

Adding Users and Students

Adding Users



School Admin > Users



Select 'Create New User' in the right-hand menu



Enter the new user details and select their role as 'Admin' or 'Teacher'



Assign user to their class(es) as appropriate



Click 'Create' - the user will receive an email with log-in details



Admin Users have access to all of the features within Ladders.
Teacher Users have access to all the features in Classes&Groups and Scorecard.

Adding Students



'Students' section



Select 'Create New Student' in the right-hand menu



Add in their details, UPN and assign them to a class. Select 'Update Student's Profile'



If you have a large number of pupils to add into the system, please reimport your MIS file in order to save you time.