

## Children's University Online:

### Advanced admin access

This guide will explore the advanced admin functionality, which will allow adding stamp codes to multiple pupils through the admin dashboard, revoking stamps, archiving and deleting accounts.

#### What you'll need

- Your Children's University Online log in
- You will need to upload your children on to the platform (please see no 11 on the help page)
- Activity Stamp code/s you want to add to Children's accounts, if you want to find out more about activity stamp codes (please see no 6 on the help page)

#### 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 click on *all* under *school children*



#### Step 3

- When you click *All* you will be able to see a list of all the children you have set up on the platform, you can decide how many children appear on each page and use the search and filters function if applicable.

**SORT BY:** Date modified ↑↓

**PER PAGE:** 10

≡ Search and Filters

#### Step 4.

- You can select multiple children by clicking the boxes down the left-hand side.
- Once you have selected the children you wish to modify you will see a grey box appear which says *Edit selected*

DASHBOARD > CHILDREN

+ Add New Edit Selected SORT BY: Date modified ↑↓ PER PAGE: 10 Search and Filters

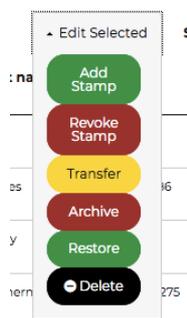
<input type="checkbox"/>	School	First name	Last name	Username	Current hours	Created
<input checked="" type="checkbox"/>	CU test school	Cordelia	Test	C.Test.3985	14	04/11/2019
<input checked="" type="checkbox"/>	St Mary's Primary school	Cameron	James	C.James.3686	134.5	21/02/2019
<input checked="" type="checkbox"/>	St Mary's Primary school	Tess	Daley	T.Daley.3173	-496	13/01/2020

#### Step 5.

*Edit Selected* gives you several options

Edit Selected

- *Add Stamp* is available to school staff and CU Manager it gives the ability to batch add stamp codes to a group of children
- *Revoke stamp* codes (this is useful if they have been added by accident or a child has added too many hours)
- *Transfer* – this is only accessible by Children’s University Managers and allows Managers to move children to a different school
- *Archive* disables a child’s account their information will not appear on any reporting and they will not be able to log in
- *Restore* enables you to reinstate the archived account/s
- *Delete* permanently removes all information of selected accounts



#### Common issues

For guides to each one of these functions please go back to the help page.

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

- Contact Cordelia Howard Digital Inclusion Officer for Children’s University.  
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