

Creating and uploading users in Google Apps

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In Google Apps, users are created through the **Organization and Users** tab. Each user can only exist in 1 organization but may appear in many groups. Groups are [covered here](#). The most complicated aspect is creating the CSV or Excel spreadsheet with the correct details on it. There are a number of ways to approach this and they are listed below.

I would add users into a separate organization for each year group. This helps with management and removing them later on.

To get a list of users, talk to whoever manages your MIS data, such as SIMs, (usually office/admin staff) and ask them to create a CSV or Excel file for each year group. Ideally this will have first name in one column and last name in another.

Google requires four columns. The first is email address, then first name, last name and then finally password. I am going to use Excel to create this CSV file. I would also advise making the email address the same as the logons for other tools, such as the school network or Purple Mash/TTRockstars and so on.

In our school, we now use first initial, 4 letters of surname and year of entry to Year R, but in many others they use firstname.lastname. It is your choice and I'll show you both.

To get an example template spreadsheet to fill in, scroll down this document to ***

Simple firstname.lastname@yourdomain.co.uk

email address	first name	last name	password
	kevin	Andrews	
	john	Jones	
	sally	Smith	
	bryan	Mitchell	
	Dave	Lee	
	Josie	Bryant	
	Evie	Evans	

I have the first and last names in columns 2 and 3.

I would strongly advise checking any Daniels/ Rebeccas etc to see if they wish to be Dan or Becky. It will save time later.

email address	first name	last name	password
	kevin	Andrews	fluffybunny
	john	Jones	fluffybunny
	sally	Smith	fluffybunny
	bryan	Mitchell	fluffybunny
	Dave	Lee	fluffybunny
	Josie	Bryant	fluffybunny
	Evie	Evans	fluffybunny

In the password column, choose a password and drag the cells down. Give everyone the same password initially and then either force a change on first login or teach how to change in their first lesson (or both!)

A2				
A	B	C	D	E
email address	first name	last name	password	
kevin.Andrews@stjohnsapps	kevin	Andrews	fluffybunny	
	john	Jones	fluffybunny	
	sally	Smith	fluffybunny	
	bryan	Mitchell	fluffybunny	

Creating the email address is harder. You will need a formula to do this.

Essentially you want to click in the first cell (A1) and type

=B2&"."&C2&"@stjohnsapps.co.uk"

This means:

Whatever is in **B2** and

a dot and

Whatever is in **C2** and

@yourdomainname

A	B	C	D
email address	first name	last name	password
kevin.Andrews@stjohnsapps	kevin	Andrews	fluffybun
john.Jones@stjohnsapps.co	john	Jones	fluffybun
sally.Smith@stjohnsapps.co	sally	Smith	fluffybun
bryan.Mitchell@stjohnsapps	bryan	Mitchell	fluffybun
Dave.Lee@stjohnsapps.co.u	Dave	Lee	fluffybun
Josie.Bryant@stjohnsapps.co	Josie	Bryant	fluffybun
Evie.Evans@stjohnsapps.co	Evie	Evans	fluffybun

Then drag this down to replicate.

I would **strongly** suggest saving this as an Excel file now. If there are any changes/problems then you have the editable document to come back to.

Once it is saved as a CSV, it is harder to come back and edit the formula.

Username without a dot and only partial names e.g. iaddison09

email address	first name	last name	password
	kevin	Andrews	fluffybunny
	john	Jones	fluffybunny
	sally	Smith	fluffybunny
	bryan	Mitchell	fluffybunny
	Dave	Lee	fluffybunny
	Josie	Bryant	fluffybunny
	Evie	Evans	fluffybunny

It is possible to choose anything for a username, it just requires a different formula in Excel. Follow the first two steps above to get to the stage on the left. There are a few different variations, so I have listed them below.

email address	first name	last name	password
kAndrews	kevin	Andrews	fluffybunn
	john	Jones	fluffybunn
	sally	Smith	fluffybunn
	bryan	Mitchell	fluffybunn
	Dave	Lee	fluffybunn
	Josie	Bryant	fluffybunn
	Evie	Evans	fluffybunn

