

Import your MIS File

The Learning Ladders system will set up your school's registration groups, automatically adding pupils and allocating them to the correct class. To do this you need to export your pupil data from your school's MIS system into Learning Ladders.



Select 'First Time Set Up' in the right-hand corner of the homepage



'Step 1: Import Students and Classes' select 'Student Importer'



If you need support with exporting a file from your MIS, please read the relevant supporting document at the top of the page



Click on the green cloud to find and upload your file



Once the file has been imported you will need to click through 20 students at a time to confirm their details



When you see the message 'All students have been imported' then this process is complete



Your classes will always default back to those in the MIS file import, if you amend your classes within Learning Ladders any new MIS file will over-ride your class changes.