



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:

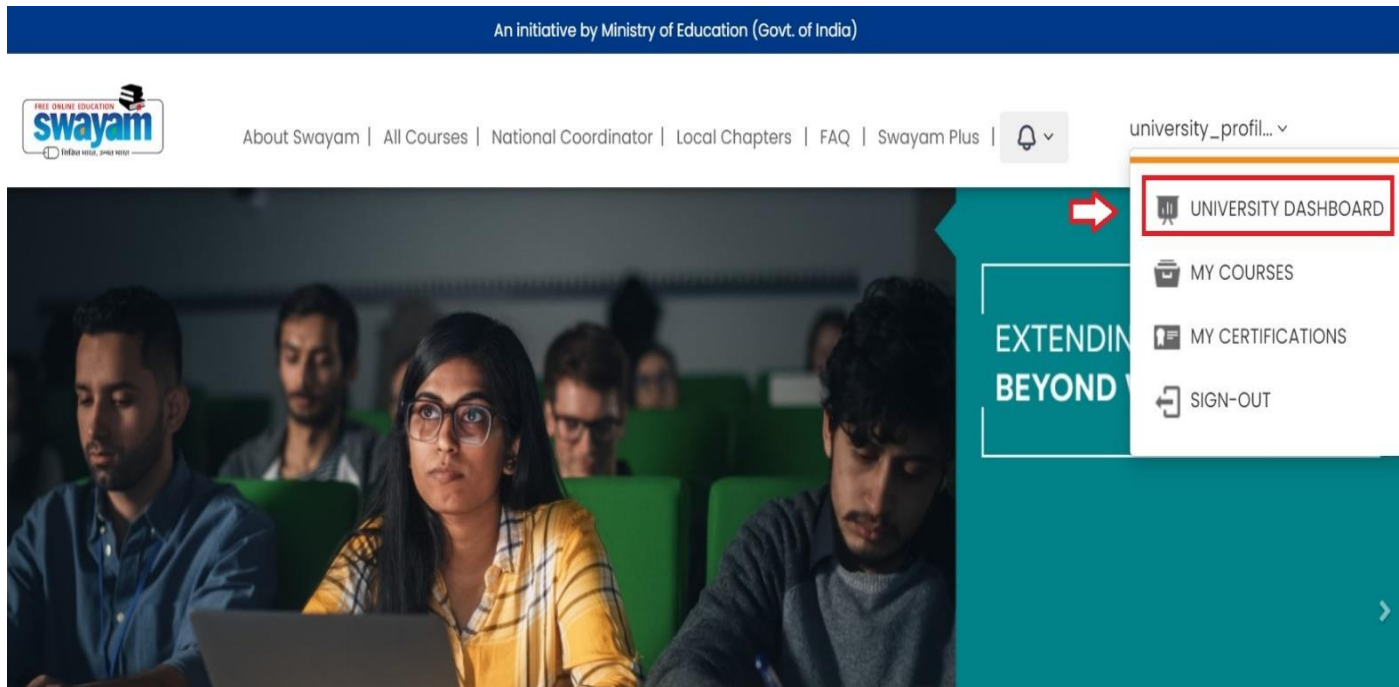
- University Nodal Officer needs to sign up/ register on swayam.
- Once registered, they need to share the information with UGC using a form (form link).

- 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:

Vesveswaralah Technological University, Belgaum (0249)

university_profile2@mailinator.com

Year: --Select Semester: --Select Submit

7
Total Courses

23
Total Assignments

21
Total Enrollments

27
Total Submissions

8
Total Unique Users

6
Eligible Users

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Dashboard

Upload External Marks

Course Details Student Details

Course Details

Course Title: Search by Course Title

National Coordinator: Select by National Coordinator

Course Coordinator Institute: Search by Course Coordinator Institute

Category: Select by Category

Show 10 entries

NC Code	Course Title	Course Coordinator Name	Course Coordinator Institute	Category	Total Enrollment	Total Assessment	Total Submission	Eligible Users
NCERT	Multi course 001			Electrical, Electronics and Communications	4	4	0	0

- 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.

Course Details

Course Title: Course Coordinator Institute:


National Coordinator: Category:

Show entries

NC Code	Course Title	Course Coordinator Name	Course Coordinator Institute	Category	Total Enrollment	Total Assessment	Total Submission	Eligible Users
NCERT	Multi course 001			Electrical, Electronics and Communications Engineering	4	4	0	0
INI	Multi course 002			Electrical, Electronics and Communications Engineering	4	4	4	0
INI	Multi course 003			Electrical, Electronics and Communications Engineering	4	4	6	2
NPTEL	may course 1	test instructor 8, Samiran Chhatronadhaav	test instructor 8, Test collage test updated,	Java	2	4	6	2

1.5 Student Details Tab:

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



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Upload External Marks

Course Details

Student Details

Download student details and course enrollment information from here.

