Tool sync: User creation/update file format

Introduction

Each line of the file contains one record. The first line of the file contains the names of the fields that make up the records, and thus determines the structure of the rest of the file.

File format

Field	Value	Default
username(*)	String(variable)	-
firstname (*)	String(10)	-
lastname (*)	String(10)	-
idnumber	String(255)	-
email (*)	String(255)	-
auth	In('manual', 'cas, 'ldap', ...)	manual
icq	String(255)	-
maildisplay	0 or 1	1
mailformat	0 (text) or 1 (html)	1
maildigest	0 or 1	0
autosubscribe	0 or 1	0
trackforums	0 or 1	0
phone1	String(32)	-
phone2	String(32)	-
address	String(255)	-
institution	String(255)	-
departement	String(255)	-
city	String(64)	Site default value (*)
country	String(2)	Site default value (**)
lang	String(2)	Site default value (***)
timezone	Timezone code (integer)	Site default value (****), 99 for the server's local time
description	String(255)	-
cohort	Cohort name. String(16).	The cohort will be created
cohortid	Cohort identification in the database	The cohort must already exist with the id concerned, not to be confused with the ID number, which is optional and visible at the front of the cohorts
cohortidnumber	Cohort ID number	The cohort must already exist with the idnumber concerned

Field	Value	Default
course<n>	Course short name (shortname)	
enrol<n>	Enrolment plugin	-
group<n>	Group name	Example group1
type<n>	OBSOLETE	-
role<n>	Role short name (e.g. student, editingteacher)	-
start<n>	Unix Timestamp	-
end<n>	Unix Timestamp	-
wwwroot<n>	Url of the remote Moodle if the account is not local (requires VMoodle)	-
password	String (compliant with the site's security rules)	-

(*) Can be configured through the menu `Site administration > Location > Location settings (Default city)`

(**) Can be configured through the menu `Site administration > Location > Location settings (Default country)`

(***) Can be configured through the menu `Site administration > Language > Language settings (Default language)`

(****) Can be configured through the menu `Site administration > Location > Location settings (Default timezone)`. The timezone codes are those standardised by IANA

Using the creation/update file for enrolment and group assignment

The import function reproduces and extends the standard Moodle version by simultaneously allowing: - creating/updating the user - enrolling them in one or more courses - adding them to an existing group in these courses - assigning them a role (with or without an associated enrolment)

To do so, simply add groups of columns to the file (indexed columns of the previous table):

Field	Value	
course<n>	Course shortname	Mandatory in the column group
group<n>	Group name	Optional
type<n>	OBSOLETE	Obsolete, but tolerated
role<n>	Role short name	Mandatory, the role short name (student)
role<n>	Enrolment type	Optional, default “without role”
start<n>	Unix Timestamp	Optional, default “now”
end<n>	Unix Timestamp	Optional, default 0 (no end)
wwwroot<n>	Url of the remote Moodle if the account is not local (requires VMoodle)	Optional

In the Sync tool, enrolment can be done on “remote” courses, if the VMoodle component is installed to drive the installation's Moodle instances.

Additional fields with special effects

Field	Value	Default
deleted	0/1	0
suspended	0/1	0
oldusername	String	

'deleted'

If the “deleted” column is present and marked with 1s, then the user will be deleted from Moodle if they exist (through the same procedure as an administrative deletion).

The file can be reduced to the set:

```
<primary identifier>;username;firstname;lastname;deleted
```

'suspended'

If the “suspended” column is present and set to 1, then the user profile is marked suspended, with no other change to the user data.

The file can be reduced to the set:

```
<primary identifier>;username;firstname;lastname;suspended
```

'oldusername'

This field is used to change a user's primary identifier (login). It uses a simplified file with only two columns:

```
oldusername;username;firstname;lastname
```

Make sure the primary identifier is the login identifier.

File example

sample_users_en.csv

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:users

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