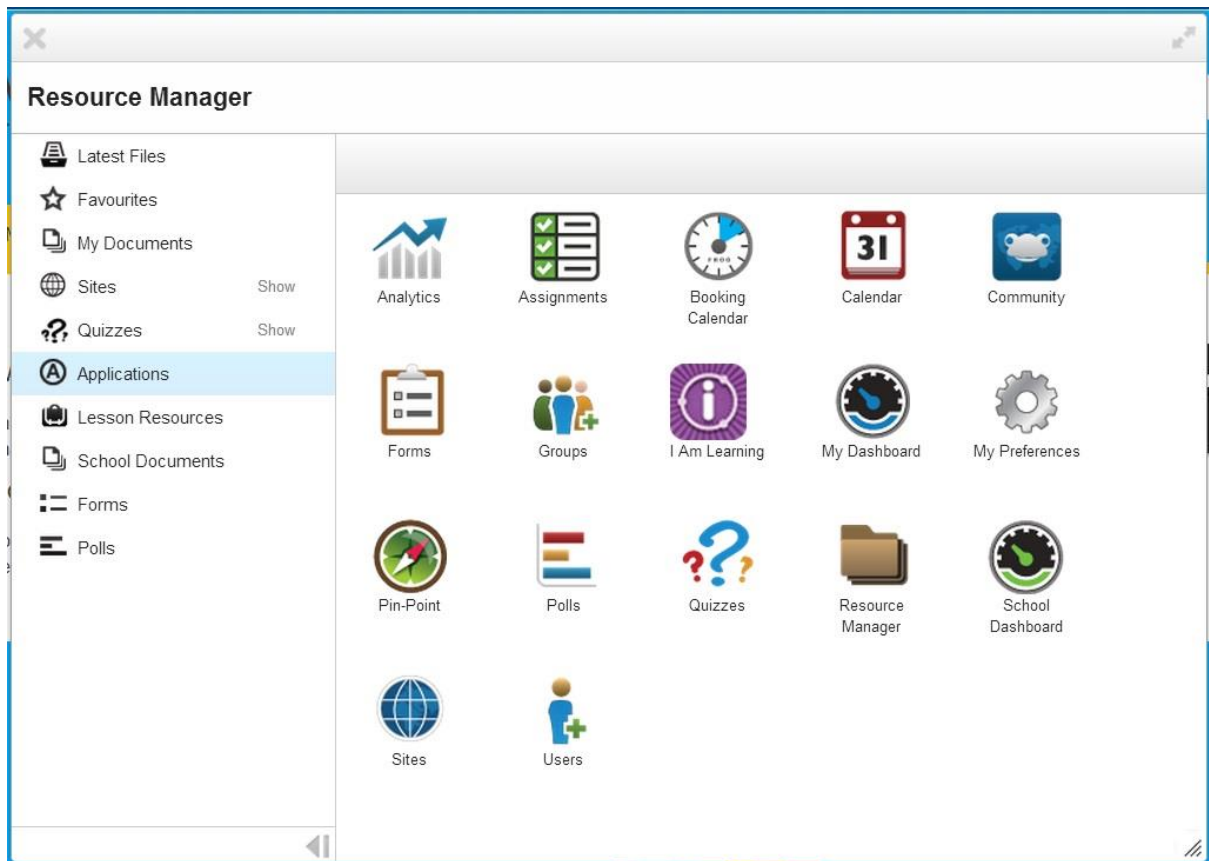
- Your group will be created and is ready for you to add users to.
- In your CSV file, you can add the names of your newly created groups into the related columns.

NOTE Please ensure that your Group name in your CSV is identical to the one in your Groups app to ensure that the import runs correctly.

