

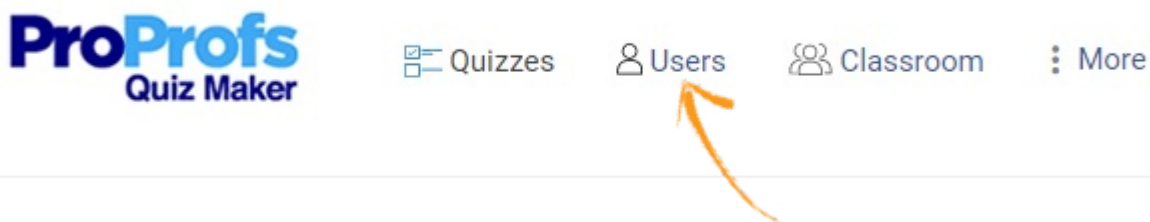
How to Delete a User

With GDPR in effect from 25th May 2018, every user has a right to erasure of their data. Quiz Maker allows administrators to remove their end-users data to help serve users' data rights. [Learn more about GDPR and the right to erasure.](#)

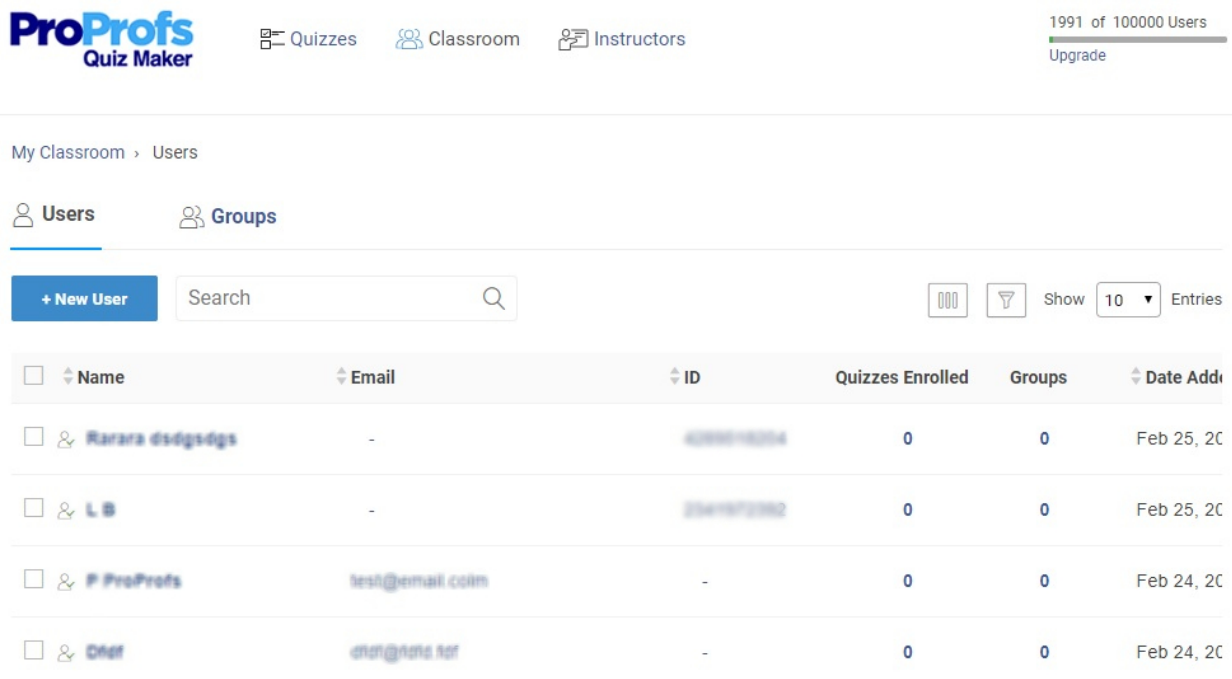
Note: Deleting a user will also delete their entire data including their quiz or course reports.

Here's how you can delete users individually or in bulk:

Step 1: On your [ProProfs Quiz Maker](#) dashboard, click **Users**.



