

How to add users using the Bulk Upload Option

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The following article explores the options of adding users in bulk.

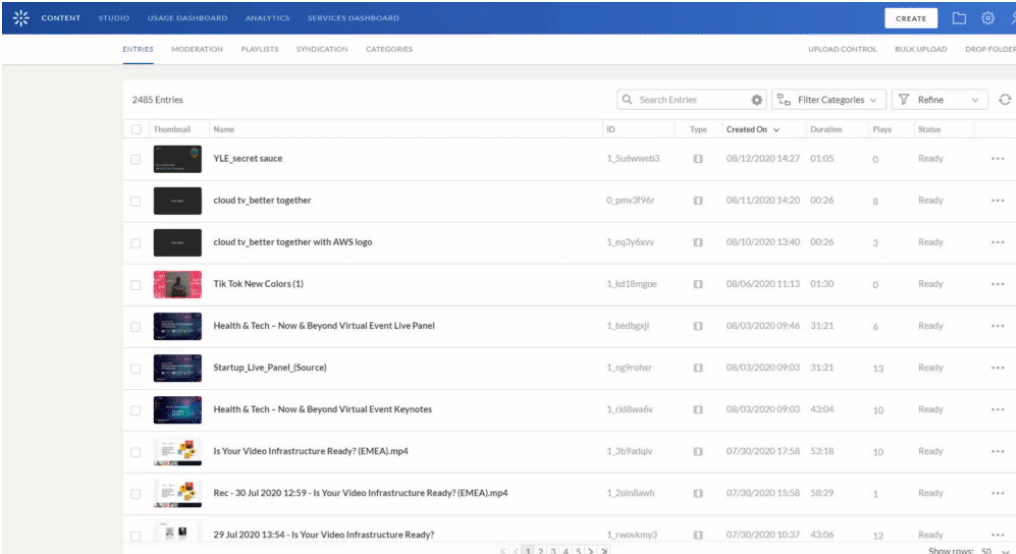
It is possible to add a large list of KMC users via the Kaltura Management Console. You can also add MediaSpace or KAF users in bulk via the KMS/KAF admin page respectively.

NOTE: *There is a 5000 user limitation on channel and category members. If more members are expected, please use Kaltura Groups . See [Group Support in Kaltura Applications](#) and [Kaltura Groups FAQ](#) for additional information. For any bulk actions that will create more than 5,000 entries (e.g., users), including category bulk uploads, please contact your Kaltura representative to coordinate the upload.*

Downloading the End-Users CSV file

☰ To download the CSV file from Kaltura Management Console

1. Access the Kaltura Management Console and Click "Create".
2. Select "Download CSV/XML Samples".
3. The `kaltura_batch_upload_sample.zip` is downloaded to your computer.
4. Select the `kaltura_bulk_upload_end_users.csv` file.



Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	Actions
	YLE_secret sauce	1_sudwweb3	Video	08/12/2020 14:27	01:05	0	Ready	...
	cloud tv_better together	0_gmv2f96r	Video	08/11/2020 14:20	00:26	8	Ready	...
	cloud tv_better together with AWS logo	1_eq3y6vrv	Video	08/10/2020 13:40	00:26	3	Ready	...
	Tik Tok New Colors (1)	1_kt18mgoe	Video	08/06/2020 11:13	01:30	0	Ready	...
	Health & Tech - Now & Beyond Virtual Event Live Panel	1_bedtpj	Video	08/03/2020 09:46	31:21	6	Ready	...
	Startup_Live_Panel_(Source)	1_ng1rhw	Video	08/03/2020 09:03	31:21	13	Ready	...
	Health & Tech - Now & Beyond Virtual Event Keynotes	1_rid8w6v	Video	08/03/2020 09:03	43:04	10	Ready	...
	Is Your Video Infrastructure Ready? (EMEA).mp4	1_3b9adqiv	Video	07/30/2020 17:58	53:18	10	Ready	...
	Rec - 30 Jul 2020 12:59 - Is Your Video Infrastructure Ready? (EMEA).mp4	1_2oin8awh	Video	07/30/2020 15:58	58:29	1	Ready	...
	29 Jul 2020 13:54 - Is Your Video Infrastructure Ready?	1_rwvokmy3	Video	07/30/2020 10:37	43:06	12	Ready	...

☰ To download the Users-CSV from MediaSpace/KAF Admin Console

1. Access your MediaSpaceKAF Admin Console.
2. Select [Manage Users](#) from the top navigation bar.
3. Select Download CSV.