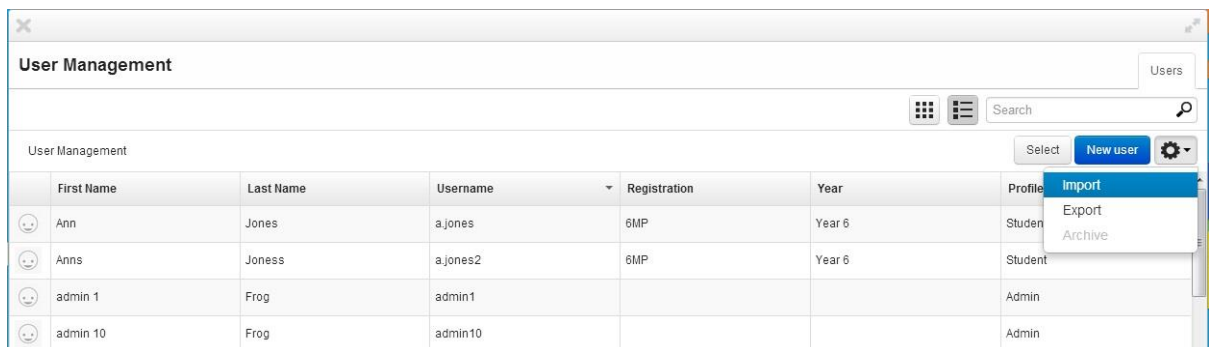
Importing your CSV file

In order to import your users, you'll need to follow these steps:

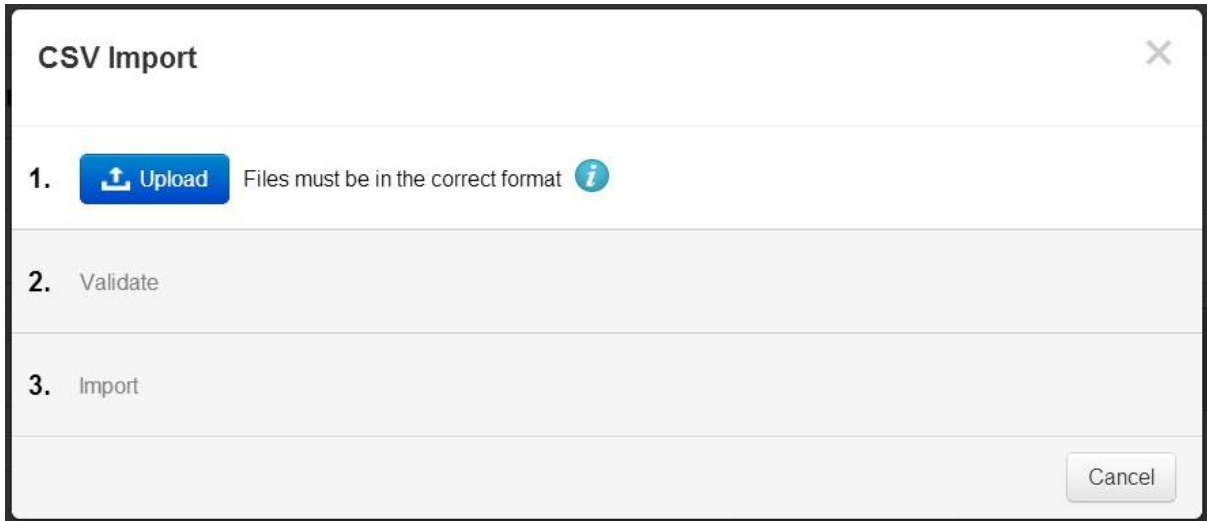
- Click on the **Resource Manager** link on the Frog Bar.
- Click on **Applications** then choose the **Users** app.



