

افزودن گروهی کاربران:

پس از آماده سازی فایل های مشخصات کاربران ، بایستی جهت نظم بهتر و همچنین جلوگیری از تداخل کاربران در کلاس ها برای هر فایل یک گروه ایجاد نمایید .

برای این کار وارد پنل مدیریت ادوبی کانکت شده و در قسمت Administration گزینه Users and Groups را انتخاب نمایید.

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Search [x] [New User] [New Group] [Manage Guests] [View Guests] [Delete] Training Groups [] Hide

Administrators	System Group
Administrators - Limited	System Group
Authors	System Group
Training Managers	System Group
Event Managers	System Group
Learners	System Group
Meeting Hosts	System Group
Seminar Administrators	System Group

- جهت تعریف گروه بر روی New Group کلیک نمایید.

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- یک نام ((که بهتر است هم نام فایل باشد)) را وارد نمایید و سپس بر روی Finish کلیک نمایید.

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New Group Information
New Group Information > Edit Group Membership

New Group Information

Name: *

Description:
(max length=750 characters)

* - indicates required fields

Cancel < Previous Next > **Finish**

- سپس باید کاربران موجود در فایل مربوطه را به این گروه اضافه نمایید. (بعنوان مثال در اینجا می خواهیم فایل پایه هشتم را به گروه پایه هشتم اضافه نماییم)

در قسمت Administration و Users and Groups بر روی Import کلیک نمایید.

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Search × Training Groups Hide

	Administrators	System Group
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	Event Managers	System Group
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	Seminar Administrators	System Group

گزینه سوم Create new users and add them to a group را انتخاب نمایید و از لیست روبرو نام گروه مربوطه را انتخاب نمایید.

در قسمت File بر روی Choose File کلیک نمایید و فایل Notepad که قبلا حاضر نموده اید را انتخاب نمایید.

در پایین صفحه جهت جلوگیری از تغییر رمز کاربران در هنگام اولین ورود گزینه Prompt all new users to change password after first login را غیر فعال نمایید و سپس بر روی Upload کلیک نمایید.

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The Import feature allows you to add users and groups to the Adobe Connect system by uploading a CSV file. When you are adding users, you must include login information, and can optionally, pre-populate user profiles with other fields by including them as entries in the CSV file. Refer to the online help for more detailed instructions.

Select Import Type

Create new users

Create new groups

Create new users and add them to a group فایله هشتم

Add existing users to a group Administrators

Select File to Import

Please select a CSV (comma delimited) file with UTF-8 encoding to import. The content should be saved as a *.csv file.

File: Choose File فایله هشتم.txt

Send Email to all new users created on import

Prompt all new users to change password after first login

Upload

در انتها پیغام The import operation is complete نمایش داده می شود.

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The import operation is complete.

به ازای هر فایل می بایست این مراحل را تکرار نمایید.