

How-To Import Data from an Excel Spreadsheet or CSV File into a Kahootz Database

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When multiple people are updating an Excel spreadsheet, it can be difficult to keep track of the most up-to-date version.

To overcome this issue, you can import data from your spreadsheet into a [Kahootz database](#).

This ensures users are always viewing and updating the latest data.

Importing your Excel spreadsheet into a Kahootz Database

1. [Create a Database](#) within Kahootz by clicking "**Create a new item**" and selecting "**Database**"
2. Give it a name and then scroll down to the "**Columns**" section.
3. Add the column names from **Row 1** of your Excel spreadsheet, (see example below.)

 If the import fails, make sure the column names match the first row.

If you continue to have issues importing your Excel Spreadsheet, the [column types](#) could also be causing the problem.

Contact the [Kahootz support team](#) if you require assistance as they'll review the data and advise accordingly.

Related Content

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