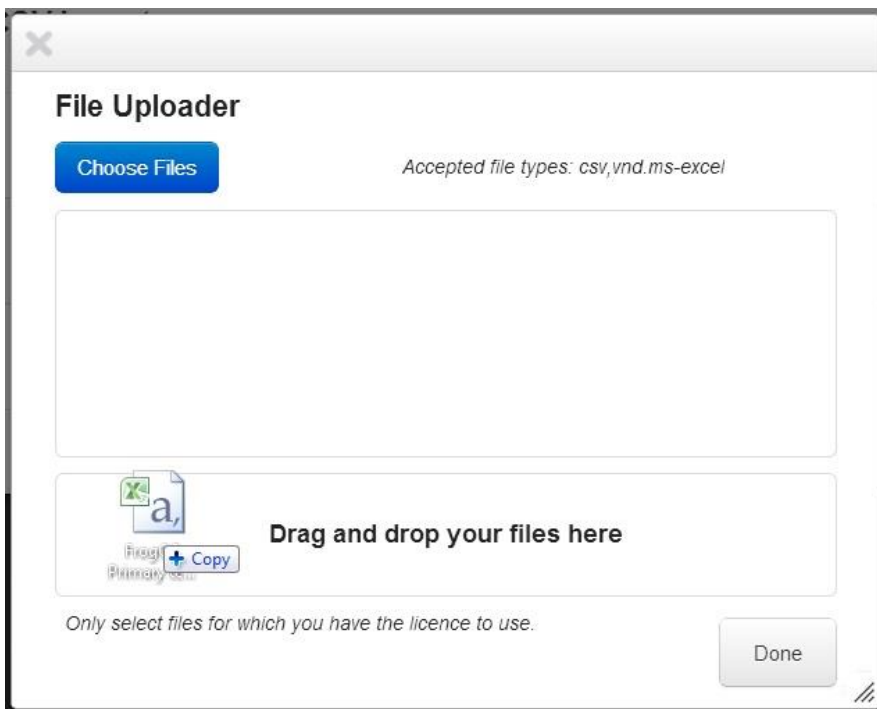
- Click on the **Cog** icon and choose **Import**.



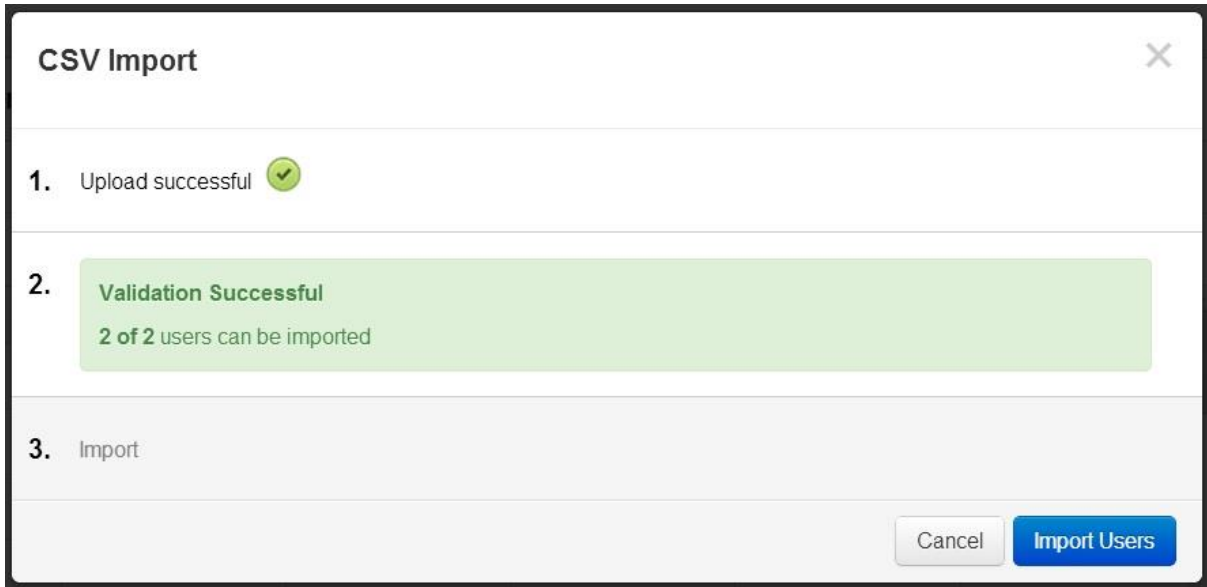
There are now three steps to follow in order to import your data:



