University Dashboard User Guide

Swayam 2.0

This document describes the features of university dashboard on Swayam.

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University Dashboard:

- University Dashboard is created for University Nodal Officer to view the data such as enrollments, eligible users and assignment submissions related statistics.

- This dashboard will help universities to get data about course-level student enrollments and their performance to help identify eligible students for end term examination.

1.1 Pre-requisites for University Nodal Officer account creation in SWAYAM:

- University Nodal Officer needs to sign up/ register on swayam.

- Once registered, they need to share the information with UGC using a form (form link).

- The form will capture details required for SWAYAM Nodal Officer creation:
    1. University ID (as per AISHE)
    2. University Name
    3. Nodal Officer Name
    4. Nodal Officer Email
    5. Approval letter from the head of the University (or any other competent authority) regarding the appointment of the Nodal Officer

- An acknowledgement email will be sent from SWAYAM application once the Nodal Officer account gets enabled.

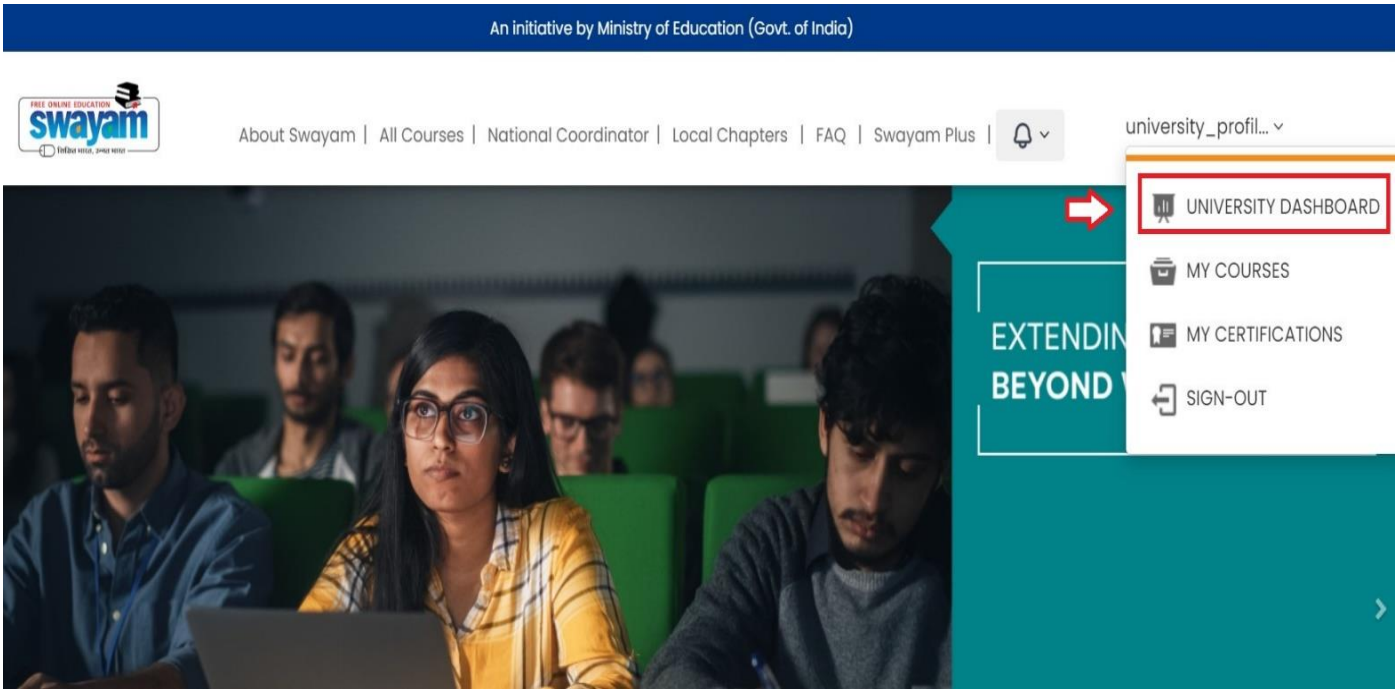
- The email address provided as SWAYAM Nodal Officer should be of the format swayam-uno-{aishe}@domain. This ensures continuity of information even if the nodal officer changes. E.g. For University 0456 the generic email id is swayam-uno-0456@gmail.com