Step 2: You can see all the users along with their details such as Name, Email, ID, [Quizzes](#) Enrolled, Groups, and Date Added.



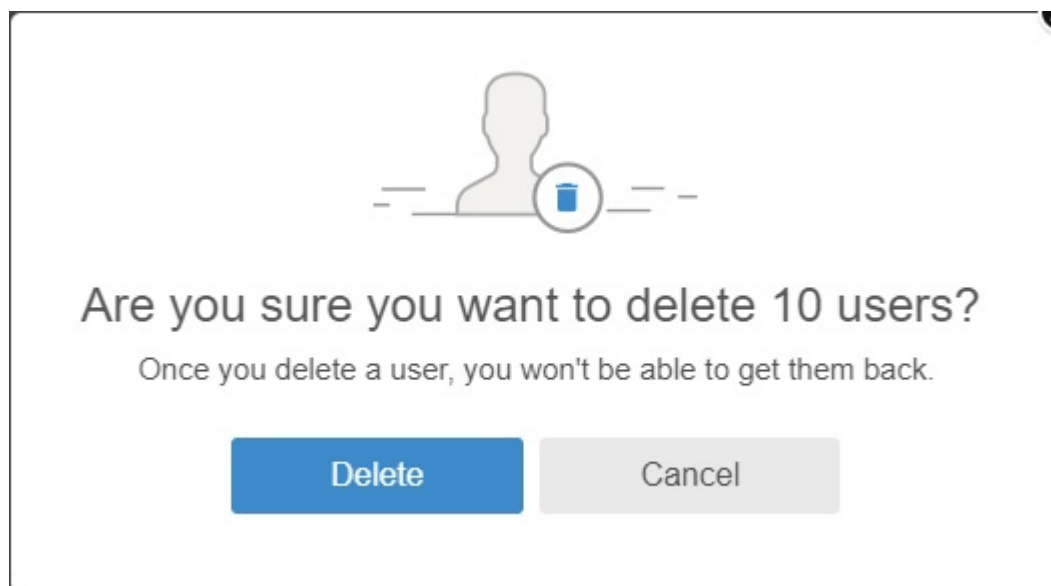
Step 2.1: To delete, either select users individually or click the checkbox beside the **Name** column, and **Delete**.

Users **Groups**

[+ New User](#) Active ▾ Delete

<input checked="" type="checkbox"/>	Name	Email	ID
<input checked="" type="checkbox"/>	Ramesh Reddy	-	4088E18214
<input checked="" type="checkbox"/>	L.B.	-	234E1872382
<input checked="" type="checkbox"/>	P. ProProfs	test@gmail.com	-

Step 2.2: Confirm by clicking **Delete**.



Step 3: Alternatively, you can also delete users through MS Excel. To do that, click **+ New User**.

My Classroom > Users

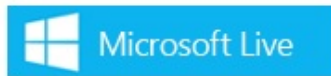
Users **Groups**

[+ New User](#)

Step 3.1: Click **Microsoft Excel**.

Add Users (Step 1 of 3)

Import From



OR

Enter email or username. Separate by comma or newline:

Next

Step 3.2: Download the sample file.

Bulk Upload Users

Create your user list

1. Make a list of user accounts

You'll need a Microsoft Excel file (.xls or.xlsx) that contains the account information of the users.

Your excel file will appear as a table and the first line defines the fields (headers). The headers must be in this order: email address, password, first name, last name, phone, ID, address, state, city, zip and group. Either unique email or ID is required to register user.

[Download Sample Upload File.xlsx](#)

Upload your list in a spreadsheet format.

