

**REQUIRED FIELDS FOR CSVs**  
**(Comma Separated Values files)**

**Users-file (CSV)**

Each column represents a field in the user profile record. All the column headings must be there. However, not all the columns need to have a value in them. The following list summarises what must be included in the CSV file.

CSV column name	Mandatory / Optional	Values
username	<b>Mandatory</b>	User will log in with this username – not case sensitive
password	<b>Mandatory</b>	Password for Portal access – <b>Case Sensitive</b>
nickname	<b>Mandatory</b>	Will be displayed in user lists in MEC
firstname	<b>Mandatory</b>	Will be displayed in user lists in MEC
familyname	<b>Mandatory</b>	Will be displayed in user lists in MEC
email	Optional	Will be displayed in user lists in MEC
age	<b>Mandatory</b>	TEE, AUT
level	<b>Mandatory</b>	1, 2, 3, 4, 5, 6
role	<b>Mandatory</b>	STUD, TEACH
groups	Optional	Group names for groups that already exist in MEC. If the user is to be assigned to more than one group, separate the group IDs with a double-colon (LONDON::PARIS). Students can only be assigned to one group.
Classes	Optional	Class IDs for classes that already exist in MEC. If the user is to be assigned to more than one class, separate the class IDs with a double-colon (CLA_0001::CLA_0002).

There are pre-prepared blank user CSV files on the MEC Support Site. Administrator IDs cannot be uploaded by CSV file. A CSV file containing administrators will not be uploaded successfully. To upload administrator IDs by CSV file, load them as teachers IDs (TEACH) and then change the relevant IDs to administrator IDs on the User Management screen of your MEC site.

**Classes-file (CSV)**

The class CSV file must contain the following columns:

CSV column name	Mandatory / Optional	Values
id	<b>Mandatory</b>	Must be a unique value
classname	<b>Mandatory</b>	The class name is displayed in class lists in both MEC and the portal
description	Optional	The description is only displayed in MEC class lists
createdate	Optional	Date when the CSV was created
age	<b>Mandatory</b>	TEE, AUT
level	<b>Mandatory</b>	1, 2, 3, 4, 5, 6
group	Optional	Group names for groups that already exist in MEC. If the user is to be assigned to more than one group, separate the class IDs with a double-colon (LONDON::PARIS) Students can only be assigned to one group.
activatedate	Optional	Date when class becomes visible to users in MEC. The date field must be represented in the yyyyymmdd format e.g. 02-Aug-08 is entered as 20080802 in the CSV
withdrawdate	Optional	Date when an active class is removed from users in MEC. The date field must be represented in the yyyyymmdd format e.g. 02-Aug-08 is entered as 20080802 in the CSV
courses	Optional	Course IDs for courses that already exist in MEC. If more than one course is to be assigned to the class, separate the course IDs with a double-colon (PUBCOU00006001:: PUBCOU00011001).

**Note**

Campus will accept only certain characters with accents when uploading CSV files. Please therefore avoid using accents and symbols when preparing your CSV files.