

Children's University Online: Activity export

The activity export function allows Children's University managers and school administrators to export activity information including;

- Scheduling information.
- Contact details.
- Categories, skills and engagement tags.
- Scheduling information.
- Stamp code/s.

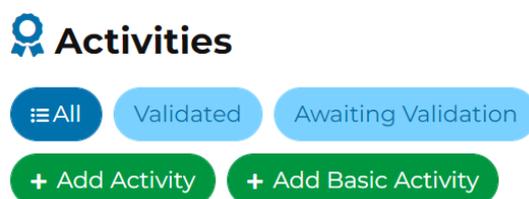
Children's University managers will be able to export all, or a selection of their local activities and the activities linked to each of their schools. School administrators will only be able to export their in-school activities.

Step 1

- Go to www.childrensuniversity.co.uk and look for the word 'Login' at the top right. Choose to login as staff.

Step 2

- Once you have logged in to your dashboard click on 'All' under 'Activities.'



Step 3

- You will be taken to the list of local and national activities, click on 'Export' at the top of the page.



Step 4

- You will be able to select whether you wish to export your local or in-school activities. Please note, Children’s University managers can export all of their local activities within one export, however GDPR best practice means a manager cannot export all of their network of school’s activities in one document, it is one export per school.

Type
Local

Status
Any

Name (English)

Submit

Step 5

- Change your per page listing to 50, this allows you to export up to 50 local activities in one go.

SORT BY: Date modified ↑↓

PER PAGE: 10

Created

01/08/2022 [View](#)

Total stamp claims 0

01/06/2022 [View](#)

Step 6

- You can use ‘Export All’ to export all the results or select individual activities with the check boxes to ‘Export Selected.’

 Export Selected

<input type="checkbox"/>	Type	Name (English)
<input checked="" type="checkbox"/>	Local (Children's University test)	 Test activity
<input checked="" type="checkbox"/>	Local (Children's University test)	 Test Activity
<input checked="" type="checkbox"/>	Local (Children's University test)	 Dates test

Step 7

After clicking the Export button a csv file named 'activity-export' will download with your activity information. You can then save this for easy reference.

Have a question?

- Contact Cordelia Howard
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