

## Children's University Online:

### Generating stamps: Multi-use vs Single use.

This is a step by step guide on how to generate stamps for each activity running at a validated learning destination. There are two different types of stamps you can generate Multi-use and Single-use this document will talk you through each one in turn.

#### What you'll need

- Your Children's University Online log in
- Access to the form filled out by the learning destination. This will give you the necessary details of the activity you are generating a stamp for; when is it happening? How long does the activity last for (how many hours)?

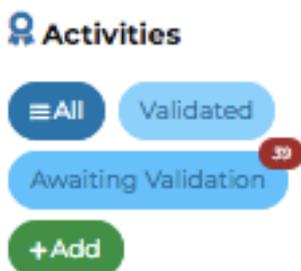
#### Step 1

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

#### Step 2

- On your Dashboard you will need to click on *Awaiting Validation* under the *Activities* tab.

## Dashboard



### Step 3

- Once you have gone through the activity to make sure it meets requirements to be validated (for more information please see number 5 on the help page: How do I Validate an activity?) Please click *Submit*

#### Add Activity

##### Activity completion

- The activity and learning provider meet Children's University guidelines
- I have discussed this with this activity provider

##### Activity validation

Notes

[Previous](#) [Submit](#)

### Step 4

- You will be asked to *Set Activity Stamp*.
- When the learning provider is filling out the form, they will be asked how long their activity lasts (in hours) this is based on how long each session lasts.

#### 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 specified to the child's record. Once the code has been entered to their *Children's University Online dashboard*, 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'll be given a code. You will need to give this code to the learning destination

[DASHBOARD](#) > [ACTIVITIES LIST](#) > [E4](#) > ADD STAMP

#### Set Activity Stamp

Activity Hours

How will this stamp be used?

- Single-use Activity Stamp
- Multiple-use Activity Stamp

Your Activity Stamp is: **red 0 7 2 2** [Regenerate stamp](#)

This stamp is valid for a single use, and will add 6 hours to the child's progress

[Save](#)

## Multiple-use Activity Stamp

If you select Multiple-use Activity Stamp, more options will open up for you:

### Add Activity

Hours

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?

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

Generate Stamp

### Option 1

#### Each use adds the full hours (suggested option)

- This option allows the child to add a stamp multiple times but enables you to put a limit on how many times the stamp code can be used. For example, if you have an activity where each session lasts 1 hour, you may want to allow a child to submit this code multiple times but for a limited amount of times. Gymnastics, for example, may be somewhere a child goes for a 1-hour class once a week for 10 weeks, in this instance you would select *Each use adds the full hours* and limit the amount of times the stamp can be used to 10. Once you have generated your stamp you will need to share this with the activity provider. This stamp can be accessed at any time through your dashboard.

### Add Activity

✓ Your Activity has been created

Your Activity Stamp Code is:

**red 1971**

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

Go back to your dashboard

## **Option 2**

### **Each use adds a portion of the hours**

This allows you to divide the number of hours that can be added to a child's dashboard.

- In the example of a 10-hour tennis course, you could select *Each use adds a portion of the hours* and answer that this stamp can be used 5 times. It will then automatically divide the total number of hours by the number of times it can be used. This will then give you a code that will add 2 hours to a child's record and can be added 5 times.

### **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 do this on your dashboard by clicking *Add* under the *Activities* tab, you can delete this once you feel comfortable with the process.

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

- Please contact our Digital Inclusion Officer Cordelia Howard  
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