Editing a the CSV file

☰ To edit the Users-Bulk-Upload CSV file

1. Click [here](#) to view a sample of what the Bulk CSV file would look like.

18	# -- partnerData - Optional - a free text field used in the account for applicative use.				
19	# -- Custom metadata (User object) - Optional - field name should be set according to the following format: m				
20	#				
21	*action	userid	firstName	lastName	screenName
22		1 su1xyz	Sample	User1	Sample User1
23		1 su2xyz	Sample	User2	Sample User2
24		1 su3xyz	Sample	User3	Sample User2
25					

2. Open the end users example CSV using Excel or similar.
3. Add an "email" column and populate it with email addresses for the MediaSpace users. While not mandatory, setting email addresses allows these new users to receive MediaSpace email notifications.
4. Add a column for a MediaSpace role. The format of the column title is "metadata::KMS_USERSHEMA1_[your_MediaSpace_instance_id]::role", where the instance id is your MediaSpace instance id, found in the [Application](#) module of your MediaSpace Management Console.



Configuration Management

Developer Tools

How to enable "Developer Tools"?

Global

[Application](#)

[Auth](#)

[Categories](#)

Important Notice! (click to open)

Application

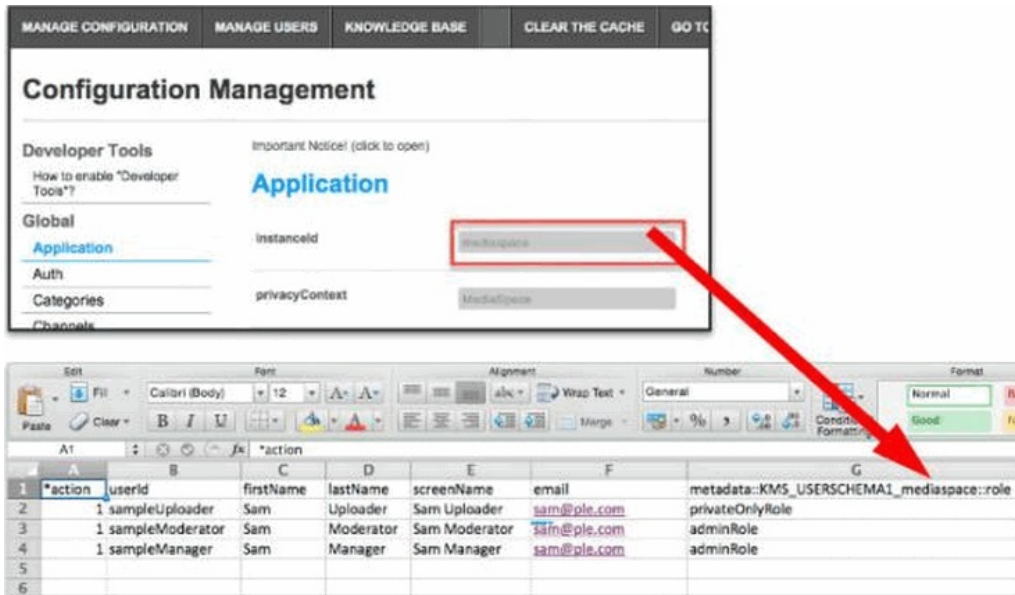
instanceId

privacyContext

The new column defines the role of the new users to be created. The options depend on the KMS instance. By default, the following roles are available:

- unmoderatedAdminRole
- adminRole
- privateOnlyRole
- viewerRole
- anonymousRole

After adding all the information to the CSV, your file should look as follows:

