



Children's University Online:

Validating an activity

For your learning destinations to add their activity to Children's University Online they will first need to fill out a form which can be found on our website under *Get involved*.

<https://www.childrensuniversity.co.uk/get-involved/learning-providers/>

Once the form has been submitted you will be able to validate and generate a stamp code through your dashboard.

Children's University managers are responsible for validating activities in their local area. Children's University Trust is responsible for validating national learning destinations.

What you'll need

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

Step 2

- Once you have logged on you will be taken to your *Dashboard*. You will see *Activities* click on *Awaiting Validation*

Dashboard

 Activities

≡ All

Validated

Awaiting Validation 26

Step 3

- Once you have clicked on Awaiting Validation you will be taken to a view where you can see all the activities that are awaiting validation. You will see different options. Please click on validate



Step 4

- You will be taken to an overview of the activity application submitted by the learning destination. You will need to read through this carefully and ensure that the activity submitted is suitable and adheres to Children's University guidelines. Pay special attention to the skills and categories tagged, this data will populate reports and feed into the child's dashboard.

Step 5

- Once you have read through all the information and spoken to the learning destination you can tick the boxes as shown below and click *Save as Validated* this will take you to the next step which is to generate a stamp code. Please see the Help page for a step by step guide on generating stamp codes for your learning destination

Activity completion

The activity and learning provider meet Children's University guidelines

I have discussed this with this activity provider

Activity validation

Having discussed this with this activity creator I validate it for inclusion

Notes

This activity has been validated for inclusion on CU Online by Cordelia Howard 26/08/2024

Save as Validated

Common Issues

- It can be challenging to engage existing learning destinations with *Children's University Online*. In these cases, it may be worth calling them and doing the form together, or emailing it to them in advance with the link to the form and information on the benefits of *Children's University Online*

Sorry, I still don't understand!

- Please contact our Digital Inclusion Officer Cordelia Howard
cordelia.howard@childrensuniversity.co.uk