



Children's University Online:

Generating reports.

Once a child begins using *Children's University Online* and adding activity stamps Children's University managers and school admins will be able to view and export simple but important reports. These are impactful reports that will help you illustrate impact and engagement to relevant parties such as stakeholders, funders, Ofsted and Governors.

This functionality is incredibly beneficial for Children's University and schools and is worth shouting about!

There are 21 reports available to Children's University Managers. Below is a breakdown of 15 reports that are useful for monitoring engagement.

Breakdown of 15 reports available to Children's University managers:

1. Activities available for children by category

- This report shows the number of validated activities broken down by subject and school. It shows extracurricular offers throughout Children's University and at a school level which helps identify 'cold spots' by subject/area

2. Activities available for children by skill

- This report shows extracurricular offers throughout Children's University and at a school level which helps identify 'cold spots' by skills/area in line with Skills Builder framework. For example running this report may support you in seeking out different types of activity, if as a Children's University you have a lot of activities that build 'listening' as a skill but not many that have 'problem solving' tagged, this may inform your practice and communications to potential new learning destinations

3. Hours of children's participation by category

- This report shows the number of accumulated hours completed by children broken down by subject, allowing monitoring of where hours have been completed

4. Hours of children's participation by skill

- This report shows the number of accumulated hours completed by children broken down by subject, allowing monitoring of where hours have been completed

5. Children's University Participants by age group

- This report shows the number of children registered with CU Online by age group, this can be filtered by school

6. Children's University participants by gender

- This report shows the number of children registered with CUO by gender and can be filtered by school. If Children's University is not compulsory, what is the gender split? Are there more girls using it than boys? If so, why is that and what can be done to engage boys more with Children's University? This is where the ability to report on categories and skills that are available is useful

7. Daily log ins by school

- See a breakdown of daily logins by your Children's University schools – this is filtered to look at individual schools. This report acts as a prompt for you to contact and offer support to inactive schools

8. Actual vs potential engagement

- This report creates actionable data showing Children's University registered pupils vs total number on school roll. This shows the actual number of Children's University members vs potential engagement available to Children's University Managers

9. Hours of children's participation by school

- See the number of hours completed by local Children's University members. This data is broken down by school and allows Children's University Managers to highlight their offer to stakeholders and potential new partners

10. Inactive users by age group

- This report highlights inactive users broken down by school year. This allows insight into which age bracket Children's University is most appealing to, and can act as a prompt for engagement work

11. Logins by school

- This report shows how many times Children's University school staff have logged in, unlike the *Daily log ins by school* report this shows an overview of all your Children's University schools, this can be filtered by date

12. Export Child information by school

- See a full per-child export of information per school

13. Number of engagements with employers

- Numbers of engagements with employers as per the Gatsby Benchmarks. Children's University managers are able to monitor the number of employer engagements, this data can be used for reporting purposes and demonstrates how Children's University raises aspirations

14. Number of engagements with FE/HE

- Numbers of engagements with FE/HE as per the Gatsby Benchmarks. Children's University managers are able to monitor the number of FE/HE engagements, this data can be used for reporting purposes and allows managers to identify schools that have a strong FE/HE engagement offer and those that need support

15. Export of engagement information

- This report exports all engagement information relating to the Gatsby Benchmarks (FE/HE and employer engagements) this downloads into a csv file and includes named activities that are tagged with these engagements. This allows Children's University managers to drill down which activities are offering engagements and demonstrate links between activity and a career pathway

What you'll need to access these reports

- 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!) if you have not received a log in please contact contactus@childrensuniversity.co.uk

Step 2

- On the right-hand side of your dashboard you will see this yellow strip with the overview of how many schools, children and validated activities there are within your network. To view reports please click on the blue *view all reports* button.

Reports can be accessible at any time through your dashboard. School coordinators and admins will also be able to access reports in the same way

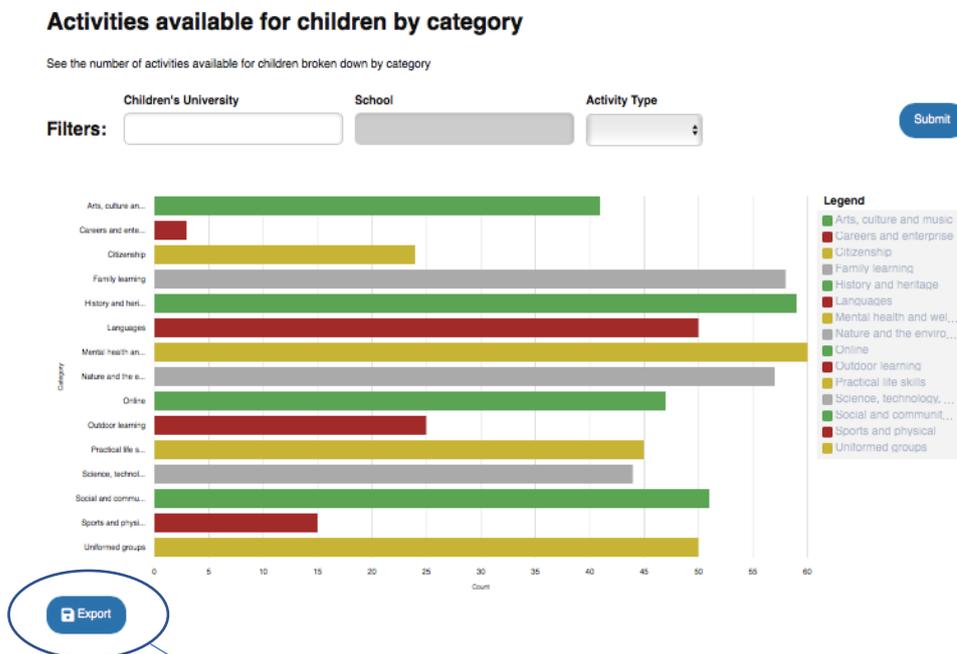


Step 3.

You will then be able to see a list of the various reports that are available to you (see breakdown of reports)

Step 5

- Below is a test report looking at *Activities available for children by category* this is displayed in a simple graph that can be exported. Making it easy to create actionable and demonstrable data.



If you choose to *Export*, the report will automatically download the information shown in the graph into a csv file

- In the example below, the report *Activities available to children by category* has been exported into csv. You can then rename and save the export to your computer.

Skill	Total	National	Local	School
Aiming high	78	22	32	19
Creativity	78	22	22	18
Leadership	71	19	25	24
Listening	29	11	7	5
Presenting	48	14	13	15
Problem solving	55	13	13	15
Staying positive	62	19	21	19
Teamwork	75	27	17	28

Common Issues

- No data will be accessible if there are no children logging in and adding their activities to *Children's University Online*. If you would like support to help your schools and children get set up and using *Children's University Online* please contact cordelia.howard@childrensuniversity.co.uk
- If you are trying to use *Children's University Online* for a specific report which is not readily available, please contact cordelia.howard@childrensuniversity.co.uk we will do our best to support you