

## Children's University Online:

### How to batch add stamps

In most cases children will add their own activity stamps to *Children's University Online* by logging on to their dashboard. However, in some cases school coordinators will be required to add an activity stamp to a cohort of children.

This guide will show you how to add an activity stamp to up to 50 children.

#### What you'll need

- Your Children's University Online log in information
- The activity stamp code you wish to add to the children's accounts
- The list of children that have been awarded the stamp

#### Step 1

- Go to [www.childrensuniversity.co.uk](http://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 Children's University Manager.

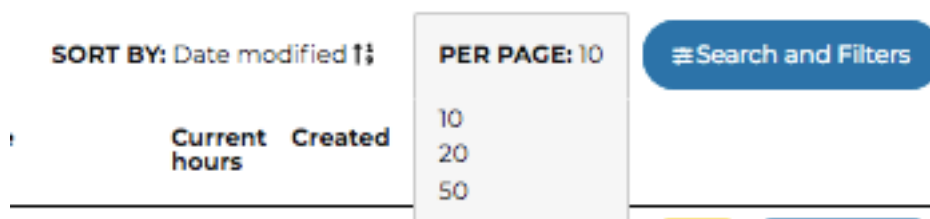
#### Step 2

- On your dashboard click on *All* under *School Children*



#### Step 3

- Using the *Search and Filters* to identify the accounts you wish to add the stamp to, you can search by school or individual account
- If you are adding a stamp to a large cohort you can change the view to 50 accounts per page, this will allow you to add a stamp to up to 50 accounts at one time



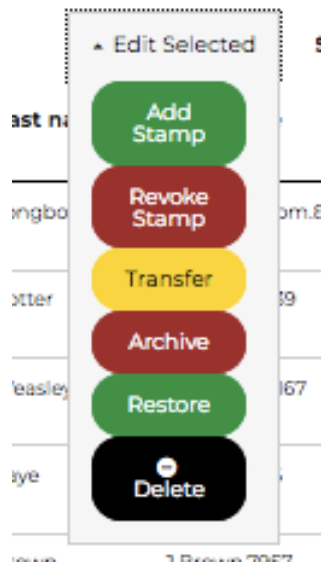
#### Step 4

- Tick the box next to the accounts you wish to add the stamp to, this will make the *Edit Selected* button live

<a href="#">+ Add New</a>	<a href="#">Edit Selected</a>	<b>SORT BY:</b> Date modified ↑↓	<b>PER PAGE:</b> 10	<a href="#">Search and Filters</a>		
<input type="checkbox"/>	School	First name	Last name	Username	Current hours	Created
<input checked="" type="checkbox"/>	Rydell High	Nevil	Longbottom	N.Longbottom.8643	14	27/05/2020
<input checked="" type="checkbox"/>	Rydell High	Harry	Potter	H.Potter.4539	14	23/04/2020
<input checked="" type="checkbox"/>	Rydell High	Fred	Weasley	F.Weasley.6167	43	27/05/2020

#### Step 5

- Once you have clicked on *Edit Selected* use the dropdown menu and select *Add Stamp*



## Step 6

- You will be asked to type the stamp code of the activity you are adding to the children's accounts, once you have done this you can click *Check* this will bring up the activity that the stamp is related to, if the activity matches you can then click *Confirm*

### Add stamp?

This will add the entered stamp to all the selected children.

! Children who have already claimed the maximum allowance for this stamp will be skipped.

**Stamp Code**

Enter the stamp as a colour and four numbers with no spaces (eg blue5342)

**Check**

**yellow 7 6 5 9**

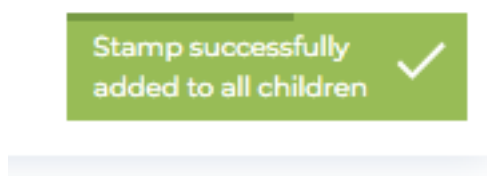
For Activity **Dance class**

Hours granted: 1

**Confirm** Cancel

## Step 7

- You will then see a confirmation that the stamp has been added to the selected accounts



## Common issues

- To find the stamp code of your activity you will need to select *All* under the activities tab on your dashboard and use the search and filters to find your activity. You can then click *View* and this will show you the stamp code.

**Sorry, I still don't understand!**

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