

Children's University Online:

I can't find an activity on the platform that I have validated.

This guide will look at reasons why a validated activity may not be appearing on the Children's University search or on your Children's University Online dashboard.

What you'll need

- Your Children's University Online log in
- The title of the activity that you have previously validated.

Step 1

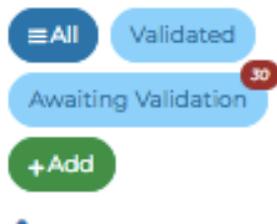
- Go to www.childrensuniversity.co.uk and look for the word 'Login' at the top right. Choose to login as staff and enter your details, your username will be your email address and your password will have been sent to you by Children's University Trust (remember to check your junk folder!)

Step 2

- On your dashboard click on *All* under *Activities*

Dashboard

Activities



Step 3

- When you click *All* you will be able to see a list of all the activities that you have previously validated
- You will see on the top right-hand side of the screen a blue button that says *Search and Filters*

☰ Search and Filters

- This will allow you to access advanced searching options

- You will be asked to fill out the relevant information such as the name of the activity, the type of activity (whether it is in school, local or national) and the status of the activity

Step 4.

- Once you have filled out all the relevant information, click *Submit* and your activity should appear
- If your validated activity **DOES NOT** appear using this search function it may be that the activity has been archived. An activity would be automatically archived if there had been a date entered to indicate when an activity will take place. Once this date is past the activity is automatically archived. This is to help keep the activities that are open to our members as up to date as possible
- If an activity you have validated does not appear when you search, the likelihood is that it has been archived this does not mean that the stamp or activity has disappeared from the the system, you can view your activity and reinstate it if needed

Step 5.

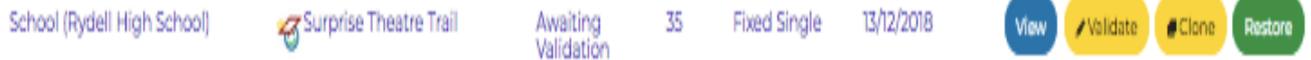
- To view all activities including activities that have been archived you will need to use the *Search and Filters* function
- Enter all the relevant details and click the box *Include archived and Past*

The image shows a search and filter form with the following fields and options:

- Name:** A text input field containing "Surprise Theatre School".
- Type:** A dropdown menu with a blue header "Hold Ctrl to select/deselect multiple items". The selected option is "School", and other visible options are "Local" and "National".
- Status:** A dropdown menu with "Validated" selected.
- Children's University:** An empty text input field.
- School:** A greyed-out text input field.
- Include Archived and Past:** A checked checkbox.
- Buttons:** A yellow "Clear filters" button and a blue "Submit" button.

Step 6.

- This will show all activities including the ones that have been archived
- As you can see in the below picture, activities that have been submitted by learning destinations and are still Awaiting Validation can also be archived if they have attached a date to the activity in their online submission form. You may be contacted by a learning destination saying they have submitted a form via the Children’s University website, but when you come to look at your activity list it may not be there, you would then use the filter search to check that it hasn’t been archived



Step 7.

- Once you have found your archived activity you can restore it, simply click the *Restore* button and you will be asked to *Confirm*. You can then edit the activity and change the dates



- If you do not wish to make the activity active again but you need to view the stamp simply click on *View* this will show you the stamp code attached to the activity



Sorry, I still don’t understand!

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