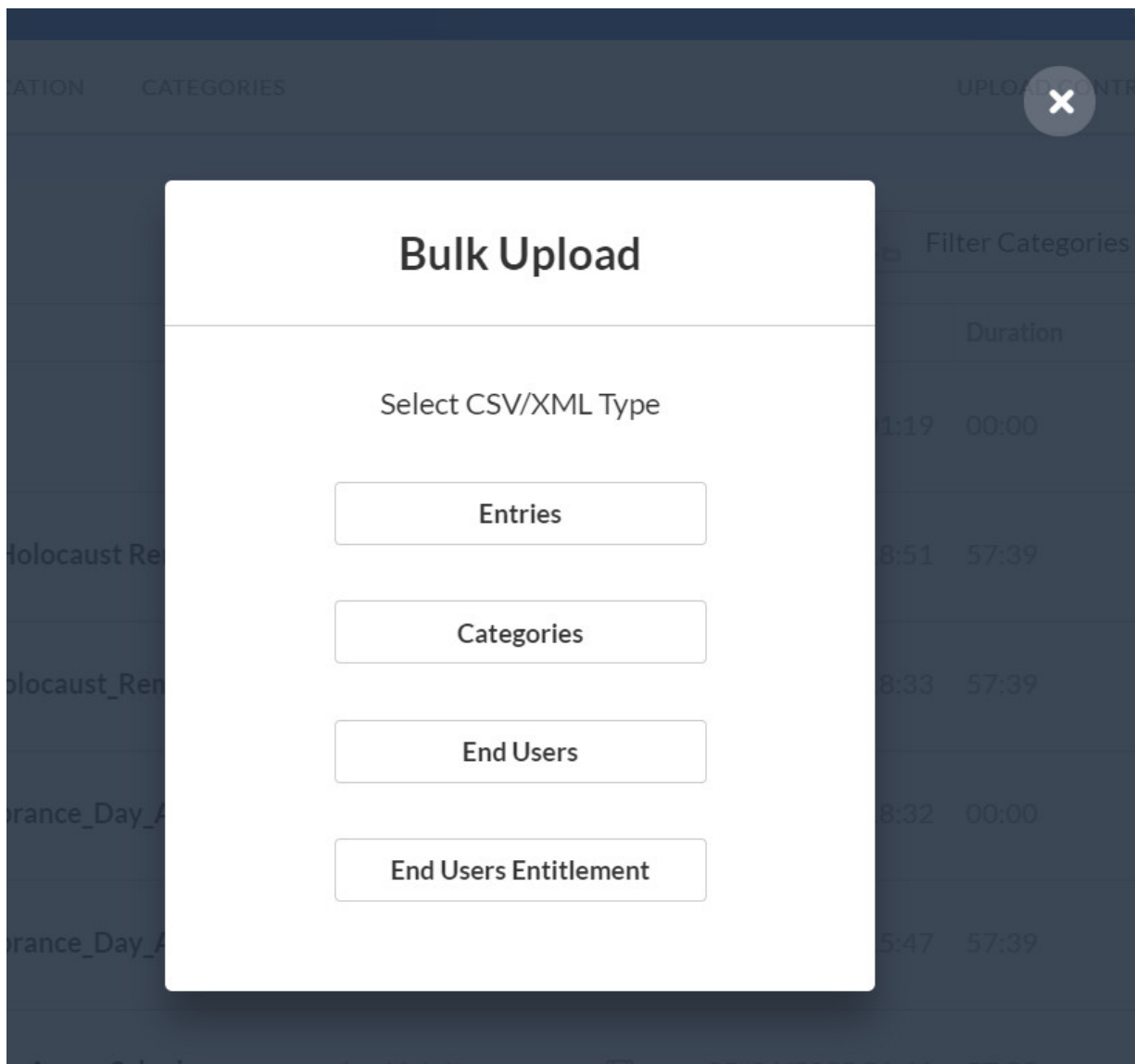


In case you are also using MediaSpace to authenticate users, you can also include a password for each user, via an additional "partnerData" column. More instructions can be found [here](#).

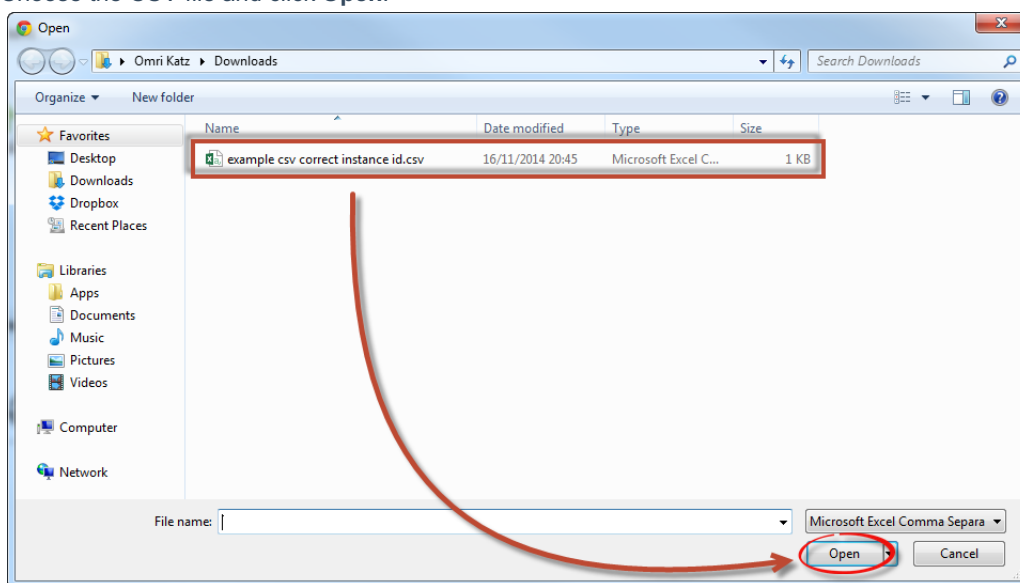
Uploading the CSV file to MediaSpace/KAF and Kaltura Management Console

☰ To Upload the CSV via Kaltura Management Console

- After saving the CSV file, browse to your Kaltura Management Console.
- Select Create, then choose **Bulk Upload** and choose **End-Users**.