1.2 University Dashboard Login:

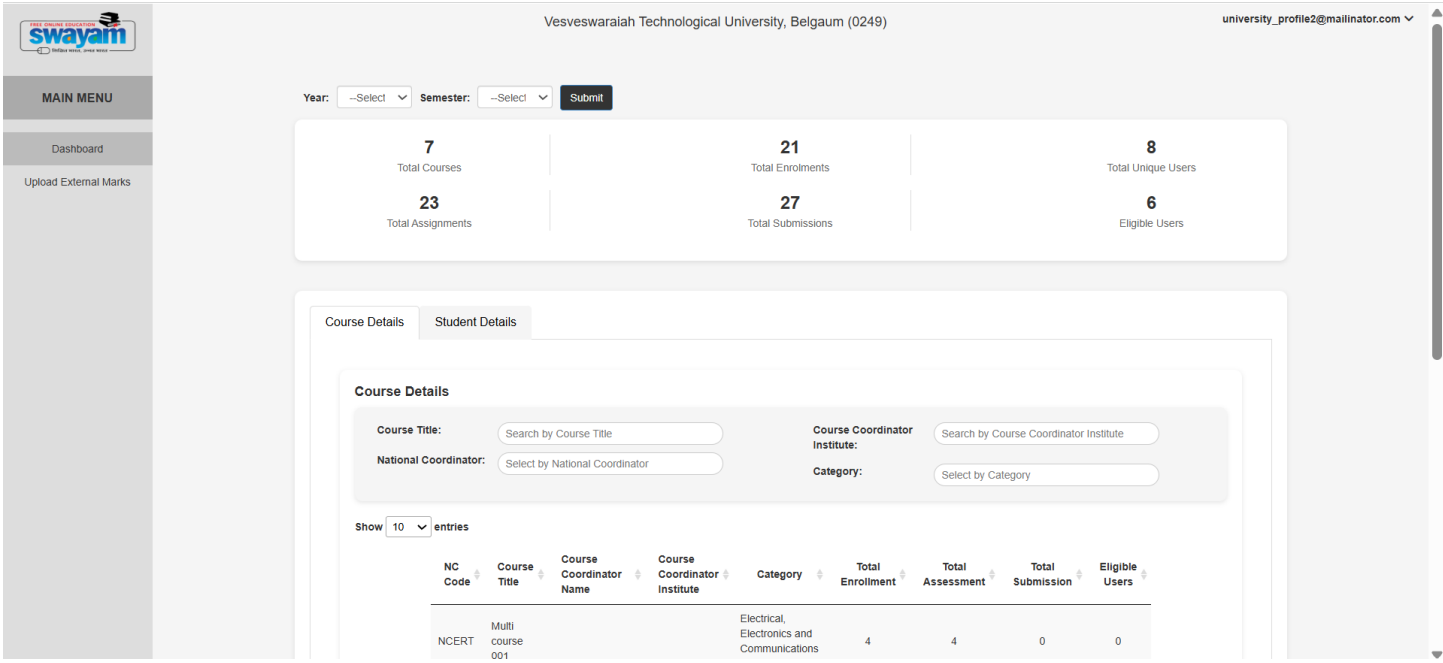
- SWAYAM Nodal Officers needs to login to the Swayam URL (https://swayam.gov.in/) with their SWAYAM Nodal Officer ID.

- Only SWAYAM Nodal Officers can see the university dashboard option under the email drop down menu.

- Once SWAYAM Nodal Officers click on the university dashboard, it redirects them to the university dashboard page.



