

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, Address, State, City, Country, ZipCode using a sample spreadsheet we provide. Along with this, you can also set up user Passwords, Status, Expiration Dates and assign them into Groups.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Email	Password	FirstName	LastName	Phone	ID	Address	State	City	Country	Zip	Status (active/inactive/delete)	Expiration Date (mm/dd)
2	user1@abc.com	*****	John	McClaine	11111	1							
3	user2@abc.com	*****	Ethan	Hunt	22222	2							
4	user3@abc.com	*****	James	Bond	33333	3							
5													

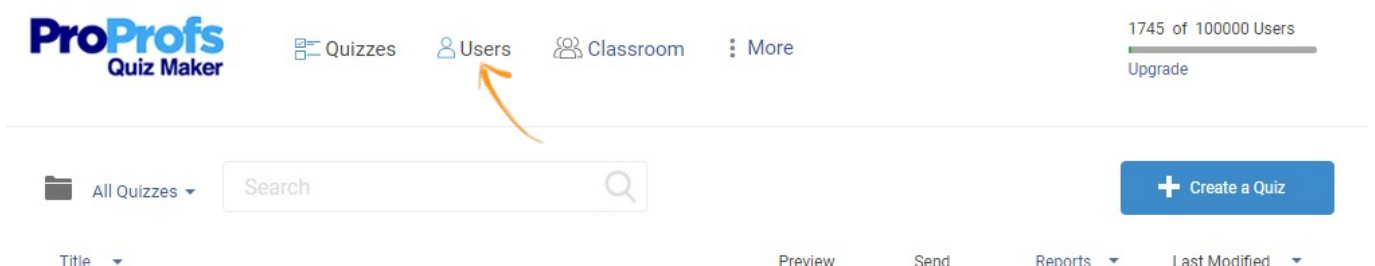
Note* Please make sure that you do not delete any of the fields. You can leave them empty but deleting a field will corrupt the document.

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

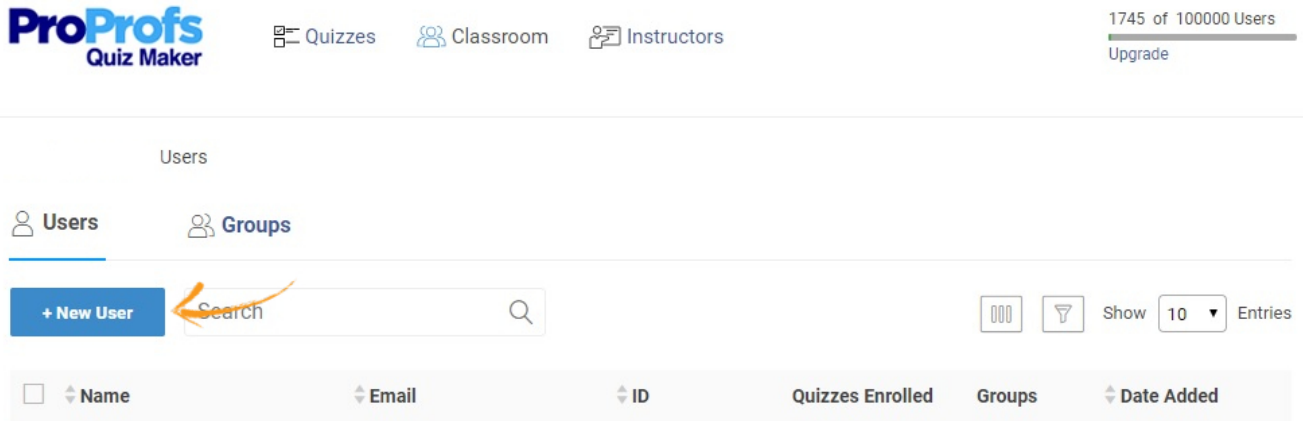
- **Status:** In this field, you can add the status of users such as "**active**" (these users will be able to log in to [Quiz Maker](#), access the quizzes and view their reports) or "**inactive**" (users can no longer log in and do not have access to the account/content anymore, however, all their 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 permanently delete.
- **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.

