Editing Class Details

Learning Ladders will automatically set your pupils up within their registration groups when you import your pupil data file from your MIS. Admins can allocate teachers to classes, change class names, move pupils between classes, add/remove pupils and create new classes at any time.

Rename a Class

✓ 'Classes and Groups' > Classes > Click Class Name

✓ Select 'Actions' in the right-hand menu

✓ Select 'Rename' and type in your new class name, click 'Update'

Archive a Class

If you need to remove any classes from the system, you can archive the class rather than deleting it

✓ 'Classes and Groups' > Classes > Click Class Name

✓ Select 'Actions' in the right-hand menu

✓ Select 'Archive Class'

💡 If you have archived a class in error, please go to Classes&Groups > Classes > Archived Classes. Click on the class name and then select 'Unarchive' within Actions.

Add a Teacher / Student / Ladder

✓ 'Classes and Groups' > Click Class Name

✓ To add a Teacher, select 'Add a Teacher' within the Teacher option

✓ Search for the name to filter your teacher list and drag and drop from the list into the right-hand column. This saves instantly.

✓ To add a Student, select 'Add a Student' within the Student option

✓ Search for the name to filter your student list and drag and drop from the list into the right-hand column. This saves instantly.

✓ To add a Ladder, select 'Add a Ladder' within the Ladders option

💡 Before you can create groups your pupils must be in a class. Unless a pupil has left the school, do not remove them from a class. You can move them from class to class within Learning Ladders, but they must always be in a class.

Remove a Teacher / Student / Ladder

✓ Next to the Teacher / Student / Ladder name, click the red bin icon

✓ Confirm deletion - this won't delete the Teacher, Student or Ladder from the entire system but from your class only