Children's University Online:

Uploading Children's Information – Individual method

There are two ways in which you can import children's information onto Children's University Online this is a step by step guide on the *Individual method*, this is used when there is a small number of children to add, if you are uploading a cohort of children onto *Children's University Online*, please use the *Import method*.

What you'll need

In order to add new accounts to Children's University Online you will need the following information

- Full name of learner
- Date of Birth
- Year group
- Gender
- Current hours spent on the programme
- UPN (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 Children's University Trust (remember to check your junk folder!)

Step 2

- On your dashboard you will see *School Children* click on the *Add* button

🏃 **School Children**

≡All   +Import   +Add

Step 3

- Fill out the information required, and press *Submit*

Add Child

School

Children's University test school

First name

Joe

Last name

Bloggs

Date of birth

20/09/2010

Gender

◉ Male   ○ Female   ○ Other

Year group

Year 4 ▼

Secondary level (11+)

☐ Is secondary

> Secondary-level children can contribute post-activity skills reflection, and submit templated activities

UPN

Initial hours (when account was created)

Current hours

41

Submit

Step 4

- Once you have successfully submitted the information, a username and password will be generated you will need to save this as a csv or print as a PDF do not click away from this screen without picking one of these options. The passwords for this account cannot be retrieved or displayed again so it is important to save or print the details.
- You will then need to share the log in details with the school or the child. When a child logs in for the first time they will be asked to change their password.

DASHBOARD > IMPORT CHILD DATA

Import Child Data

✔ Data import complete

1 row imported.

! **The passwords for these accounts cannot be retrieved or displayed again**
Please click below to save/print these details.

Save as CSV   Print as PDF

The following accounts have been created

- **First Name:** Sally
  Last Name: Webster
  Username: S.Webster.5245
  Password: oUTCm51X

Sorry, I still don't understand!

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