

## Children's University Online:

### Adding a Basic Activity

This step by step guide will look at how you can add a *Basic Activity* to credit an activity that is not already validated on the system.

#### Why is this needed?

We added this function to Children's University Online as it is a quick and easy way to add a stamp code tagged with skills and categories for an activity that is not already on the system. Without having to fill out the full learning destination validation form.

Its use is for 'one off' activities - for example if you had an email from a child or parent with photos or evidence of an activity that isn't on the system, you could create a *Basic Activity* which will generate a stamp code to give to the learner.

Adding a *Basic Activity* is not recommended for sustained use, if an activity that is not on the system is submitted several times it is advisable to go through the normal steps of validation so that the activity will appear in the Children's University activity search.

#### 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](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 *Add Basic Activity* under *Activity stamps*

+ Add Activity    + Add Basic Activity

Clicking Add Activity will create a full listing for a validated activity - this will contain scheduling information, full descriptions, and will appear in the public online search. Adding a Basic Activity is only for ad-hoc or one-off activities. These are not publicly searchable, and do not contain descriptions or scheduling information. These should only be used to create discretionary activity stamps for non-validated activities.

### Step 3

- You will then be taken to the *Create activity stamp* page, you will be asked to give the stamp a title and type in how long the activity lasts for. In this example *Joe Wicks PE Session* lasts 30 minutes so the hours selected would be 0.5.
- You will also need to choose whether the stamp you are creating is for a single use (this will create a stamp code that can be entered in only once into a child's dashboard) or whether it can be added multiple times.

## Create Activity Stamp

### Title

Joe Wicks PE Session

Enter a title to display to the child (max 25 characters)

### Hours

0.5

### How will this stamp be used?

Single-use Activity Stamp

Multiple-use Activity Stamp

- If it is a multiple use activity you will need to click *Each use adds the full hours*. Using *Joe Wicks PE session* as an example every time the child adds the stamp it will credit their account with 30 minutes.
- You will also have to identify how many time the stamp code can be used by an individual.

### How will this stamp be used?

Single-use Activity Stamp

Multiple-use Activity Stamp

### How many hours will be added by each use?

Each use adds the full hours

Each use adds a portion of the hours

### How many times can this stamp be used?

2

This stamp is valid for 2 uses, and each use will add 0 hours to the child's progress

#### Step 4

- Tag the category that the activity you are adding falls under and tick which skills the activity develops (remember you need to be selective, click no more than three categories and three skills)

##### 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 checked="" type="checkbox"/> Sports and physical |
| <input type="checkbox"/> Uniformed groups                           |   |   |

##### What skills should this code count for?

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

#### Step 5

- Once you have added all the relevant information, click the *Save*. You will then be given a stamp code to share with the child/parent.

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

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