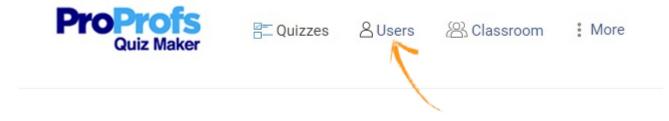
How to Delete a User

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.

ProProfs Quiz Maker	🗄 Quizzes 🛛 🛞 Classroom	윤 Instructors		1991 d Upgrad	of 100000 Users
My Classroom + Users					
은 Users 음 Group	os				
+ New User Search	Q		000	Show	10 • Entries
☐ ≑ Name	🕆 Email	∜ ID	Quizzes Enrolled	Groups	🗘 Date Adde
🗌 & Rarara dsógsógs	-	42000-0204	0	0	Feb 25, 20
□ & LB	-	2541072302	0	0	Feb 25, 20
2. & P ProProfs	test@email.colm	1	0	0	Feb 24, 20
. & Cher	enen@nene.nen	1	0	0	Feb 24, 20

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

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Quiz Maker FA ProProfs Quiz				GDPR
	△ Users	A Groups		
	+ New User	Active▼	🗋 Delete	
>	Name		≑ Email	⇔ ID
	& ######	fadgadga	17	4090519004
4	2 &		-	234/19/72382
	🗹 & # hut	alla	test@email.colm	

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

)
Are you sure you war Once you delete a user, you w	nt to delete 10 users? von't be able to get them back.
Delete	Cancel

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

	My Classroom > 1	Jsers	
	☐ Users	음 Groups	
5	+ New User	Search	Q

Step 3.1: Click Microsoft Excel.

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Add Users (Step 1 of 3)	
Import From	
Gmail Microsoft L	ive X II Microsoft Excel
OR	
Enter email or username. Separate by comm	a or newline:
Next	

Step 3.2: Download the sample file.

Create your use	er list
I. Make a list of use	er accounts
You'll need a Microso	ft Excel file (.xls or.xlsx) that contains the account information of the users.
address, password, fi to register user.	bear as a table and the first line defines the fields (headers). The headers must be in this order: email rst name, last name, phone, ID, address, state, city, zip and group. Either unique email or ID is required
Download Sample Up	oload File.xlsx
Upload your list i	n a spreadsheet format.

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.

1	А	В	С	D	E	F	G	н	1	J	К	L
1	Email	Password	FirstName	LastName	Phone	ID	Address	State	City	Country	Zip	Status (active/inactive/delete)
2	user1@abc.com	******	John	Wayne	BLERLERLERLESER.		1 NEW JANGUNARI	distalify.	dolfiel	distina	121212	Active
3	user2@abc.com	******	James	Elliot	0.00.00.00.00		2 fillen and a shall be	disadd)	the Helf	distilia	121213	Inactive
4	user3@abc.com	******	Eric	Bana	SLERIERLERLERLER		3 TABAT AND A SHARE	djamiiti	duilini	distin	121214	Active
5	user4@abc.com	******	Bono	Hendricks	BLORLORLORLOR		4 Talketystartyskaltys	(preside)	distilled	distilio	121215	Delete 🖌
6	user5@abc.com	******	Michael	Jay	PRIMINER PRIMINER		5 TANKING ANALYS	distality	duffed	disilita	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.

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How do I delete users' reports?

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

	+ New User	Active▼	🖂 Email	Reports •	Delete
			💮 Quizzes	Pending	
	□ ‡Name		Quizzes	Taken	≑ ID
-	🖌 🗹 🕹 William Wa	ntinv	A* Grade B	look com	Witness

Step 5: Select a report and Delete.

	Filter By : All Records		Quizzes: All	▼ Quizzes	Taken ▼	Delete	4
	٩		Show 25 • 1				
~		Date 👻	Quiz Name	Time Taken	Score (%)	Score	Grading
		Jan 3, 2020 01:48 AM	Untitled Quiz	3 secs	100	100	
		Oct 19, 2019 08:44 AM	Browser Tab	20 secs	10	10	

Related Articles:

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