



Children's University Online:

Stamp appeal process

This will give you a step by step guide on the *Stamp Appeal* process.

The purpose of the stamp appeal is so that children using Children's University Online will not miss out on gaining a stamp if they have attended an activity that isn't yet part of Children's University or doesn't yet have a stamp code.

What you'll need

- Your Children's University Online log in

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

- If a child doesn't have a stamp, they can click on *Don't have a stamp code?* They will then be asked to fill out information about the activity they took part in and click send.

Ask for a stamp

If you've lost a stamp code or weren't given one when you completed your Children's University activity, tell us about it here.

Tell us as much as you can about the activity you did – Where was it? When did you do it? What did you learn?

Your school will be able to decide if you will receive a new stamp or not.

Details

I went to my gymnastics class but they didn't have a stamp code as it was a new teacher. My gymnastics class is in Hyde Leisure centre and I did one hour class

SEND

- This will then come through as a notification to your dashboard under *Activity stamps*



Step 3

- When you see a red notification, you need to click on it, this will take you through to the resolve page.

[DASHBOARD](#) > APPEALED ACTIVITY STAMPS

PER PAGE: 10 [Search and Filters](#)

Appealed By	School	Children's University	Reason for Failure	Status	Date	
Cordelia Test	CU test school	Children's University test	New stamp request	Pending	06/03/2020	Resolve

1 result, page 1 of 1

Step 4.

- When you click on *Resolve*, you can see who has put a stamp appeal forward, what school they are from and the reason for their stamp appeal. After reading the information put forward you can decide whether to *Approve* or *Reject* the appeal. If you are satisfied with the child's explanation of the activity they have completed and that the activity falls in line with Children's University guidelines, then you can choose to *Approve* the appeal.
- If you are not satisfied with the information given you can either contact the school and ask for more information or *Reject* the request. The child will see on their dashboard that their appeal has been rejected.

[DASHBOARD](#) > APPEALED ACTIVITY STAMPS

Resolve Appeal

Appealed by	Cordelia Test
School	CU test school
Children's University	Children's University test
Date	06/03/2020, 09:23
Reason for rejection	New stamp request
Notes on appeal	I went to do my drama club which is part of Children's University but the normal teacher wasn't there and she didn't have the stamp code. I did a 1 hour session. Thank you

Decision

[Approve](#) [Reject](#)

Useful tip

If the learning destination is not part of Children's University, the stamp appeal process can help identify new learning destinations that you can contact and validate. They will have already heard of Children's University through the child requesting the stamp!

Step 5

- If you choose to *Approve* the activity, you will need to add the activity title
- If you think the activity already exists on the platform you can click the *Find Activity* this will allow you to simply add the existing stamp to the child's dashboard.
- If the activity hasn't been validated so isn't already on the platform, you will need to give the activity a title
- Fill out the hours that have been completed and will be added to the child's dashboard

Activity Title

Enter a title to display to the child (max 25 characters). If you think that this activity has already been validated and is part of Children's University Online already, click 'Find Activity' to search validated activities.

Find Activity

Hours to credit

- **Tick the categories that the activity falls under**

Which categories should this code count for?

- | | | |
|---|---|---|
| <input type="checkbox"/> Arts, culture and music | <input type="checkbox"/> Careers and enterprise | <input type="checkbox"/> Citizenship |
| <input type="checkbox"/> Family learning | <input type="checkbox"/> History and heritage | <input type="checkbox"/> Languages |
| <input type="checkbox"/> Literacy | <input type="checkbox"/> Mental health and well-being | <input type="checkbox"/> Nature and the environment |
| <input type="checkbox"/> Online | <input type="checkbox"/> Outdoor learning | <input type="checkbox"/> Practical life skills |
| <input type="checkbox"/> Science, technology, engineering and maths | <input type="checkbox"/> Social and community action | <input type="checkbox"/> Sports and physical |
| <input type="checkbox"/> Uniformed groups | | |

- **You will also need to tag the skills attached**

What skills should this code count for?

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> Aiming high | <input type="checkbox"/> Creativity | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Listening | <input type="checkbox"/> Presenting | <input type="checkbox"/> Problem solving |
| <input type="checkbox"/> Staying positive | <input type="checkbox"/> Teamwork | |

What engagements should this code count for?

- | | | |
|--|--|--|
| <input type="checkbox"/> Participants will be exposed to FE or HE environments, students, and/or staff | <input type="checkbox"/> Students will interact with employers or a professional environment | <input type="checkbox"/> This activity demonstrates a link between learning and a career pathway |
|--|--|--|

Notes to child

This will be displayed to the child along with the activity title you have entered above

Submit

- You can add notes regarding the appeal that will appear on the child's dashboard.

Step 6

- The child can see the *Notes to child* and the stamp, under Recent Stamps on their dashboard.

Recent stamps

[VIEW ALL](#)

1
HRS

Martial Arts
Thursday

1
HRS

Martial Arts
Thursday

1
HRS

Code Club for Cool Kids
Thursday

1
HRS

Code Club for Cool Kids
Friday

1
HRS

Zoo

Claimed on:

Thursday, 16/01/2020

Your request for a stamp was approved.

Notes from your school:

Well done

Sorry, I still don't understand!

- Contact Cordelia Howard Digital Inclusion Officer for Children's University.
Cordelia.howard@childrensuniversity.co.uk