

Children's University Online:

Graduation reports

Children's University Online allows managers and schools to simply view and export graduation reports. This keeps all the graduation and award information up to date and (hopefully) helps to alleviate some of the admin that goes into Graduation Ceremonies.

What you'll need

• Your Children's University Online Login

Step 1

Go to <u>www.childrensuniversity.co.uk</u> 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 Children's University Trust (remember to check your
junk folder!)

Step 2

Once you have logged on go to Schools on your dashboard and click on All



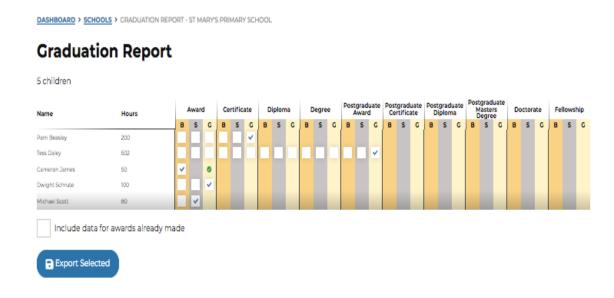
Step 3

 You will see a list of your schools, select the school you wish to report on and click Graduation report



Step 4

- Once you have clicked on *Graduation Report* you will be able to see the generated report that will have all the specified cohort of children listed.
- Along the top of the report you will be able to see the different Children's University Awards available
- The blue tick indicates which award level a child is currently at
- If a child has been uploaded onto *Children's University Online* with enough hours to gain an award the report will reflect this. *The Graduation Report* does not mark awards that have been collected before an online account was created.



Step 5

- When it is graduation time you can export this report which will download as a csv file, you can then save this in excel format and use mail merge to create certificates
- Once you have exported *The Graduation Report* you will see a hard green tick appear next to each child's name at the award level they achieved at the time the report was exported
- If you wish to export data which includes awards already made, click the box under the report before you export.

Sorry, I still don't understand!

• If you would like to discuss this in further detail or need clarification, please contact Digital Inclusion Officer Cordelia Howard

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