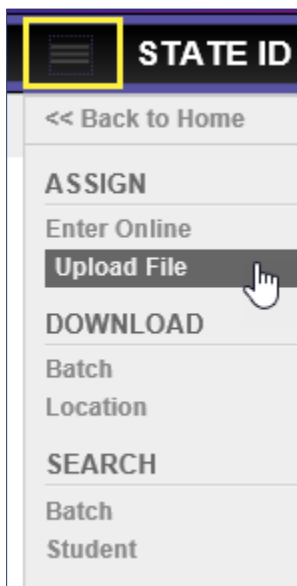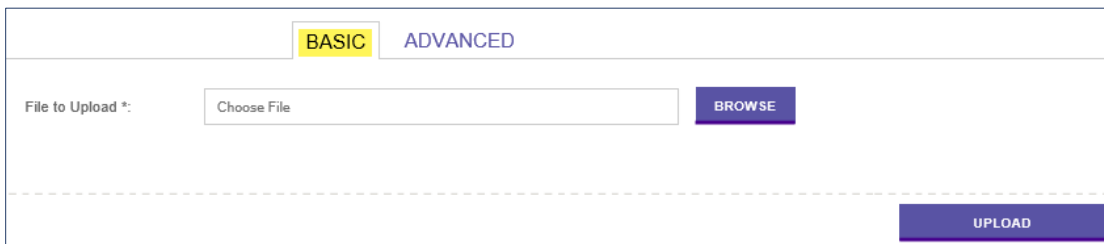# Basic Batch Upload

The Basic Batch Upload is to be used for batch submissions that are exported directly out of a district's student information system (SIS) into the Missouri Student Information System (MOSIS) ID System. Follow the steps below to upload a file with the basic method:

1. Click on the main menu in the top left corner of the screen, and from under **ASSIGN** select **Upload File**.

2. The **BASIC** tab should already be selected. Click inside the **Choose File** box and browse to the desired file.
3. Click the **UPLOAD** button.