

# E-PASSPORT



ePassport has been purpose built to complement the Children's University paper passport.

The three key criteria used when designing ePassport for students were;

### **Ease, fun and desire**

For CU managers and schools, the key drivers were;

### **Ease and usefulness**

We believe we have met both sets of criteria within ePassport and the feedback thus far has been very positive.

The students really liked being able to add in their activities and setup their avatars. The activity totals window showing the hours needed to achieve their next possible award was a real motivator, when it came to doing more activities.

From a management perspective the comprehensive yet easy to use reports provide a very easy way to manage and report on just how many hours students are spending on activities. This includes the ability to filter hours by individual students as a double check on their logging.

The rating of activities within the system is a very powerful mechanism as it provides feedback to what the students think of national, regional and local activities.

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## ePassport - Home page

The screenshot shows the ePassport Home page for user Katie Hamshaw. The page layout includes a top navigation bar, a main content area with several widgets, and a footer. The widgets include a Noticeboard, Recent school activity, Recent school images, My activity total, and My recent activity. The footer contains copyright information and links to accessibility, terms & conditions, and privacy statement.


When entering the system all users are greeted with the home page showing the following information;


- Notice board** - national, regional and school news items
- Recent school activity** - details of school activity, most recent top
- Recent school images** - 'approved' images, most recent top
- My activity total** - hours logged, awards and hours until next award
- My recent activity** - recent activities


The two images on the right-hand side of the page can be used for advertising activities (internal / external) and can either be used to either generate revenue or to promote charitable firms.


# E-PASSPORT



## ePassport - Advanced reports

 **Student Summary**  
View all students


 **Student Activities**  
View student activities

 **Learning Destinations**  
View all destinations

 **Simple reports**  
Switch to simple reports

Student Summary Report    Search:     < >    All groups    Remove filters    Download  

S...	P...	Fir...	La...	Ge...	Nu...	To...	Le...	Ho...	Et...	Sp...	Fr...	Tr...	Se...	Gif...	Lo...
43		Katie	Hamsh	U	44	178 hrs	Silver	21 hrs	British	SA	Yes	No	No	G & T	Unspec
44		beautifu	Abbaw	U	26	65 hrs 5	Silver	34 hrs	White	SAP	Unspec	Unspec	Unspec	None	Unspec
49		Sally	Welsh	F	11	47 hrs	Bronze	17 hrs	Mixed	No	No	Yes	Yes	Gifted	Unspec
55		david	millae	F	21	51 hrs	Bronze	13 hrs	White	No	No	No	No	Gifted	Unspec
57		Lucie	Smith	F	16	53 hrs	Bronze	11 hrs 5	British	SEN or	No	No	No	G & T	Unspec
58		charlott	dodd	M	12	56 hrs	Bronze	8 hrs 10	White	No	No	No	No	None	Unspec
59		Alan	Smith	M	23	69 hrs	Silver	30 hrs	White	SAP	Yes	Yes	Yes	G & T	Unspec
61		Peter	Smith	M	5	19 hrs		10 hrs	White	Yes	Yes	Yes	Yes	Talente	Unspec
62		Test	Student	F	6	17 hrs	Bronze	12 hrs	Unspec	Unspec	Unspec	Unspec	Unspec	None	Unspec

From:  To:   Include admins    Reload  9 / 9

When reporting on students, filters can be applied to;

**Matching items**

- First name
- Last name
- Gender
- Level
- Ethnicity
- Special educational needs
- Free school meals
- Traveller
- Services child
- Gifted and talented
- Looked after child
- Group

