

How to Upload Multiple User Details to an Online Classroom

With ProProfs, you can upload the **details of multiple users** to your [classroom](#) at the single click of a button. You can upload an entire class or employee roster list in one go into the system. This is an easy way to create hundreds of user accounts in a single step.

As shown in the image below, you can quickly upload user details such as their Emails, Names, Phone Numbers, Ids, Addresses, State, City, Country, and Zip codes using a sample spreadsheet we provide. Along with this, you can also set up user Passwords, Statuses, and Expiration Dates and assign them to Groups.

	A	B	C	D	E	F	G	H	I	J	K
1	Email	Password	FirstName	LastName	Phone	ID	Address	State	City	Country	Zip
2	medellin@thisnext.com	632176	Medellin		1236784567	0001-12					
3	norrie@thisnext.com	932146	Chuck	Norrie	1239870564	0001-13					
4	smith.john@thisnext.com	123456	John	Smith	4321098765	0001-14					
5	luke.chief@thisnext.com	432109	Luke	Carrie	1234567890	0001-15					
6	bella.thorne@thisnext.com	12345	Bella	Thorne	3210987654	0001-16					
7	michelle.ob@thisnext.com	901236	Michelle	Ob	2109874563	0001-17					
8	phil.salt@thisnext.com		Phil	Salt		0001-18					
9	harry.grint@thisnext.com	976541	Harry	Grint	5679083214	0001-19					
10	lucy.james@thisnext.com	987654	Lucy	James	6789012345	0001-20					
11											
12											

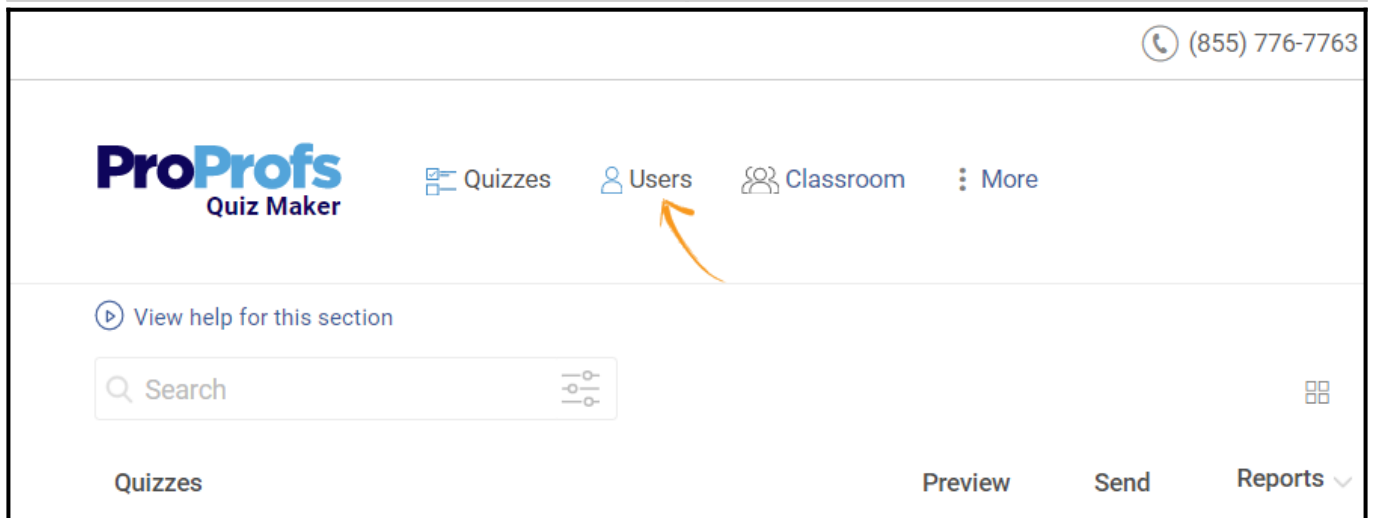
Note: Please make sure that you do not delete any of the fields. You can leave them empty but deleting a field will corrupt the document.

Most fields, such as name, email, password, etc, are self-explanatory. Below is an explanation of some advanced fields:

