

USP - Upload your data

What to note when filling out your excel document:

1

Fill out the activity form as per headings on the template.
Save the excel to upload as follows:

e.g. 1122_activityforstudent_2025

ACTIVITY ID

2

If you have not already received your activity ID number e.g., 1122, please email usp@universityofgalway.ie

STUDENT'S ID NUMBER

3

Ensure you have the correct ID number, no badge can be issued with incorrect IDs.

ACHIEVEMENT DATE

4

The date you want to issue the badge it must contain day, month and year e.g., 04/04/25

SECONDARY DESCRIPTION

5

Default is blank **or**

You can include the current year **or**

A position a student held

Note: a maximum character count of 50

HOURS

6

Default blank - leaving this area blank it will auto populate the minimum number of hours on your activity set up form **or**

You can specify how many hours each student took to complete the activity.

BADGE EXPIRY DATE

7

Default blank.

Used only if the activity has a time limit e.g., GDPR or First Aid