**Ranges**

- Number of activities
- Total hours
- Hours until next award
- From / To date

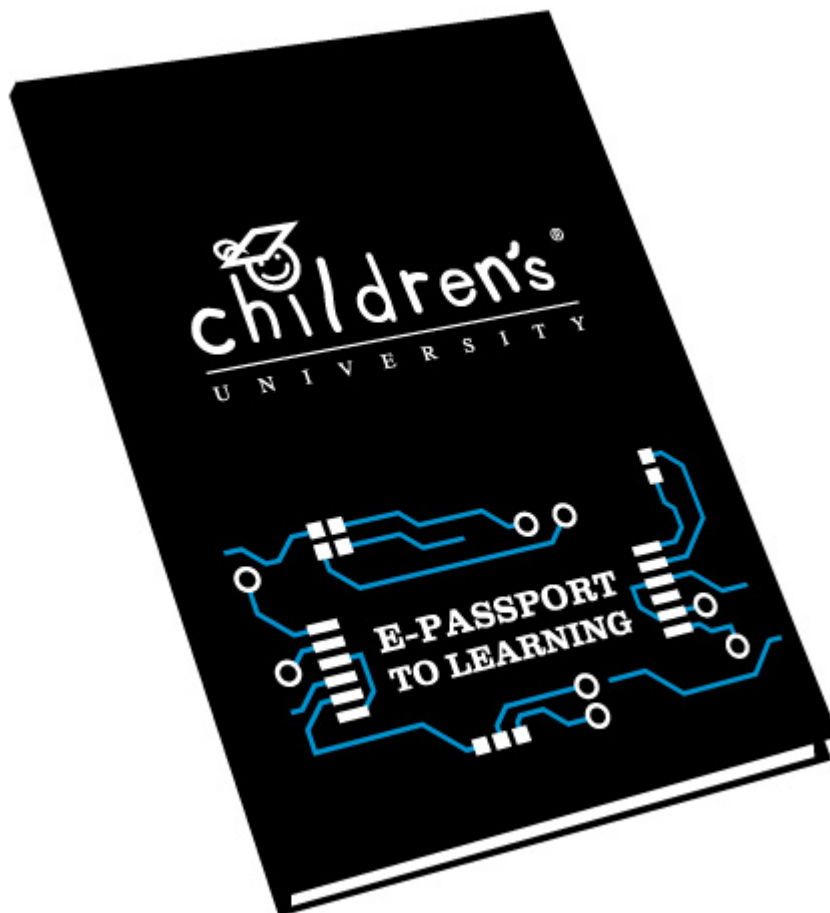
This data can be viewed on screen or downloaded to a common separated file. The online filtering provides instant feedback and allows for a comprehensive way of dealing with information from one or many schools.

# E-PASSPORT

## *ePassport - Key benefits*

There are many good reasons to use ePassport, here are just six;

1. the interface greatly enhances the Children's University experience for the student
2. the ability to share experiences and add images can boost the desire to do more activities
3. the reporting capability of the ePassport reduces the time needed to run a CU
4. the rating of activities and destinations gives a level of detail not previously obtainable
5. all the data regarding activities stored in one comprehensive system
6. quick and comprehensive feedback on the extra curriculum activities of those students in challenging circumstances



Over 3,400 registered students

# **E-PASSPORT**

## **Age range**

ePassport is geared towards students from the age of 7 - 14, although there is no reason why this could not be used by students from the age of 5+.

## **Usage**

ePassport is designed to be used alongside the paper passport. However, it is possible to use the system for both Children's University and for the tracking of extra curriculum activities for students who are not part of Children's University.

## **Loading data**

ePassport includes options to load student (including existing hours), teacher, destination and activity data, from comma separated files. This allows a quick method to download information from your school system into ePassport.

## **Platform**

From the school or students perspective you only need a internet browser to use the system. Compatible browsers are IE 7+, Firefox 3+ and Chrome.

## **Website and data**

ePassport is hosted in a secure environment at Coventry and managed by Exasoft Plc. There is therefore no requirement by the school to manage this data.

## **Data protection**

A key part of the system design is to safeguard student information which is why when setting up a CU or school, questions are asked to ensure data access is only given to authorised personnel. Where permission is not given, a CU manager will not see sensitive information like ethnicity, cared for, traveller, services child, special needs etc.

## **Payment**

The system includes a variety of options for making payment, including Cheque, BACS, credit and debit card. For licences linked to the Children's University paper passports, these are approved by National CU before the order continues to payment.

## **Help & Support**

Support is available from Children's University and Exasoft Plc (9am-5pm Mon-Fri, exc. Bank holidays and the period between Christmas and New Year).

This is a fully supported system and help is available on all aspects of the system.

## **Contacts**

Please contact your local CU manager or Lynne Upton at CU National.