

# How to Manage Users in a Classroom

[ProProfs Quiz Maker](#) allows you to manage users in your quiz account. You can add users, assign quizzes, and even club users to a group.

When you exceed your user limit, you can delete users who are no longer available and add new users in their place to continue to assign and share quizzes with them.

However, deleting a user will erase all the information and reports related to them.

**Managing users in ProProfs Classroom lets you:**

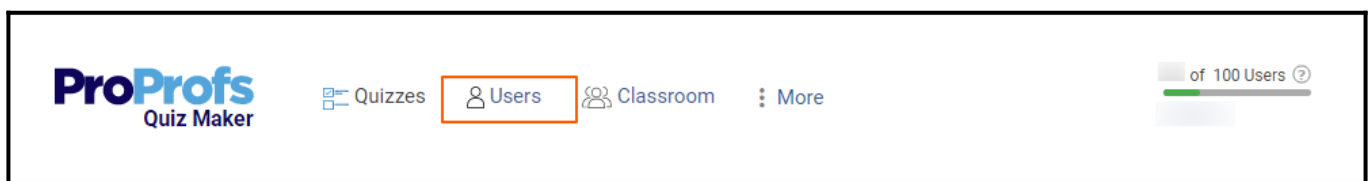
- Mark users as active/inactive as per their activity
- Optimize classroom space by removing users who are no longer available
- Modify classroom login details for users for secure access

In this article, you'll learn:

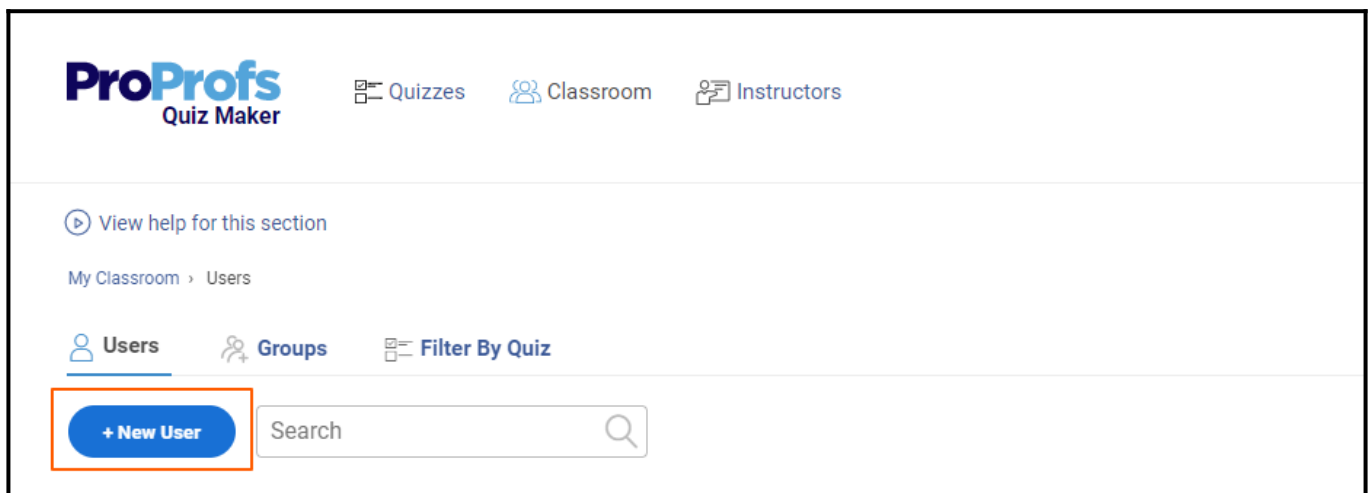
1. [Adding Users to a Classroom](#)
2. [Deleting a User](#)
3. [Setting an Expiration Date for a User Account](#)

## How to Add Users to a Classroom

**Step 1:** In your ProProfs Quiz Maker dashboard, go to **"Users."**




**Step 2:** Click **"New User."**





**Step 3:** Enter email address or User ID and click “**Next.**”

## Add Users

### Import From

 Gmail

 Microsoft Live

 Microsoft Excel

OR

**Enter email or username/ID. Separate by comma or a new line:**

tenaxe6796@nevyxus.com  
recec92506@moneyzon.com  
babinev742@moneyzon.com  
lonop40941@moneyzon.com

Next

2

**NOTE:** You can also bulk import user details from your Gmail or Microsoft accounts or Excel sheet.

**Step 4:** Next, you can add the users to the groups. However, you can skip this step and continue without adding users to groups.


## Add User(s) to groups

Add user(s) to the following group(s)


Search for a group



☐ Select All

☐  **Groupir**  
0 Members

0 Groups Selected

☐  **Groupie**  
0 Members

☐  **New Group**  
5 Members

☐  **Sales**  
2 Members

**Next**

or Skip this step

**Step 5:** Select the checkbox to assign the quizzes to the added users and click "Next." You can also skip this step and assign the quizzes later on.