National Coordinator
ALL NCs
Course
All Courses
Download Type
Download all students

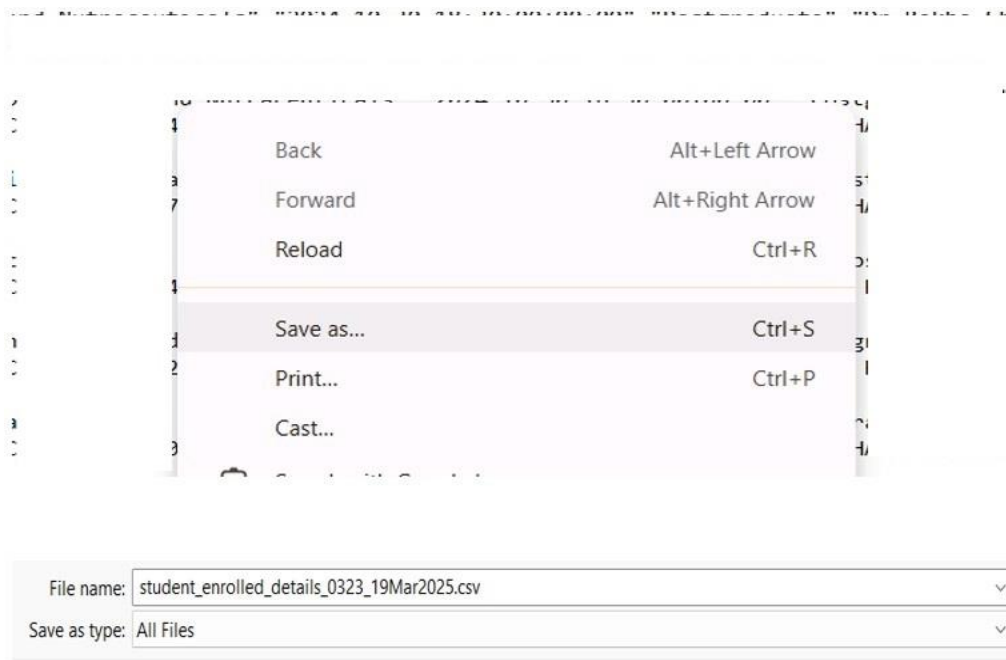
Start Download
Refresh Status

Job Name	Last Run	Job Status	Download Dump
enrol_data_all_ncs_all_courses_download_all_students_2025-02-17-12-33-25	2025-02-17 12:33:26	SUCCESS	Download CSV
enrol_data_all_ncs_all_courses_download_all_students_2025-01-10-09-09-34	2025-01-10 09:09:36	SUCCESS	Download CSV
enrol_data_all_ncs_all_courses_download_all_students_2025-01-10-08-25-24	2025-01-10 08:25:25	SUCCESS	Download CSV
enrol_data_all_ncs_all_courses_download_all_students_2025-01-10-08-02-32	2025-01-10 08:02:34	SUCCESS	Download CSV
enrol_data_INI_all_courses_download_all_students_2025-01-10-08-01-40_2024_JUL	2025-01-10 08:01:41	SUCCESS	Download CSV
enrol_data_INI_all_courses_download_all_students_2025-01-10-06-57-08	2025-01-10 06:57:09	SUCCESS	Download CSV
enrol_data_all_ncs_all_courses_download_all_students_2025-01-10-06-12-03	2025-01-10 06:12:04	SUCCESS	Download CSV
enrol_data_NPTEL_all_courses_download_all_students_2025-01-10-05-29-23	2025-01-10 05:29:24	SUCCESS	Download CSV
enrol_data_INI_noc24_mc001_download_all_students_2025-01-10-05-26-12	2025-01-10 05:26:13	SUCCESS	Download CSV
enrol_data_all_ncs_all_courses_download_all_students_2025-01-09-11-52-12	2025-01-09 11:52:14	SUCCESS	Download CSV

- 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 (Column 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 (Column 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.

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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
upload_em_2025-03-05-13-18-04	2025-03-05 13:18:06.270937	university_profile2@mailinator.com	RUNNING	N/A
upload_em_2025-03-05-13-16-07	2025-03-05 13:16:08.608510	university_profile2@mailinator.com	RUNNING	N/A
upload_em_2025-03-05-13-13-04	2025-03-05 13:13:06.320218	university_profile2@mailinator.com	RUNNING	N/A
upload_em_2025-03-05-13-09-06	2025-03-05 13:09:08.096425	university_profile2@mailinator.com	RUNNING	N/A
upload_em_2025-01-10-08-57-19	2025-01-10 09:02:27.213899	university_profile2@mailinator.com	SUCCESS	Download Report
upload_em_2025-01-10-08-42-22	2025-01-10 08:42:23.694067	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

