

Children's University Online:

Graduation reports

Children's University Online allows managers and schools to simply view and export graduation reports. This keeps all the graduation and award information up to date and (hopefully) helps to alleviate some of the admin that goes into Graduation Ceremonies.

What you'll need

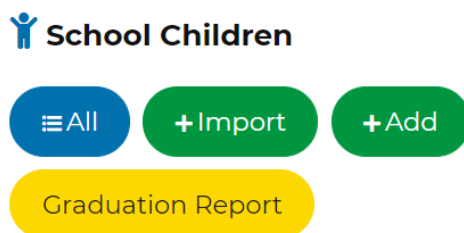
- Your Children's University Online Login

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 Children's University manager (remember to check your junk folder!)

Step 2

- Once you have logged on click on *Graduation Report* under *School Children*



Step 3

- Once you have clicked on *Graduation Report* you will be able to see the generated report that will have all the specified cohort of children listed.
- Along the top of the report you will be able to see the different Children's University Awards available
- The blue tick indicates which award level a child is currently at
- If a child has been uploaded onto *Children's University Online* with enough hours to gain an award the report will reflect this. *The Graduation Report* does not mark awards that have been collected before an online account was created.

Graduation Report

33 children

Name	Hours	Award			Certificate			Diploma			Degree			Postgraduate Award			Postgraduate Certificate			Postgraduate Diploma			Postgraduate Masters Degree			Doctorate			Fellowship		
		B	S	G	B	S	G	B	S	G	B	S	G	B	S	G	B	S	G	B	S	G	B	S	G	B	S	G			
Timothy Adams	189.5					✓																									
Evelyn Allison	107.5			✓																											
Jose Allison	216.5						✓																								
Dennis Baker	56.5	✓																													
Judy Bishop	495														✓																
Andrew Boyd	490														✓																

Include data for awards already made

 Export Selected

Step 5

- When it is graduation time you can export this report which will download as a csv file, you can then save this in excel format and use mail merge to create certificates
- Once you have exported *The Graduation Report* you will see a hard green tick appear next to each child's name at the award level they achieved at the time the report was exported
- If you wish to export data which includes awards already made, click the box under the report before you export.

Sorry, I still don't understand!

- If you would like to discuss this in further detail or need clarification, please contact Digital Inclusion Officer Cordelia Howard
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