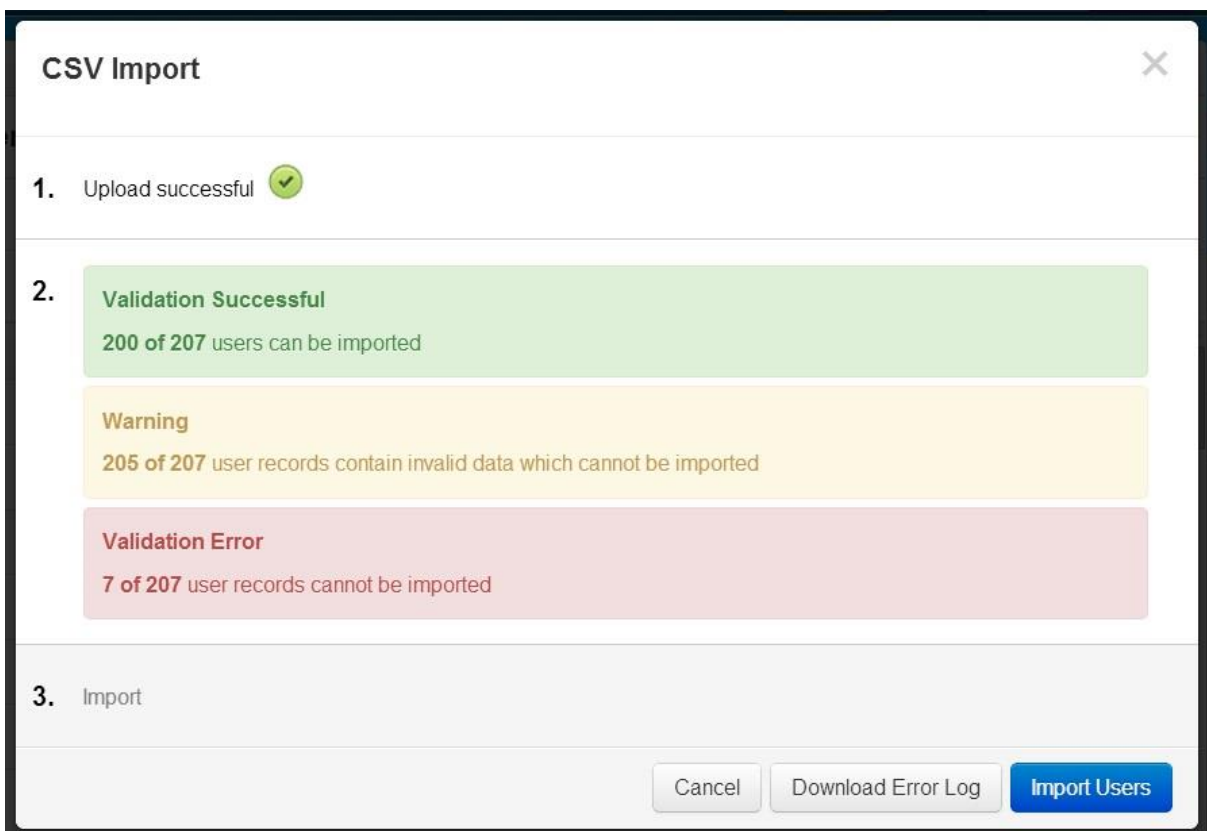
1. **Upload your CSV file from your computer.** Click the blue **Upload** button and either search for the file on your computer using the **Choose Files** button or drag and drop your file into the bottom box, then click **Done**.