## Add User(s)

### Assign quiz to the following users (optional)

Search for a quiz



☐ Select All

☒ Technical Support Quiz

☒ Employee Satisfaction Quiz Tem...

☐ Employee Satisfaction Quiz Tem...

☒ Business Model Quiz

☐ Business Growth Plan Quiz

☐ Business Tools Quiz

3 Quizzes Selected



Technical Support Quiz



Employee Satisfaction Quiz Template



Business Model Quiz

Next

or Skip this step

You'll get this confirmation message when users are successfully added:

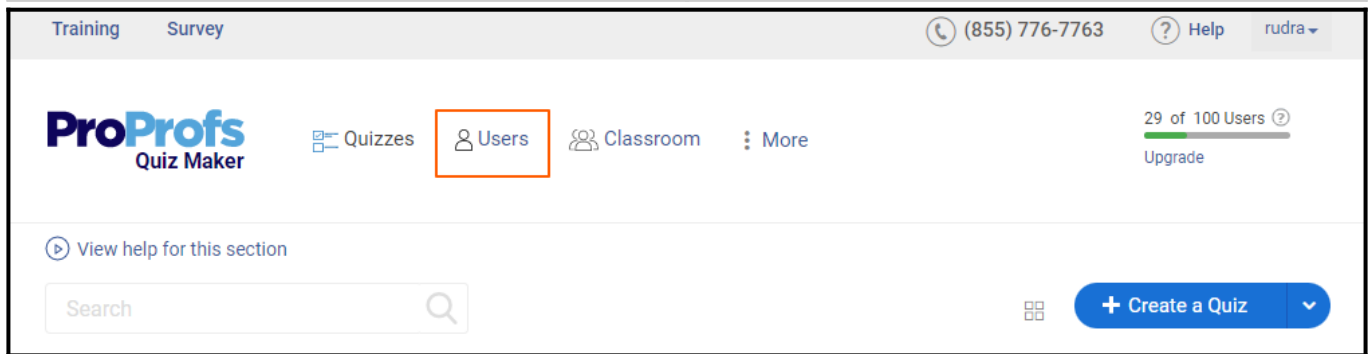
### The following users have been added.

tenaxe6796@nevyxus.com  
recec92506@moneyzon.com  
babinev742@moneyzon.com  
lonop40941@moneyzon.com