To get **kandrews**, type:
=CONCATENATE(LEFT(B2,1), C2)
in Cell A2
This will take the first letter of B2 and add all of C2

Explanation:
LEFT - take letters from the left of the cell
B2 - Take letters from Cell B2
1 - Take ONE letter from that cell
C2 (without a number) take ALL info from that cell

email address	first name	last name	password
kevinA	kevin	Andrews	fluffybunny
	john	Jones	fluffybunny
	sally	Smith	fluffybunny
	bryan	Mitchell	fluffybunny
	Dave	Lee	fluffybunny
	Josie	Bryant	fluffybunny
	Evie	Evans	fluffybunny

To get **Kevina**, type:
=CONCATENATE(B2, LEFT(C2,1))
This will take all of B2 and just the first letter of C2

If you wanted the first two letter of the surname, change it to:
=CONCATENATE(B2, LEFT(C2,2))

email address	first name	last name	password
kevinA09	kevin	Andrews	fluffybun
	john	Jones	fluffybun
	sally	Smith	fluffybun
	bryan	Mitchell	fluffybun
	Dave	Lee	fluffybun
	Josie	Bryant	fluffybun
	Evie	Evans	fluffybun

To add a digit on the end (such as the year of entry) simple add
&"09" onto the end making your formula:
=CONCATENATE(B2, LEFT(C2,1))&"09"

& meaning: all of that formula **as well as** 09

	A	B	C	D
1	email address	first name	last name	password
2	kevinAn@stjohnsapps.co.uk	kevin	Andrews	fluffybunny
3		john	Jones	fluffybunny
4		sally	Smith	fluffybunny
5		bryan	Mitchell	fluffybunny
6		Dave	Lee	fluffybunny
7		Josie	Bryant	fluffybunny
8		Evie	Evans	fluffybunny

To add the email address part, simply add:
&"@yourdomainname" at the end of your formula e.g.
=CONCATENATE(B2,
LEFT(C2,2))&"@yourdomain.co.uk"

Then drag the cell down to replicate. Remember to save as an Excel file before proceeding.

Saving your file for Google Apps.

	Y7						
	A	B	C	D	E	F	G
1	First Name	Last Name	Email Add	Password	Password	Org Unit Path [Required]	New Pr
2	Tom	Smith	tomsmith	password		/Year 6	
3	Dave	Rogers	daveroger	password		/Year 6	
4							
5							

Make sure that your spreadsheet contains information about the users' organisation (year group) and it needs to start with /
E.g. /year 5 or /infants

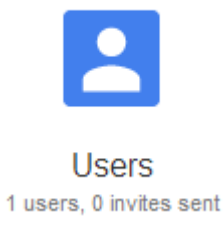
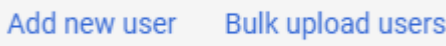
Save as type:	CSV (Comma delimited)
Authors:	Excel Workbook Excel Macro-Enabled Workbook Excel Binary Workbook Excel 97-2003 Workbook
Folders	XML Data Single File Web Page Web Page Excel Template Excel Macro-Enabled Template Excel 97-2003 Template Text (Tab delimited) Unicode Text XML Spreadsheet 2003 Microsoft Excel 5.0/95 Workbook CSV (Comma delimited)

To upload to Google Docs, you will **also** need to save it as a **CSV** file.

Choose **File** and then **Save As** and choose **CSV**. You may need to press OK a few times for it to let you save it!

Uploading to Google Apps

This does enable you to download an example template for you to use

 Users 1 users, 0 invites sent	To add new users, click the Users button.
 Add new user Bulk upload users	Click Bulk Upload Users

ATTACH CSV Not sure how to get started? Download a CSV file, then edit and upload the file. • Download blank CSV template • Download user's info in a CSV file	Attach CSV or download the CSV template to get started.
YOUR TASKS OTHERS' TASKS Completed ✓ Bulk upload user info completed See details ✓ User info CSV file is ready to download. Download CSV See details	In the top-right, it will tell you that it is uploading and will inform you when it is completed or if there were any errors. If there are errors, download the log and have a look at what went wrong. Did you put / before the org units?
Year 6	It will look like nothing has happened so refresh the page and your users will now be there. If you click on their organisation on the left, they should be in the correct places too.