

Children's University Online:

Generating stamps: Multi-use vs Single use.

This is a step by step guide on how to generate stamps for in school activities, when a child takes part in an activity, they collect an activity stamp which is unique to the activity they have attended. There are two different types of stamps you can generate Multi-use and Single-use, this document will talk you through each one in turn.

What you'll need

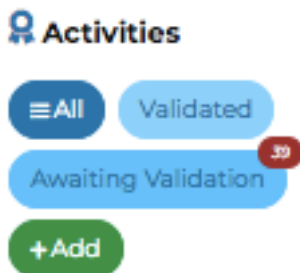
- Your Children's University Online log in
- Access to information about the activity you are creating the stamp for a stamp for; when is it happening? How long does the activity last for (how many hours)?

Step 1

Step 2

- On your Dashboard you will need to click on *Awaiting Validation* under the *Activities* tab.

Dashboard



Step 3

- Once you have gone through the activity to make sure it meets requirements to be validated (for more information please see number 5 on the help page: How do I Validate an activity?) Please click *Submit*

Add Activity

Activity completion

- The activity and learning provider meet Children's University guidelines
- I have discussed this with this activity provider

Activity validation

Notes

Previous

Submit

Step 4

- You will be asked to *Set Activity Stamp*.
- When you are filling out the form, you will be asked how long the activity lasts (in hours) this is based on how long each session lasts.

Single-use Activity stamp

This is a stamp code that each child can only submit online **once**, and it will add the total number of hours specified to the child's record. Once the code has been entered to their *Children's University Online dashboard*, they will never be able to repeat this. This is what you should select when your activity is a one-off activity.

If you select this option, just click *Generate Stamp* and you'll be given a code. You will need share this code with the children taking part in the activity or the member of staff who is running the session.

[DASHBOARD](#) > [ACTIVITIES LIST](#) > [EG](#) > ADD STAMP

Set Activity Stamp

Activity Hours

How will this stamp be used?

Single-use Activity Stamp

Multiple-use Activity Stamp

Your Activity Stamp is: **red 0 7 2 2**

Regenerate stamp

This stamp is valid for a single use, and will add 6 hours to the child's progress

Save

Multiple-use Activity Stamp

If you select Multiple-use Activity Stamp, more options will open for you:

Add Activity

Hours

How will this stamp be used?

- Single-use Activity Stamp
- Multiple-use Activity Stamp

How many hours will be added by each use?

- Each use adds the full hours
- Each use adds a portion of the hours

How many times can this stamp be used?

This stamp will be valid for 10 uses, and each use will add 1 hour to the child's progress

Generate Stamp

Option 1

Each use adds the full hours (suggested option)

- This option allows the child to add a stamp multiple times but enables you to put a limit on how many times the stamp code can be used. For example, if you have an activity where each session lasts 1 hour, you may want to allow a child to submit this code multiple times but for a limited amount of times. Football club, for example, may be somewhere a child goes for a 1-hour class once a week for 10 weeks after school, in this instance you would select *Each use adds the full hours* and limit the amount of times the stamp can be used to 10. Once you have generated your stamp you will need to share this with the activity provider. This stamp can be accessed at any time through your dashboard.

Add Activity

✓ Your Activity has been created

Your Activity Stamp Code is:

red 1971

This stamp is valid for a single use, and will add 1 hour to the child's progress

Go back to your dashboard

Option 2

Each use adds a portion of the hours

This allows you to divide the number of hours that can be added to a child's dashboard.

- In the example of a 10-hour tennis course, you could select *Each use adds a portion of the hours* and answer that this stamp can be used 5 times. It will then automatically divide the total number of hours by the number of times it can be used. This will then give you a code that will add 2 hours to a child's record and can be added 5 times.

Common Issues

- Generating different stamps can take a little while to get the hang of. If you are unsure it may be worth creating a test activity to be validated and create stamps for it you can do this on your dashboard by clicking *Add* under the *Activities* tab, you can delete this once you feel comfortable with the process.

Sorry, I still don't understand!

- Please contact our Digital Inclusion Officer Cordelia Howard
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