Back

Upload

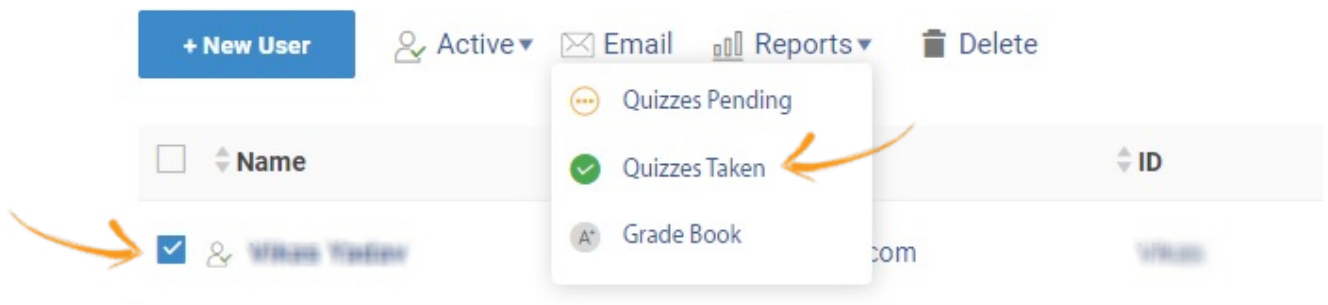
Step 3.3: Enter user details under their respective columns. Any user that you want to remove, write **Delete** as their status under the **Status** column, as shown in the screenshot below.

	A	B	C	D	E	F	G	H	I	J	K	L
	Email	Password	FirstName	LastName	Phone	ID	Address	State	City	Country	Zip	Status (active/inactive/delete)
1	user1@abc.com	*****	John	Wayne	555.55.55.55	1	12345678901234567890	CA	San Francisco	USA	121212	Active
2	user2@abc.com	*****	James	Elliot	555.55.55.55	2	12345678901234567890	CA	San Francisco	USA	121213	Inactive
3	user3@abc.com	*****	Eric	Bana	555.55.55.55	3	12345678901234567890	CA	San Francisco	USA	121214	Active
4	user4@abc.com	*****	Bono	Hendricks	555.55.55.55	4	12345678901234567890	CA	San Francisco	USA	121215	Delete
5	user5@abc.com	*****	Michael	Jay	555.55.55.55	5	12345678901234567890	CA	San Francisco	USA	121216	Delete

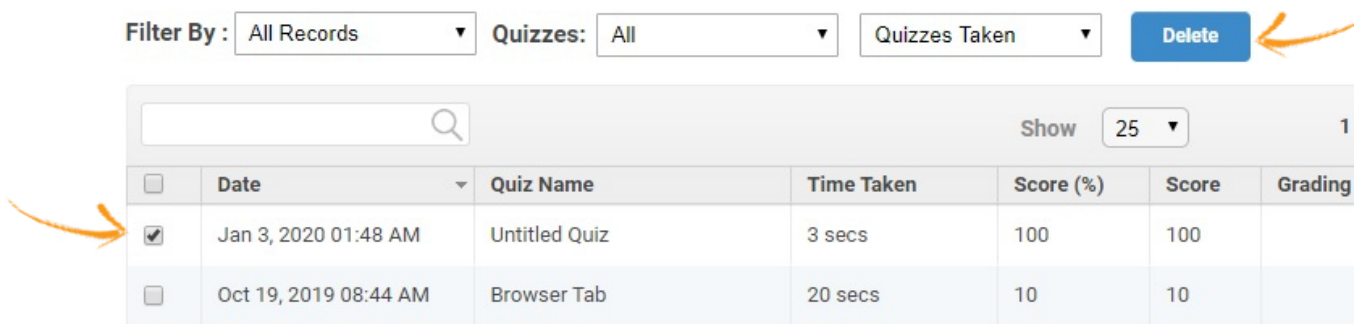
Step 3.4: Save this Excel file and upload it by following **Step 3** to **Step 3.1**. Once the file is uploaded, you should be able to observe that the users with **Delete** as their status have been removed.

How do I delete users' reports?

Step 4: Select a user, move the mouse pointer over **Reports** and click **Quizzes Taken**.



Step 5: Select a report and **Delete**.



Related Articles:

[How Does ProProfs Quiz Maker Support Data Portability?](#)

[How To Archive Quizzes](#)

[Is My Data Safe And Secure?](#)