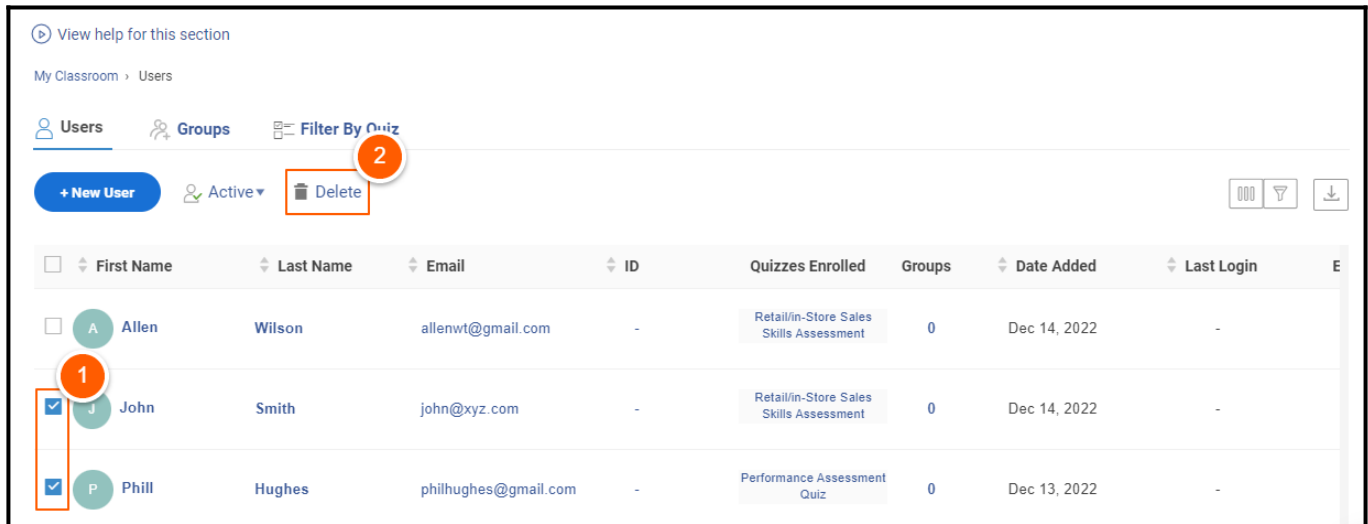
Done

## How to Delete a User

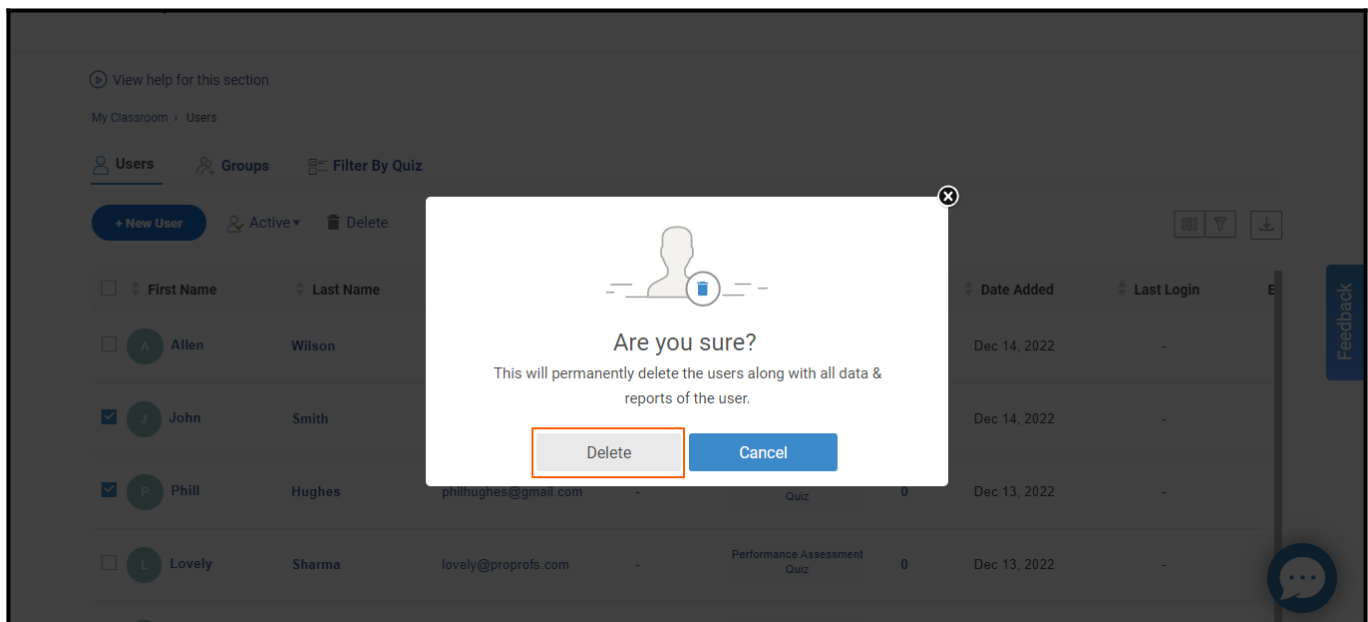
**Step 1:** In your ProProfs Quiz Maker dashboard, navigate to "Users."



**Step 2:** Select the user(s) and click the “Delete” icon.



**Step 3:** Click “Delete” to confirm.



## How to Set an Expiration Date for a User Account

**Step 1:** In ProProfs Classroom, navigate to the user list and open a user profile.

Users Groups Filter By Quiz

+ New User Search

Show 10 Entries

	First Name	Last Name	Email	ID	Quizzes Enrolled	Groups	Date Added	Last Login
<input type="checkbox"/>	David	Webb	lonop40941@moneyzon.com	-	Technical Support Quiz Employee Satisfaction Quiz Template Business Model Quiz	0	Jan 22	-
<input type="checkbox"/>	Jane	Austin	babinev742@moneyzon.com	-	Technical Support Quiz Employee Satisfaction Quiz Template Business Model Quiz	0	Jan 22	-
<input type="checkbox"/>	Emilia	Clark	recec92506@moneyzon.com	-	Technical Support Quiz Employee Satisfaction Quiz Template Business Model Quiz	0	Jan 22	-
<input type="checkbox"/>	Peter	Kins	tenaxe6796@nevyxus.com	-	Technical Support Quiz Employee Satisfaction Quiz Template Business Model Quiz	0	Jan 22	-

Feedback

**Step 2:** Click “**Show More**” and navigate to “**Expiration date.**” Select “**Expires on date**” from the dropdown menu, set the date, and click “**Apply.**”

Phone

Address

City

State

Zip Code

Country

United States

Expiration Date

23/01/2023

Jan 2023

Su Mo Tu We Th Fr Sa

23 24 25 26 27 28

29 30 31

Apply

Quizzes Groups

Assigned 3 Pending 3 Completed 0

Quiz Name	Date Assigned	Time Taken	% Score	Reports
Technical Support Quiz	Jan 22			

Feedback

The user account will expire on the selected date.

*That is all about managing users in ProProfs Quiz Maker.*

## Related Articles:

- What Are the Various Ways to Do the Registration of Learners?
- What Roles & Permissions Can Be Granted to Your Users?
- How to Create an Online Classroom