Children's University Online:

Uploading Children's Information – Import method

There are two ways in which you can import children's information onto *Children's University Online* this is a step by step guide on the *Import method*, this is used when you are generating accounts for a large cohort of children

What you'll need

In order to import children onto Children's University Online you will need the following information.

- Full name
- Date of Birth
- Year group
- Gender
- Current hours spent on the programme
- UPN (this is optional)

Step 1

- Go to www.childrensuniversity.co.uk and look for the word *Login* at the top right. Choose to login as staff and enter your details, your username will be your email address and you will have set your password when following the prompts of the welcome email sent by your Children's University Manager, if you do not have a log in you can contact them and they will send you the information needed to set up your account. If you have forgotten your password, simply click *Forgotten Password* and follow the instructions
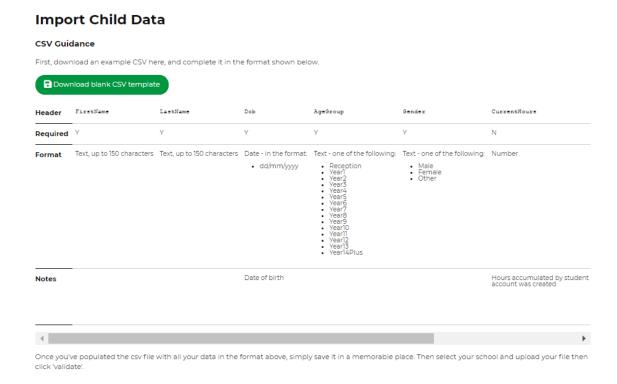
Step 2

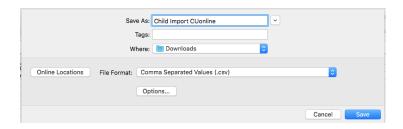On your dashboard you will see *School Children* click on the *Import* button

Step 3

- You will need to download the blank CSV template, there are instructions of how to populate it with the children's data.
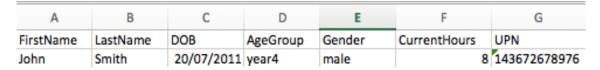

Step 4

- Once you have downloaded the file you will need to save it, make sure you save it as a CSV file, somewhere that is easy to find as you will need it for the next step.
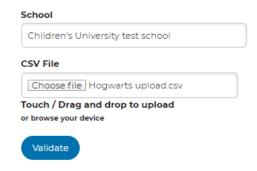

Step 5

- Please fill out the CSV file in the exact format shown below. **DO NOT USE FORMATTED TEXT**

Step 5

- Go back to the import page your school will be autofilled
- Click browse and select your CSV file and click *Validate*

School

Children's University test school

CSV File

Choose file | Hogwarts upload.csv

Touch / Drag and drop to upload
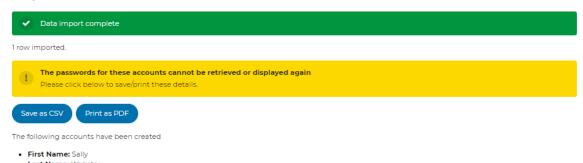or browse your device

Validate

Step 6

- If there are any errors in how the information has been entered the CSV it will tell you where the error is. Please rectify and try again.

| ! There was an error when validating the data |

The following rows have errors - please correct or remove these and re-upload the file:

Row	FirstName	LastName	DOB	AgeGroup	Gender	CurrentHours	UPN	Errors
2	Joe	Bloggs	19/07/2011	year4	male	8	209786756435	Record Exists

Step 7

- Once you have successfully uploaded your csv, usernames and accounts will be generated you will need to save these as a csv or print as a PDF do not click away from this screen without picking one of these options. The passwords for these accounts cannot be retrieved or displayed again so it is important to save or print the details.

Import Child Data

✔ Data import complete

1 row imported.

⚠ **The passwords for these accounts cannot be retrieved or displayed again**
Please click below to save/print these details.

Save as CSV   **Print as PDF**

The following accounts have been created

- **First Name:** Sally
  Last Name: Webster
  Username: S.Webster.5245
  Password: oUTCm51X

Common issues

- If you are unable to upload your CSV file, please check that all the fields are filled out correctly in the exact format as shown in step 5.
- Check that you are saving the file in .csv format and not .xlx

Sorry, I still don't understand!

- Please contact our Digital Inclusion Officer Cordelia Howard
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