Children's University Online:

How do I add my in-school activities?

As a school you will need to add your in-school activities that are part of Children's University to *Children's University Online*. Once validated you will be able to create activity stamps that children can add to their passport and online dashboard. In-school activities will appear on your student's dashboard they will not appear publicly or appear on our public activity search.

There are two ways in which you can add and validate your in-school activities. You can add an activity with a full listing, this will include when the activity is taking place, full descriptions of the activity and information on how to become a member of the club (if applicable). Full listing activities will appear on your learner's dashboard under *What's on in school.* The other method of adding an activity is called The *Basic Activity* function, it is a quick and easy way to add a stamp code tagged with skills and categories for an activity that has not been previously validated, without having to fill out the full learning destination validation form, however as there is no scheduling information included within a Basic Activity these will not appear on the children's dashboard. The *Basic Activity* should only be used when an activity is ad-hoc or a one-off.
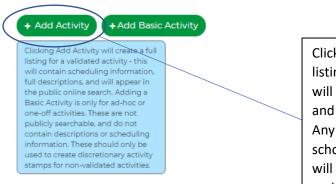
Adding a full listing for an activity

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 log in information will have been sent to you either by your Children's University Manager or Children's University Trust. If you do not have a log in please contact contactus@childrensuniversity.co.uk

Step 2

- Once you have logged in you will be taken to your Dashboard. You will need to click on *Add* under *Activities*

Clicking *Add Activity* creates a full listing for a validated activity – this will contain scheduling information and full description of the activity. Any activity that takes place within school will not appear publicly and will only be accessible to school staff and children
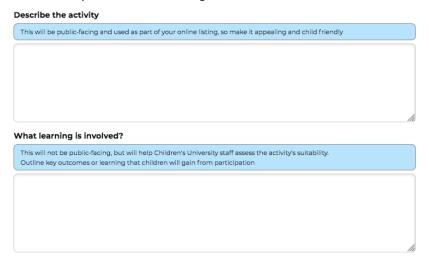
Step 3

- Once you have clicked on *Add* you will be taken to a form to fill out with the details of your in-school activity
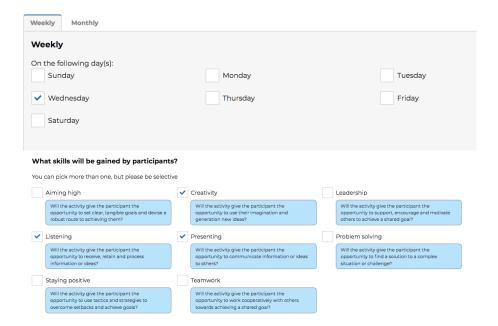- On the drop-down menu select *In School*

Add Activity

Who is the activity for?

Where will most of the participants come from?

Please select
Children from across the country
Children in your local area
In School

Step 4

- You will now be asked to fill out all the details of your in-school activity…the descriptions will be accessible to your students through their dashboard

Describe the activity

This will be public-facing and used as part of your online listing, so make it appealing and child friendly

What learning is involved?

This will not be public-facing, but will help Children's University staff assess the activity's suitability.
Outline key outcomes or learning that children will gain from participation

- Please think carefully about which skills you want to attach to the activity, these will be visible to the children on their dashboard and play a part in suggesting which other activities they might like to try
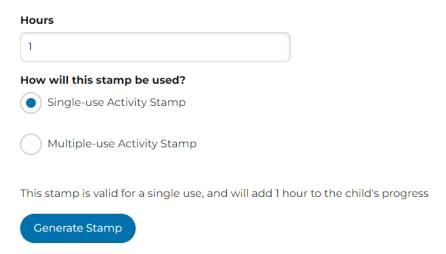
Step 5

- To validate an activity for your school you will need to complete the final step which is to generate a stamp code. Children collect stamp codes in their *Passport to Learning*, they can then enter these codes into their online dashboard. These stamp codes are easy to remember and write down – just a colour and four numbers, like Red 2468. By adding these codes to *Children's University Online*, children will unlock further information highlighting the interests and skills they're developing through participation. All children have their very own dashboard which will help them see how they are progressing towards the next award level; reflect on the skills they're building and help them find new activities. There are also online-only exclusive badges that can be collected between graduations.

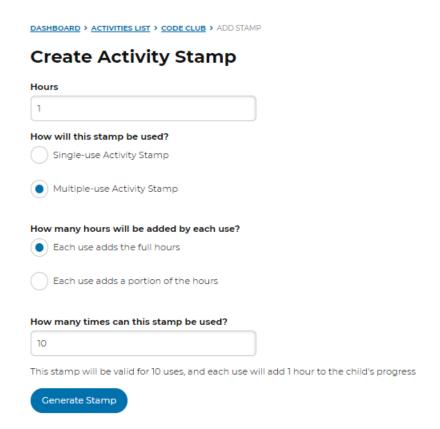**There are two ways to generate a stamp code**

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 linked to the activity to the child's dashboard. Once the child has entered the code to *Children's University Online,* 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 will be given a code. You will need to note this down or save it, to give to the member of staff running the activity. The stamp code can be accessed at any time through your dashboard.

Create Activity Stamp

Hours

> 1

How will this stamp be used?

- ● Single-use Activity Stamp

- ○ Multiple-use Activity Stamp

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

[Generate Stamp]

- If the activity takes place over several sessions, click *Multiple-use Activity Stamp*

Create Activity Stamp

Hours

> 1

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?

> 10

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

[Generate Stamp]

- Select that *Each use adds the full hours*. Using *Code Club* as an example every time the child adds the stamp it will credit their account with a stamp worth 1 hour
- Identify how many times the stamp code can be used. If a regular club is running weekly over 10 weeks you would specify that the stamp can be used 10 times

- You will then be given a stamp code to share with the member of staff running the activity or directly with the child/parent
- To access your activities and their stamps click 'All' under activities and then click 'View' next to the identified activity, you will then see all information and the stamp code associated with the activity.

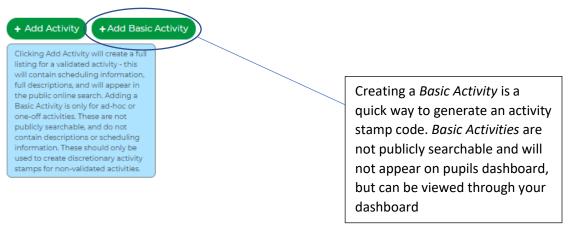## Adding a Basic Activity

What you'll need

- Your *Children's University Online* log in
- The title and information of the activity you wish to validate

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 in 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 click on *Add Basic Activity* under *Activity stamps*

Creating a *Basic Activity* is a quick way to generate an activity stamp code. *Basic Activities* are not publicly searchable and will not appear on pupils dashboard, but can be viewed through your dashboard

Step 3

- You will be taken to the *Add Basic Activity* page, you will be asked to give the stamp a title and type in how long the activity lasts for. In this example *Code Club* lasts 1 hour so the hours selected would be 1. Tag the activity with the relevant categories, skills and

engagement tags then click *Save*

Step 5

- You can now decide whether you wish to add a single use or multiple use stamp see *Step 5* under *Adding a Full Listing for an Activity.*

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 archive this once you feel comfortable with the process.
- Make sure you make a note or save the stamp that you have generated. You will need to give this to the Learning Destination so that they can write it in the Children's passport for learning, stamp codes are always accessible through your dashboard by searching for the activity.

Sorry, I still don't understand!

- Please contact your Children's University Manager or our Digital Inclusion Officer Cordelia Howard cordelia.howard@childrensuniversity.co.uk