1.3 University Dashboard View:

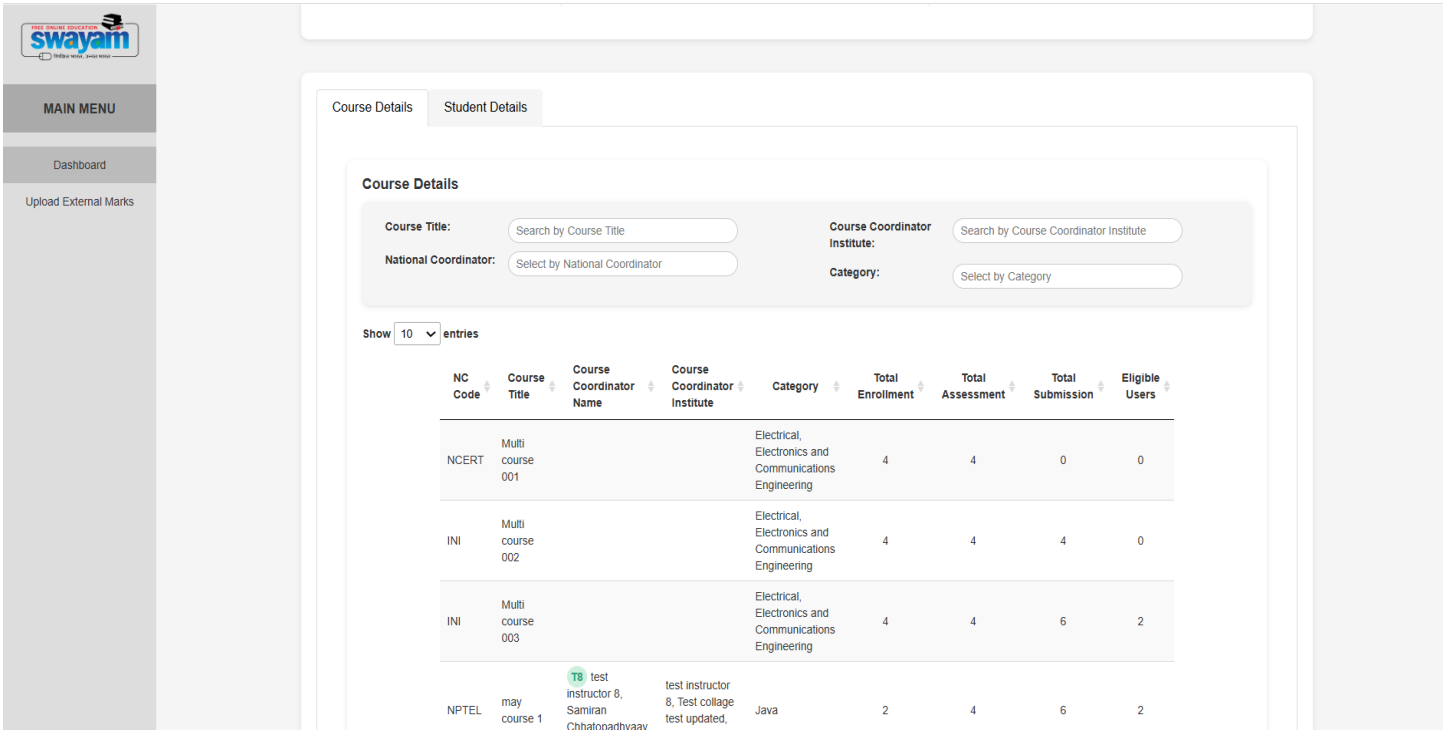


- On University dashboard, SWAYAM Nodal Officers can view the data such as the enrollments, unique users, course details, total submissions and other information associated with the students from their university who have enrolled in the SWAYAM courses.
- University admins can filter the data based on Year and Semester. On page load, all data is displayed. After selecting Year and Semester, only the filtered data is shown.
- University dashboard consists of 2 tabs – **Course Details** and **Student Details**.

