Tool sync: Cohort definition/population file format

Introduction

The cohort synchronisation file is a flat CSV file, preferably UTF-8 encoded. The tool configuration nevertheless allows an ISO-8859 encoded file to be supported.

File format

Field	Value	Default
cmd	'add' or 'del'	add
cid(2)	integer	-
cname(1)	String(255)	-
cidnumber(1)	String(255)	-
cdescription	String(255)	-
ccatcontext	String(255)	-
ccatcontextidnumber	String(255)	-
userid	id, IDnumber, email or username	-

(1) mandatory fields (under conditions).

(2) Optional column only for the 'del' command and if the cohort identification source is set to 'id'.

Fields

cmd

A command to run on the cohort/user binding. It can be:

- **add**: Adds the user to the cohort. Creates the cohort if it is missing and if possible.
- **del**: Removes the user from the cohort or deletes the cohort if no user is mentioned.
- **free**: Removes all the members of the cohort without deleting it.

cohortid

The cohort identifier. The source of the identifier depends on the tool setting.

userid

The user identifier. The source of the identifier depends on the tool setting.

cname (> 2017012200)

If the cohort must be created by an operation, this column must be added to provide the cohort name. If the name is not provided, the id will be used as a basis to name the cohort.

cdescription

If the cohort must be created, this column can be added to describe the cohort. An empty value will not affect the cohort definition.

idnumber

If the cohort must be created, this column can be added to define the external identifier. An empty value will not affect the cohort definition.

File examples

Example of a file adding empty cohorts:

```
cname;cidnumber;cdescription
Cohort 1;COH001; First cohort
Cohort 2;COH002; Second cohort
Cohort 3;COH003; Third cohort
Cohort 4;COH004; Fourth cohort
```

Example of a file adding a populated cohort:

```
cname;cidnumber;cdescription;userid
# Creation of the cohort
Cohort 1;COH001; First cohort;user1
# Adding the members
Cohort 1;COH001;;user2
Cohort 1;COH001;;user3
Cohort 1;COH001;;user4
Cohort 1;COH001;;user5
```

Example of a file populating an existing cohort:

```
cidnumber;userid
COH001; First cohort;user1
```

```
COH001;;user2
COH001;;user3
COH001;;user4
COH001;;user5
```

Example of deleting cohorts (cohort keys set to ID number):

```
cmd;cidnumber
del;COH2;
del;COH4
del;COH12
```

File for deleting targeted cohort members:

```
cmd;idnumber;userid
del;COH1;user23
del;COH2;user24
del;COH2;user25
```

File to empty cohorts (by ID number)

```
cmd;cidnumber
free;COH001
free;COH002
free;COH003
free;COH004
```

File for combined deletion of members and/or whole cohorts:

```
cmd;idnumber;userid
# Deleting members
del;COH1;user45
del;COH1;user46
# Deleting a whole cohort
del;COH32;
```

Example of a file of combined operations:

```
cmd;cidnumber;cname;cdescription;userid
# Creating and adding a member
add;COH54;Class 2.3;Class 2nd 3;user1
# Adding members (base id: ID number)
add;COH54;;;user100
add;COH54;;;user101
# Deleting a member
del;COH55;;;user50
# Deleting a cohort
del;COH56;;;
# Creating a cohort
add;COH54;Class 2.4;Class 2nd 4;
```

—-

Back to the component index - Back to catalogue

From:
https://docsen.activeprolearn.com/ - **Documentation Moodle ActiveProLearn**

Permanent link:
https://docsen.activeprolearn.com/doku.php?id=tool:sync:files:cohorts

Last update: **2026/11/13 20:37**