

Children's University Online:

Uploading Children's Information – Import 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 *Import method*, this is used when you are generating accounts for a large cohort of children

What you'll need

In order to import children onto 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 *Import* button



Step 3

- You will need to download the blank CSV template, there are instructions of how to populate it with the children's data.

Import Child Data

CSV Guidance

First, download an example CSV here, and complete it in the format shown below.

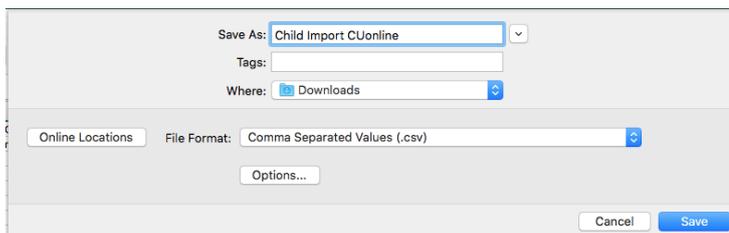
[Download blank CSV template](#)

Header	FirstName	LastName	Dob	AgeGroup	Gender	CurrentHours
Required	Y	Y	Y	Y	Y	N
Format	Text, up to 150 characters	Text, up to 150 characters	Date - in the format: • dd/mm/yyyy	Text - one of the following: • Reception • Year1 • Year2 • Year3 • Year4 • Year5 • Year6 • Year7 • Year8 • Year9 • Year10 • Year11 • Year12 • Year13 • Year14Plus	Text - one of the following: • Male • Female • Other	Number
Notes			Date of birth			Hours accumulated by student account was created

Once you've populated the csv file with all your data in the format above, simply save it in a memorable place. Then select your school and upload your file then click 'validate'.

Step 4

- Once you have downloaded the file you will need to save it, make sure you save it as a CSV file, somewhere that is easy to find as you will need it for the next step.



Step 5

- Please fill out the CSV file in the exact format shown below. **DO NOT USE FORMATTED TEXT**

A	B	C	D	E	F	G
FirstName	LastName	DOB	AgeGroup	Gender	CurrentHours	UPN
John	Smith	20/07/2011	year4	male	8	143672678976

Step 5

- Go back to the import page and select your school
- Click browse and select your CSV file and click *Validate*

School

CSV File

Touch / Drag and drop to upload
or browse your device

Step 6

- If there are any errors in how the information has been entered into the CSV it will tell you where the error is. Please rectify and try again.

! There was an error when validating the data

The following rows have errors - please correct or remove these and re-upload the file:

Row	FirstName	LastName	DOB	AgeGroup	Gender	CurrentHours	UPN	Errors
2	Joe	Bloggs	19/07/2011	year4	male	8	209786756435	Record Exists

Step 7

- Once you have successfully uploaded your csv, usernames and accounts will be generated you will need to save these as a csv or print as a PDF do not click away from this screen without picking one of these options. The passwords for these accounts cannot be retrieved or displayed again so it is important to save or print the details.

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: oUTCm5IX

Common issues

- If you are unable to upload your CSV file please check that all the fields are filled out correctly in the exact format as shown in step 5.
- Check that you are saving the file in .csv format and not .xlsx

Sorry, I still don't understand!

- Please contact our Digital Inclusion Officer Cordelia Howard
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