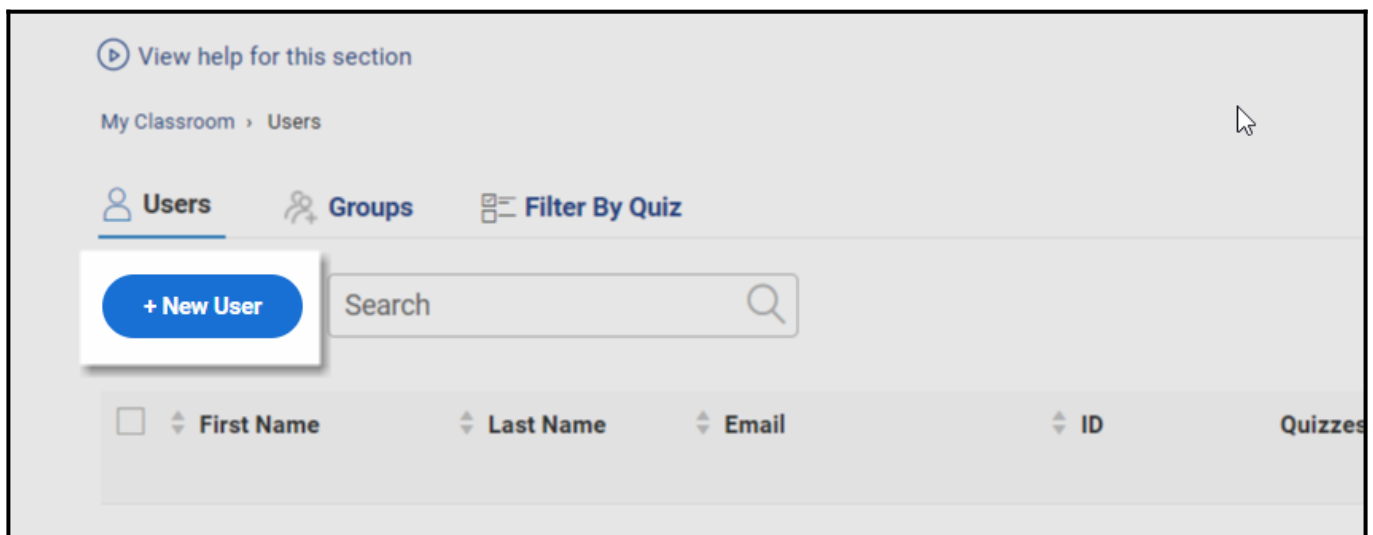
- **Status:** In this field, you can add the status of users such as "**active**" (these users will be able to log in to [Quiz Maker](#), access the quizzes, and view their reports) or "**inactive**" (users can no longer log in and do not have access to the account/content anymore. However, all their previous data & records remain intact for the instructor to view. This status can be used for past employees or students whose data is still needed). The third option is "**delete**." This is for users whose records you want to delete permanently.
- **Expiration Date:** Keeping in mind the high churn of employees in construction companies or retail environments, we added the "**expiration date**." You can set a specific date for a user, and on that date, the user's **status** will automatically be changed to **inactive**.
- **Groups:** You can quickly assign the user to 5 groups from the sheet itself.

Follow the steps below to bulk-upload user details to your classroom.

Step 1: On your **ProProfs Quiz Maker** dashboard, click **Users**.



Step 2: Click **+ New User** to add users or learners to your classroom.



Step 3: In the **Add Users** dialog, switch to **Import (1)**. You can add multiple users and their details in bulk by using any of the following options - **Gmail** and **Microsoft Excel**. Let's upload user details through **Microsoft Excel**.

- Click the radio button next to **Microsoft Excel (2)** and download the respective **sample file (3)** to see all the required fields to be filled as user details. In case you have your own Excel file, make sure that it has the same fields/columns in the same order as in the downloaded sample file.

For convenience, we recommend that you fill in the downloaded sample file, rename it as you like, and upload the same by clicking on the Upload button.

- After adding user details to the sample file, rename it as you like, and upload the same file by clicking the **Upload (4)** button.

The screenshot shows the 'Add Users' interface. At the top, there's a title 'Add Users' and a subtitle 'Add Users, Assign them to Group and Quizzes.' Below this, there are two tabs: 'Manually' and 'Import'. The 'Import' tab is selected and highlighted with a yellow box and a yellow callout bubble with the number '1'. Under the 'Import' tab, there are two options: 'Microsoft Excel' and 'Gmail'. The 'Microsoft Excel' option is selected with a radio button and highlighted with a yellow box and a yellow callout bubble with the number '2'. Below these options, there's a section titled 'Make a list of user accounts' with a paragraph of instructions. Below the instructions, there are two links: 'Download Sample Upload File.xlsx(Window)' and 'Download Sample Upload File.xls(Mac)'. These links are highlighted with a yellow box and a yellow callout bubble with the number '3'. Below the links, there's a section titled 'Upload your list in a spreadsheet format.' and a blue 'Upload' button. The 'Upload' button is highlighted with a yellow box and a yellow callout bubble with the number '4'. At the bottom of the interface, there's a footer with the text 'Abc', 'abc@gmail.com', and 'Apr 27'.

Add Users
Add Users, Assign them to Group and Quizzes.

Manually **Import**

☒ Microsoft Excel ☐ Gmail

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\(Window\)](#)
[Download Sample Upload File.xls\(Mac\)](#)

Upload your list in a spreadsheet format.

Upload

Once the user details are imported, you will see the confirmation, as shown below.

Step 4: Click **Done** to finish uploading the file. Below is the sample updated user list.

Related Articles:

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- [How to Enable Google Single Sign-on Login for a Classroom](#)
- [How to Enable Self-Registration of Users for Quiz Enrollment](#)