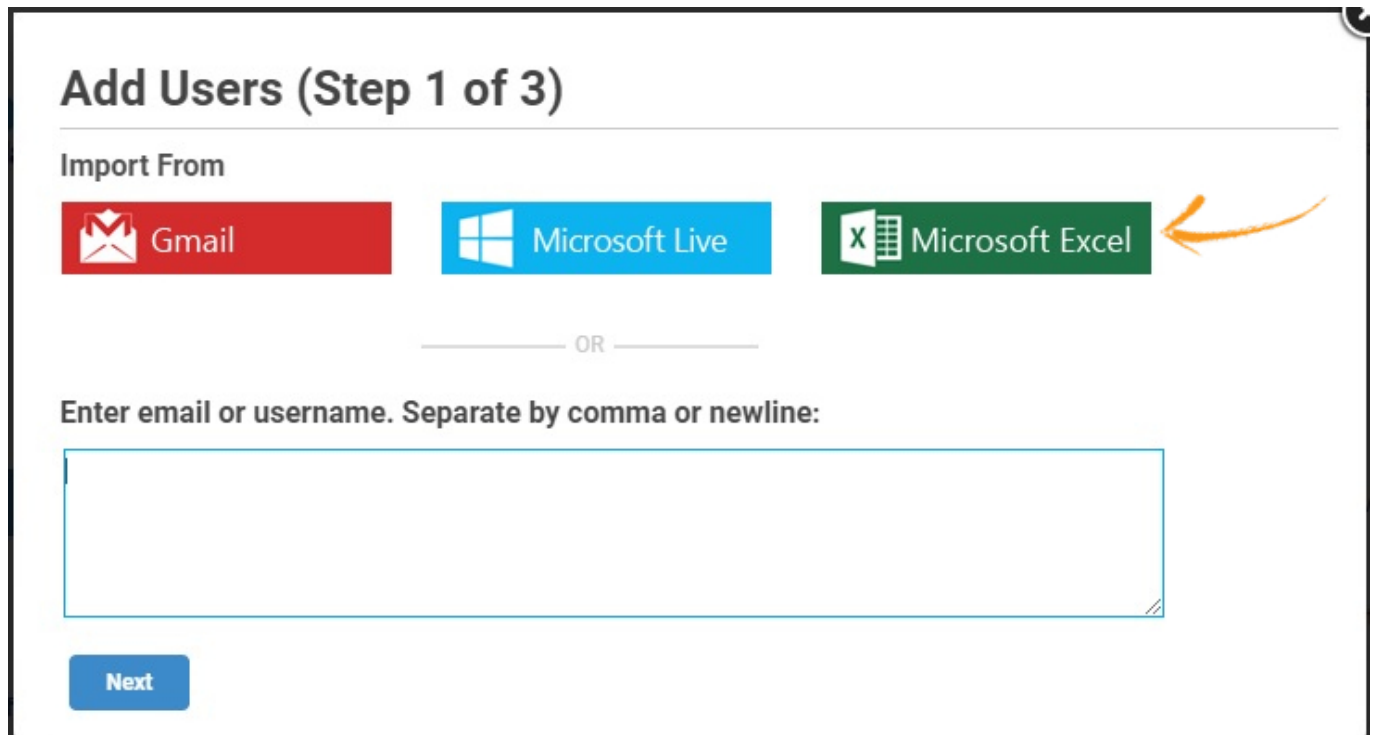
Step 1: On your **ProProfs Quiz Maker** dashboard, click **Users**.



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



Step 3: On the following pop-up window, you can add multiple users and their details in bulk by using any of the three options - **Gmail**, **Microsoft Live**, and **Microsoft Excel**. Let's upload user details through **Microsoft Excel**.



Step 4: Download the **sample file** 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 the downloaded sample file, rename it as you like, and upload the same by clicking on the **Upload** button.

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 5: Click **Done** to finish uploading the file.

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Upload your list in a spreadsheet format.

[Back](#)

- ✓ Upload completed
- ✓ 3 new users added.

[Done](#)



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