

Children's University Online:

How to revoke a stamp

The ability to revoke a stamp from a user/s account is an important tool

This guide will show you how to revoke an activity stamp that has been logged on a child's dashboard for up to 50 children at one time.

You may need to revoke a stamp if the stamp has been added to a child's dashboard by accident or if you know a child has added a stamp for an activity they did not attend.

What you'll need

- Your Children's University Online log in information
- The user accounts you wish to revoke the stamp/s from
- The details of the stamp you wish to remove

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!)

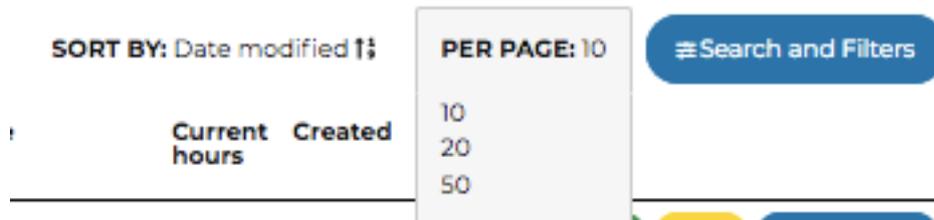
Step 2

- On your dashboard click on *All* under *School Children*



Step 3

- Using the *Search and Filters* to identify the accounts you wish to revoke the stamp from, you can search by school or individual account
- If you are revoking a stamp from a large cohort you can change the view to 50 accounts per page, this will allow you to revoke a stamp from up to 50 accounts at one time



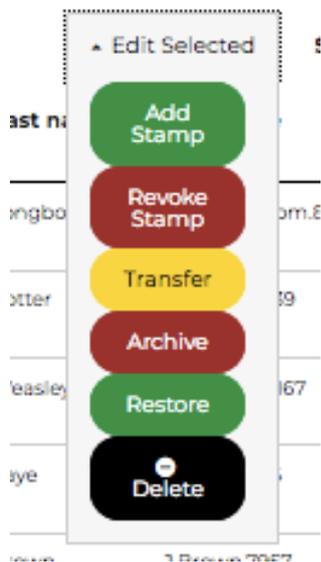
Step 4

- Tick the box next to the accounts you wish to revoke the stamp from, this will make the *Edit Selected* button live

<input type="checkbox"/>	School	First name	Last name	Username	Current hours	Created
<input checked="" type="checkbox"/>	Rydell High	Nevil	Longbottom	N.Longbottom.8643	14	27/05/2020
<input checked="" type="checkbox"/>	Rydell High	Harry	Potter	H.Potter.4539	14	23/04/2020
<input checked="" type="checkbox"/>	Rydell High	Fred	Weasley	F.Weasley.6167	43	27/05/2020

Step 5

- Once you have clicked on *Edit Selected* use the dropdown menu and select *Revoke Stamp*



Step 6

- You will be asked to type the stamp code of the activity you are revoking from the children's accounts, once you have done this you can click *Check* this will bring up the activity that the stamp is related to, if the activity matches you can then click *Confirm*.

Revoke this stamp?

This will remove the entered stamp from all the selected children.

i This will also remove any awards and badges if the child no longer qualifies for them based on their remaining hours, skills and categories.

Stamp Code

Enter the stamp as a colour and four numbers with no spaces (eg blue5342)

Check

yellow 7 6 5 9

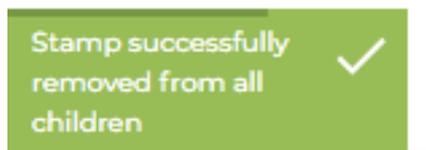
For Activity **Dance class**

Hours granted: 1

Confirm **Cancel**

Step 7

- You will then see a confirmation that the stamp has been revoked from the selected accounts. Children will be able to see on their dashboard that the stamp has been revoked.



Common issues

- To find the stamp code of your activity you will need to select *All* under the activities tab on your dashboard and use the search and filters to find your activity. You can then click *View* and this will show you the stamp code.

Sorry, I still don't understand!

- Contact Digital Inclusion Officer Cordelia Howard
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