



Children's University Online:

Adding Schools

Before adding members of staff and cohorts of children to Children's University Online you will need to add your schools.

What you'll need

In order to add your schools to Children's University Online you will need the following information.


- The Full name of the school
- The full name and email address of the school's key administrator for Children's University
- The full address of the school
- The pupil count (this is optional)

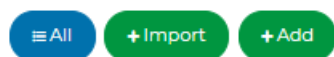
Step 1

- 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 Trust (remember to check your junk folder!)

Step 2

- Once you have logged on you will be taken to your dashboard where you will see *Schools* click on the *Add* button

 **Schools**



Step 3

- You will be taken to a form that you will need to fill out fully with the relevant information

Add School

Children's University

Name

Nickname

Is there a name that your school is better known as?

Contact Name

Step 4

- You will see that the form asks for a child contact email. This does **NOT** need to be the email address of a child, please enter the office/admin email for the school. If a child asks a question through their dashboard their question will go to this email address

Contact Email

Child Contact Email

Step 5

- Once you have filled out all the information, press *submit* you will then see this view which shows you that your school has been added to the system

Children's University test	St Mary's Primary school	Emma Stone emma.stone@stmarys.org.uk emma.stone@stmarys.org.uk	368	26/09/2019	Edit	List Staff	List Children	Graduation Report	Archive
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Common issues

- Please make sure you fill out all the information required, if you do not complete all the relevant information you will not be able to add children to the school
- Don't worry if you make a mistake you can edit the school's information at any time

Sorry, I still don't understand!

- Contact Digital Inclusion Officer Cordelia Howard
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