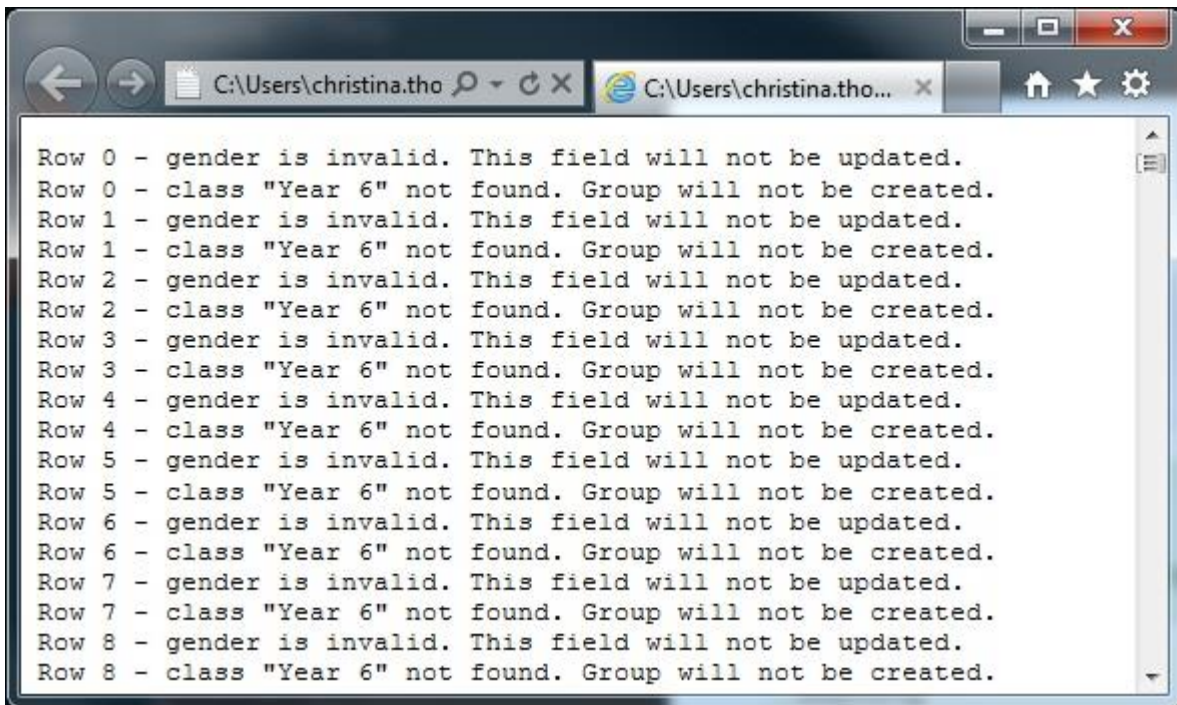
2. **Validate your data.** Once you've uploaded your file, your platform will perform validation checks to ensure your data is suitable.



If there are any errors, the report will tell you what the issue is so you can make the change and upload your adjusted file.