1.4 Course Details Tab:

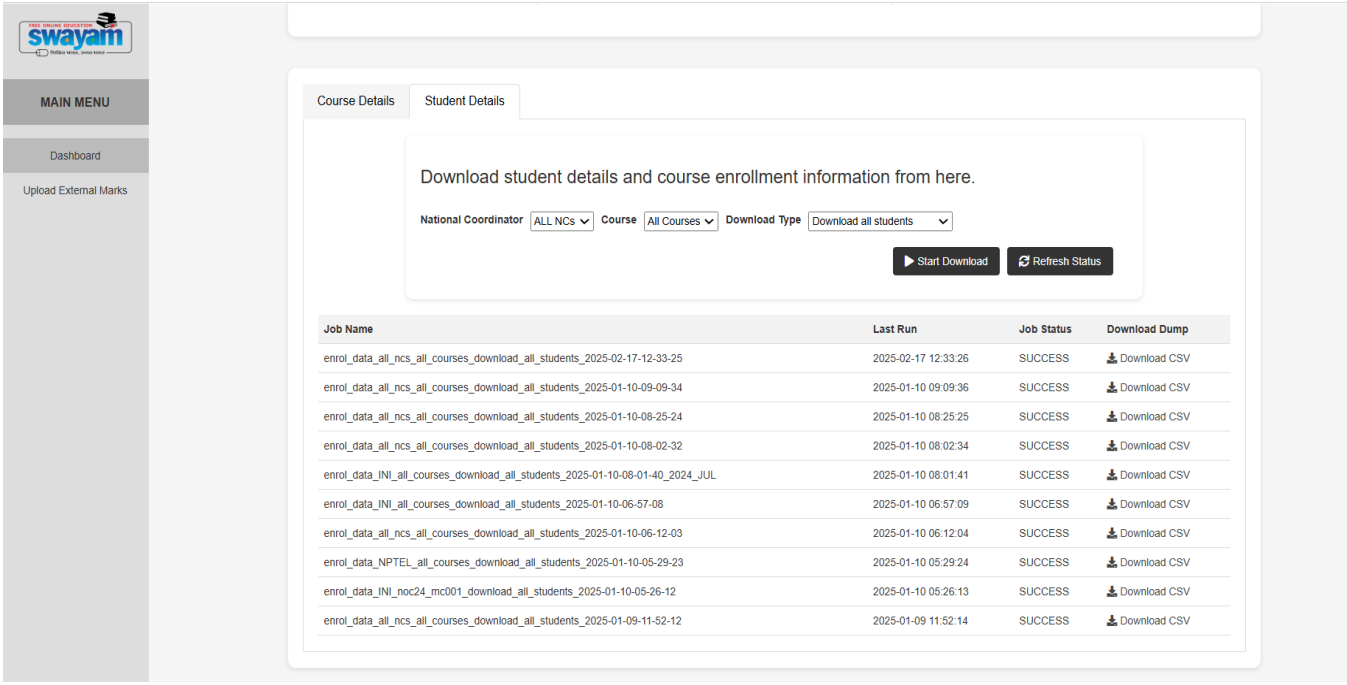
- Course details page consists of all the courses associated with the university.

- SWAYAM Nodal Officers can search and view the course details by using filters such as Course Namespace, Course Title, Instructor Name and Category.



1.5 Student Details Tab:

- SWAYAM Nodal Officers download student’s progress information using the Download CSV functionality.



- How to download and save the data?

  Upon clicking on “Download CSV” button, it opens a new page. You can right click on this page and click on “Save as”.
  Mention {required-filename}.csv and select "All Files" in the "Save as type" field in your Windows machine. See the below screenshot for reference.

1.6 Upload External Marks:

- SWAYAM Nodal Officers can upload student's external marks in bulk using a "Download Template" csv file.

a) Prepare the CSV File

University Admin can follow either of the following ways –

Option 1:

- Go to Dashboard > Student Details tab to download all students' data information.
- Fill in the External Marks (Colum AA) and Maximum External Marks (Column AB) for each student in the CSV.

Option 2:

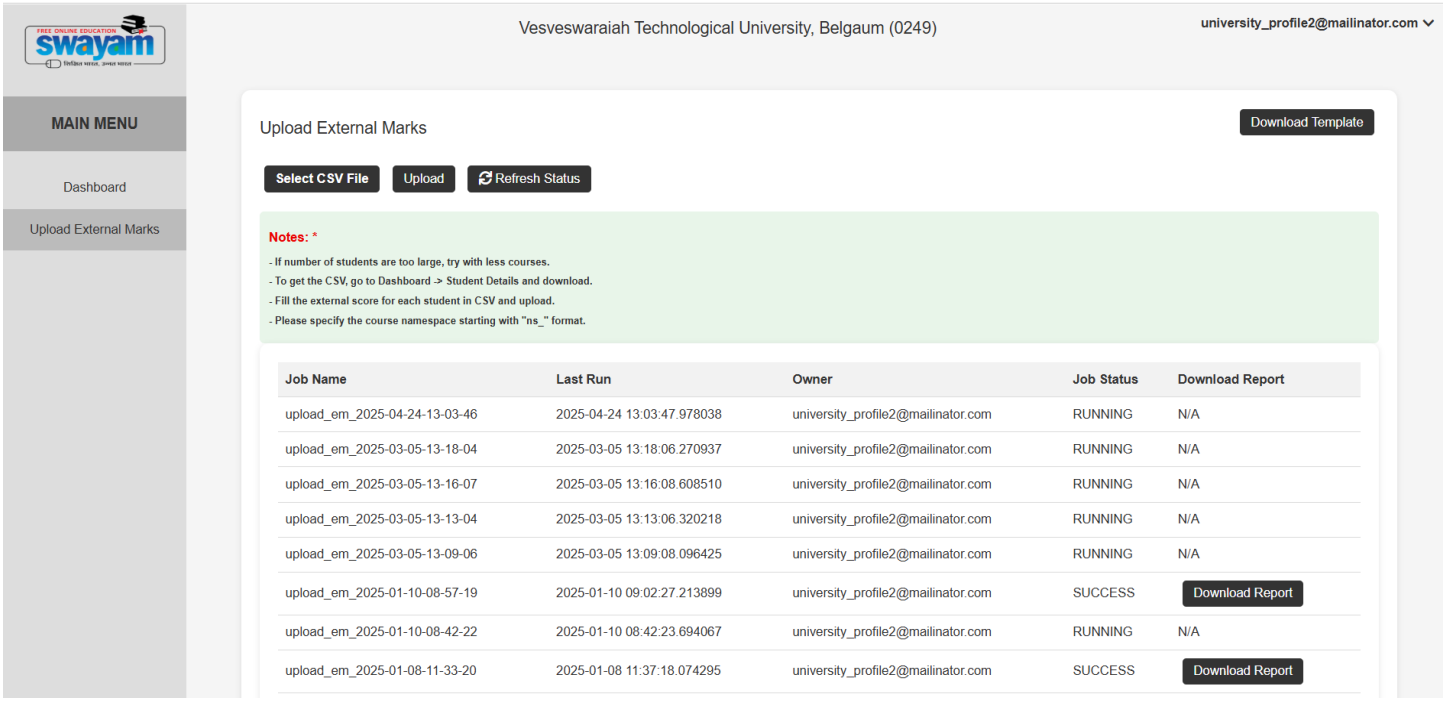
- Click the "Download Template" button (top-right corner) to get the required CSV format.
- Fill only the below columns mentioned -
  course namespace (starting with ns) (Column A), email address of the students (Column B), External Marks (Colum AA) and Maximum External Marks (Column AB).

b) Upload the CSV File

- Click "Select CSV File" to choose your prepared file.
- Click "Upload" to start the upload process.

c) Status of upload file

- Click "Refresh Status" to view the latest job progress and results.
- After a successful job run (when the job status shows SUCCESS), a Download Report button will appear. Admin can click this to download and review the report.


Vesveswaraiah Technological University, Belgaum (0249)
university_profile2@mailinator.com
MAIN MENU
Dashboard
Upload External Marks
Upload External Marks
Download Template
Select CSV File
Upload
Refresh Status
Notes: *
- If number of students are too large, try with less courses.
- To get the CSV, go to Dashboard -> Student Details and download.
- Fill the external score for each student in CSV and upload.
- Please specify the course namespace starting with "ns_" format.
Job Name
Last Run
Owner
Job Status
Download Report
upload_em_2025-04-24-13-03-46
2025-04-24 13:03:47.978038
university_profile2@mailinator.com
RUNNING
N/A
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2025-03-05 13:18:06.270937
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RUNNING
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RUNNING
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SUCCESS
Download Report
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university_profile2@mailinator.com
RUNNING
N/A
upload_em_2025-01-08-11-33-20
2025-01-08 11:37:18.074295
university_profile2@mailinator.com
SUCCESS
Download Report