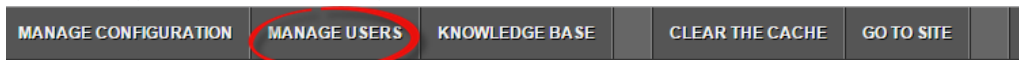
- Choose the CSV file and click **Open**.



That's it. The CSV file containing a list of MediaSpace users is uploaded.

☰ To upload the Users-CSV from the MediaSpace/KAF Admin Console

1. Access your MediaSpace/KAF Admin Console.
2. Select Manage Users from top navigation bar.



Configuration Management

Developer Tools

How to enable "Developer Tools"?

Global

Application

Auth

Categories

Channels

Client

Debug

Gallery

Header

Metadata

Moderation

Navigation

Player

Roles

Security

SharedRepositories

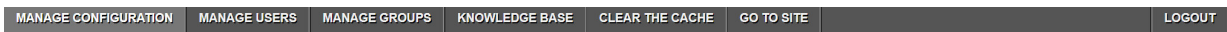
Widgets

Important Notice! (click to open)

Application

instanceId		Unique string i
privacyContext	MediaSpace	String used to
userRoleProfile		Metadata Prof
title	Kaltura internal - Omri Katz	What is your M results. Page t Video' and 'Me
footer		What is your M
theme		What is the na
language	en	Which langua

3. To upload the CSV, click **Submit CSV**.



User Management

Show: All Roles

All By Name By Email By User ID

ADD NEW USER DELETE CHECKED SUBMIT CSV DOWNLOAD CSV

<input type="checkbox"/>	User ID	First Name	Last Name	Password	Role	Email	Extra data	Actions
<input type="checkbox"/>michelle@gr	Michelle	adminRolemichelle@gmail.com	for virtual classroom	Edit User Delete
<input type="checkbox"/>	Debbie_yahoo	Debbie	adminRole	debbie.....@yahoo.com		Edit User Delete

4. Click the **Choose File** button and select the CSV and click OK.

Submit Users CSV

Note that only "End Users CSV" can be submitted.

"End Users Entitlements CSV", "Categories CSV" or "Entries CSV" must be submitted via the KMC

Once you submit the CSV you can track the progress of your import from Kaltura Management Console (KMC).

In KMC go to Content and click Upload Control. Once import is processed, refresh this page to view users and edit their properties.

 No file chosen

That's it. Users should now be able to log in to MediaSpace/KAF applications.

Sample of Users-Bulk-Upload CSV File

```
# Detailed information on the End-Users CSV, including relevant use cases, complete schema description and examples,
# is available in: http://knowledge.kaltura.com/help/end-users-csv---usage-and-schema-description
# Note: The submission of end-users CSV enabled only when your account is set to support end-user management
# The CSV should have the following fields for each user record. separated by comma:
# -- action - Optional - Kaltura's numeric value for the action to apply on a specific user account
# . Supported action types and their numeric values: values: 1- add, 2- update, 3- delete, 6- add or update. Default = add
# -- userId - Mandatory - The user's unique identifier.
# -- firstName - Optional (required for MediaSpace) The user's first name
# -- lastName - Optional (required for MediaSpace)- The user's last name
# -- screenName - Optional (required for MediaSpace)- The user's Screen Name as will appear in the KMC.
# -- email - Optional - The user's email address.
# -- tags - Optional - The tags to be added to the user account
# -- gender - Optional - Kaltura's numeric value for gender. Supported values: 0-unknown (default), 1- male, 2- female.
# -- city - Optional - a free text field for populating a user's city
# -- state - Optional - a free text field for populating a user's state
# -- country - Optional - a free text field for populating a user's country
# -- zip - Optional - a free text field for populating a user's zip code
# -- dateOfBirth - Optional - The user's date of birth
# -- partnerData - Optional - a free text field used in the account for applicative use.
# -- Custom metadata (User object) - Optional - field name should be set according to the following format: metadata::[metadataProfileSystemName]::[metadataProfileFieldName]
#
*action userId firstName lastName screenName
1 sulxyz Sample User1 Sample User1
1 su2xyz Sample User2 Sample User2
1 su3xyz Sample User3 Sample User2
```