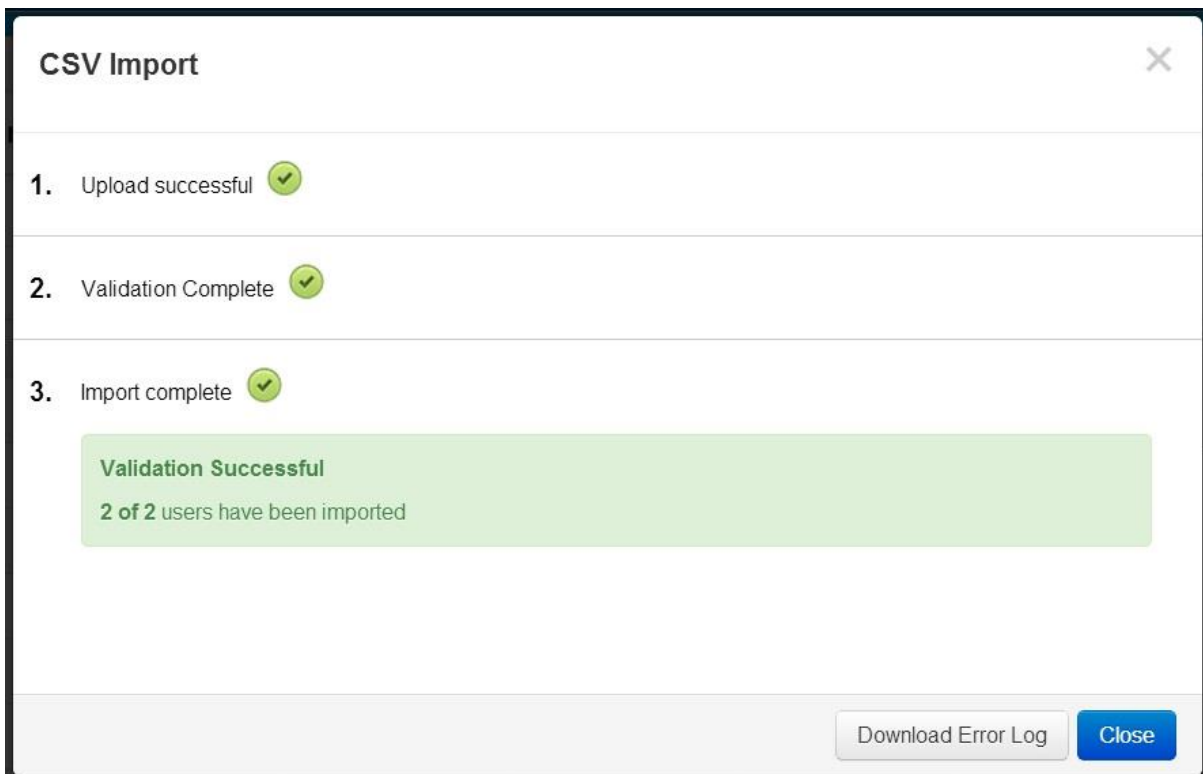
You can download the Error Log to see which rows of data have invalid data, making it easier for you to change your CSV and try the import again.



A screenshot of a text editor window with two tabs. The active tab shows a log of CSV import errors. The text is as follows:

```
Row 0 - gender is invalid. This field will not be updated.
Row 0 - class "Year 6" not found. Group will not be created.
Row 1 - gender is invalid. This field will not be updated.
Row 1 - class "Year 6" not found. Group will not be created.
Row 2 - gender is invalid. This field will not be updated.
Row 2 - class "Year 6" not found. Group will not be created.
Row 3 - gender is invalid. This field will not be updated.
Row 3 - class "Year 6" not found. Group will not be created.
Row 4 - gender is invalid. This field will not be updated.
Row 4 - class "Year 6" not found. Group will not be created.
Row 5 - gender is invalid. This field will not be updated.
Row 5 - class "Year 6" not found. Group will not be created.
Row 6 - gender is invalid. This field will not be updated.
Row 6 - class "Year 6" not found. Group will not be created.
Row 7 - gender is invalid. This field will not be updated.
Row 7 - class "Year 6" not found. Group will not be created.
Row 8 - gender is invalid. This field will not be updated.
Row 8 - class "Year 6" not found. Group will not be created.
```

3. **Import your users.** The **Import Users** button will appear if one or more sets of user account details are correct. Click this button to create your user accounts. You'll receive a notification once the import is complete.



A screenshot of a 'CSV Import' notification dialog box. The dialog has a title bar with 'CSV Import' and a close button. It contains a list of three steps, each with a green checkmark:

1. Upload successful ✓
2. Validation Complete ✓
3. Import complete ✓

Below the list is a green box with the text: 'Validation Successful' and '2 of 2 users have been imported'. At the bottom right, there are two buttons: 'Download Error Log' and 'Close'.

- If you have received any warnings or errors you can download a list of these after the import by clicking the **Download Error Log** button.

NOTE If you have any difficulty creating your CSV file and importing your users, please let us know. We will be able to put you in touch with someone in house who can work through this with you.