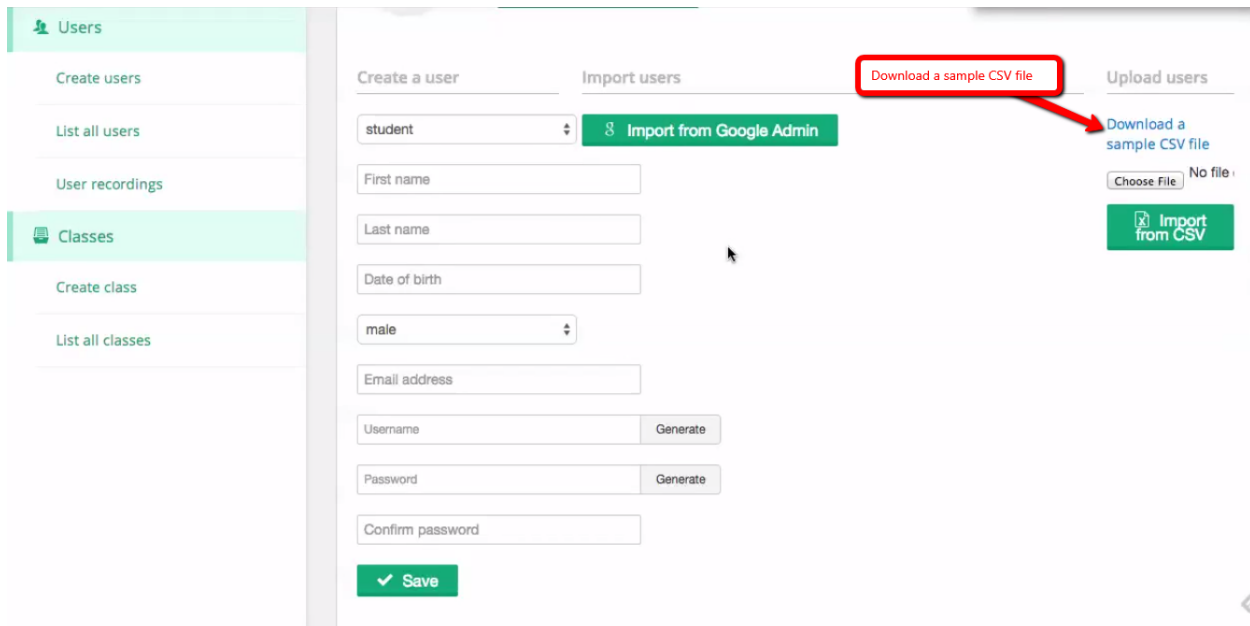
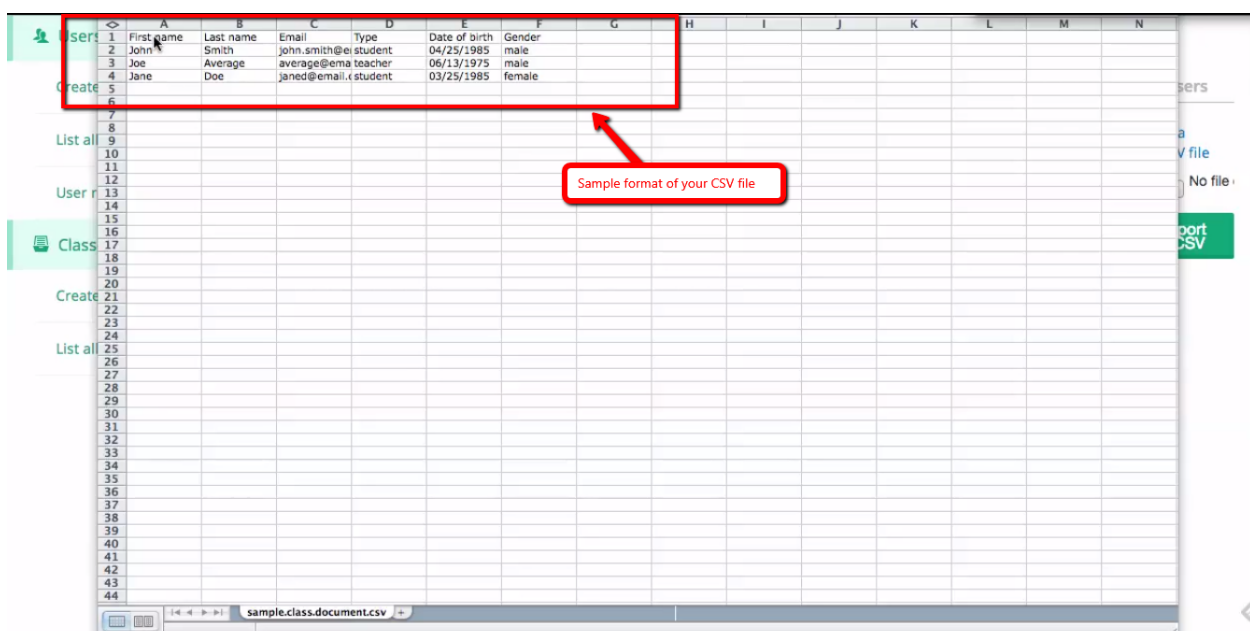


Using a CSV file makes adding multiple users much easier in Vidalyze. After completing this tutorial, you will learn how to add users into your Vidalyze account using a CSV file.

**Step 1:** You can download a sample CSV file by clicking on the “**Download a sample CSV file**” located at the left side of the screen.



**Step 2:** Your spreadsheet columns must follow this order: First name, Last name, Email, Type, Date of Birth, and Gender. Add a new row for every class user that you want to add to your Vidalyze account.



**Step 3:** Once you're done adding names in the spreadsheet, save the spreadsheet as a CSV file and you're now ready to import your users. Click on **Choose File** and your data will now start importing to your Vidalyze account.

**Create Users**

**User quota**  
You are currently having 12 students of 250 allowed  
[Change user quota](#)

**Create a user**   **Import users**   **Upload users**

student   [Import from Google Admin](#)

First name

Last name

Date of birth

male

Email address

Download a sample CSV file

[Choose File](#) No file

[Import from CSV](#)

Import CSV file