



Children's University Online:

Generating reports.

Once a child begins using *Children's University Online* and adding activity stamps, as a school admin you will be able to view and export simple but important reports. These are impactful reports that will help you illustrate impact and engagement to relevant parties such as stakeholders, funders, Ofsted and Governors.

This functionality is incredibly beneficial for Children's University and schools and is worth shouting about!

There are 17 reports available. Below is a breakdown of 15 reports that are useful for monitoring engagement.

Breakdown of 15 reports available to Children's University managers:

1. Activities available for children by category

- This report shows the number of validated activities broken down by subject. It shows extracurricular offers throughout Children's University and school which helps identify 'cold spots' by subject/area

2. Activities available for children by skill

- This report shows extracurricular offers throughout Children's University and school which helps identify 'cold spots' by skills/area in line with Skills Builder framework. For example running this report may support you in seeking out different types of activity, if as a school you have a lot of activities that build 'listening' as a skill but not many that have 'problem solving' tagged, this may help you to know which new extracurricular activities to focus on.

3. Hours of children's participation by category

- This report shows the number of accumulated hours completed by children broken down by subject, allowing monitoring of where hours have been completed

4. Hours of children's participation by skill

- This report shows the number of accumulated hours completed by children broken down by subject, allowing monitoring of where hours have been completed

5. Children's University Participants by age group

- This report shows the number of children registered with *Children's University Online* by age group

6. Children's University participants by gender

- This report shows the number of children registered with *Children's University Online* by gender. If Children's University is not compulsory in your school, what is the gender split? Are there more girls using it than boys? If so, why is that and what can be done to engage boys more with Children's University? This is where the ability to report on categories and skills that are available is useful

7. Daily log ins by school

- See a breakdown of daily logins within your school. This report acts as a prompt to offer support to children who may not be engaging with *Children's University Online*

8. Actual vs potential engagement

- This report creates actionable data showing Children's University registered pupils vs total number on your school roll. This shows the actual number of Children's University members vs potential engagement available

9. Hours of children's participation by school

- See the number of hours completed by Children's University members.

10. Inactive users by age group

- This report highlights inactive users broken down by school year. This allows insight into which age bracket Children's University is most appealing to, and can act as a prompt for engagement work

11. Logins by school

- This report shows how many times Children's University school staff have logged in

12. Export Child information by school

- See a full per-child export of information

13. Number of engagements with employers

- Numbers of engagements with employers as per the Gatsby Benchmarks. This data can be used for reporting purposes and demonstrates how Children's University raises aspirations

14. Number of engagements with FE/HE

- Numbers of engagements with FE/HE as per the Gatsby Benchmarks. As a school you can monitor the number of FE/HE engagements.

15. Export of engagement information

- This report exports all engagement information relating to the Gatsby Benchmarks (FE/HE and employer engagements) this downloads into a csv file and includes named activities that are tagged with these engagements. This allows schools to drill down which activities are offering engagements and demonstrate links between activity and a career pathway

What you'll need to access these reports

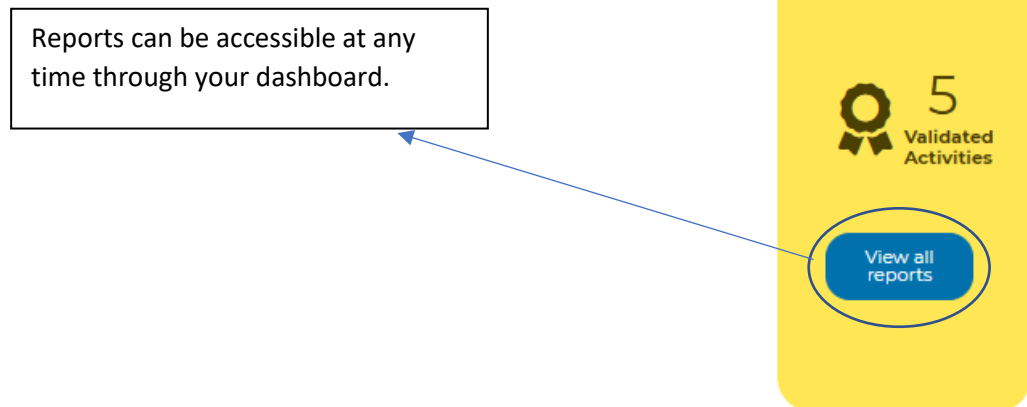
- Your *Children's University Online* log in

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 your password will have been sent to you by your local Children's University manager (remember to check your junk folder!) if you have not received a log in please contact contactus@childrensuniversity.co.uk

Step 2

- On the right-hand side of your dashboard you will see this yellow strip with the overview of how many children and validated activities there are within your school. To view reports please click on the blue *view all reports* button.



Step 3.

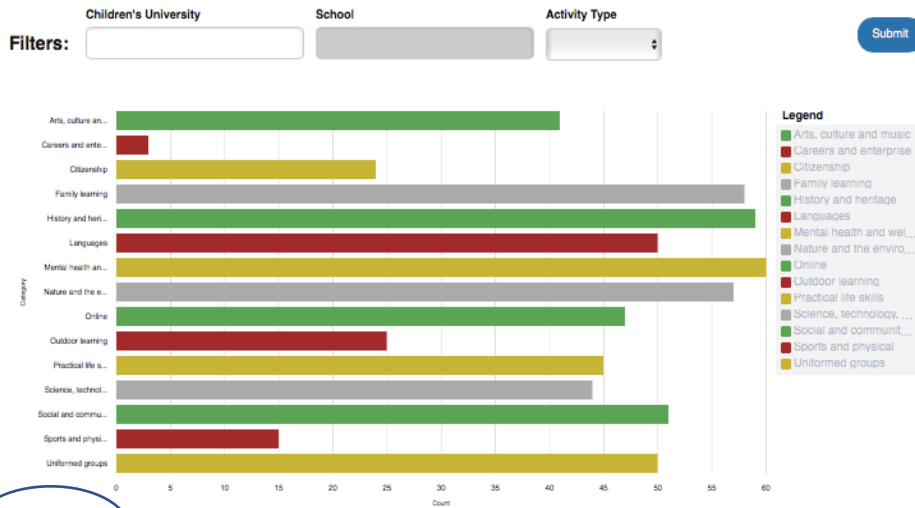
You will then be able to see a list of the various reports that are available to you (see breakdown of reports)

Step 5

- Below is a test report looking at *Activities available for children by category* this is displayed in a simple graph that can be exported. Making it easy to create actionable and demonstrable data.

Activities available for children by category

See the number of activities available for children broken down by category



If you choose to *Export*, the report will automatically download the information shown in the graph into a csv file

- In the example below, the report *Activities available to children by category* has been exported into csv. You can then rename and save the export to your computer.

Skill	Total	National	Local	School
Aiming high	78	22	32	19
Creativity	78	22	22	18
Leadership	71	19	25	24
Listening	29	11	7	5
Presenting	48	14	13	15
Problem solving	55	13	13	15
Staying positive	62	19	21	19
Teamwork	75	27	17	28

Common Issues

- No data will be accessible if there are no children logging in and adding their activities to *Children's University Online*. If you would like support to help children get set up and using *Children's University Online* please contact cordelia.howard@childrensuniversity.co.uk
- If you are trying to use *Children's University Online* for a specific report which is not readily available, please contact cordelia.howard@childrensuniversity.co.uk we will do our best to support you