



# 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.

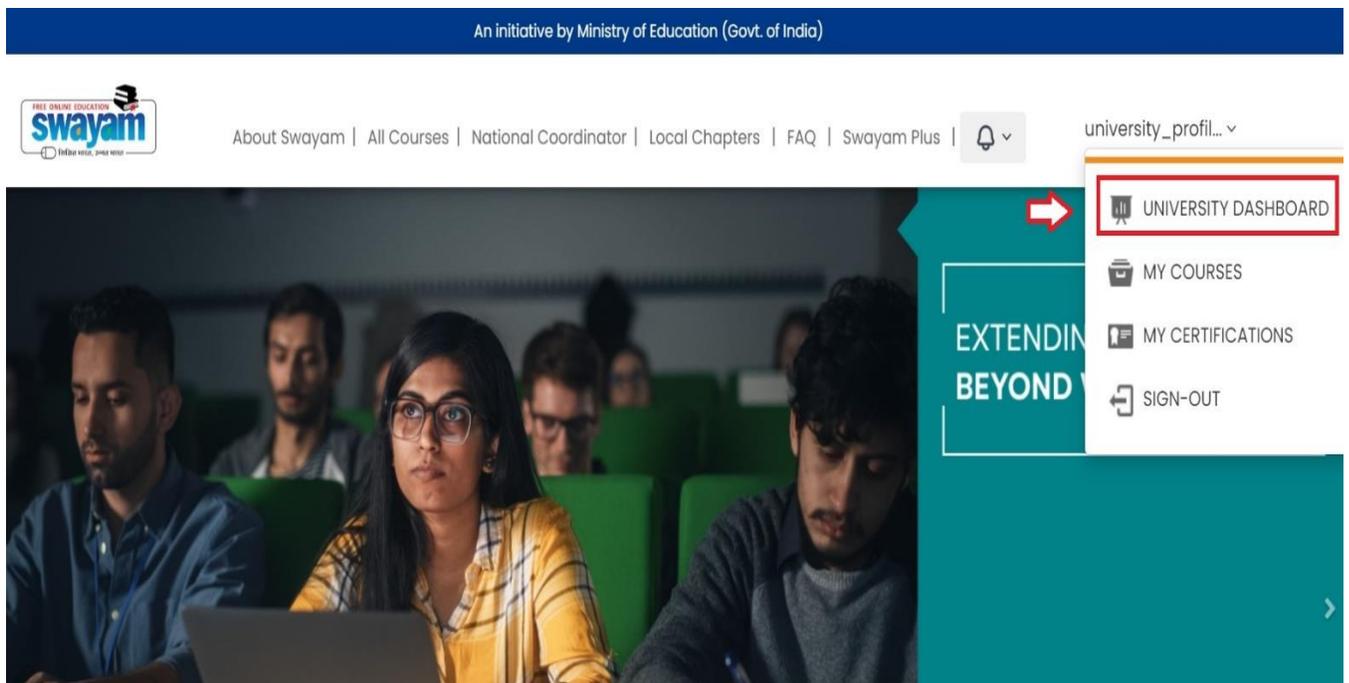
### 1.1 Pre-requisites for University Nodal Officer account creation in SWAYAM:

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

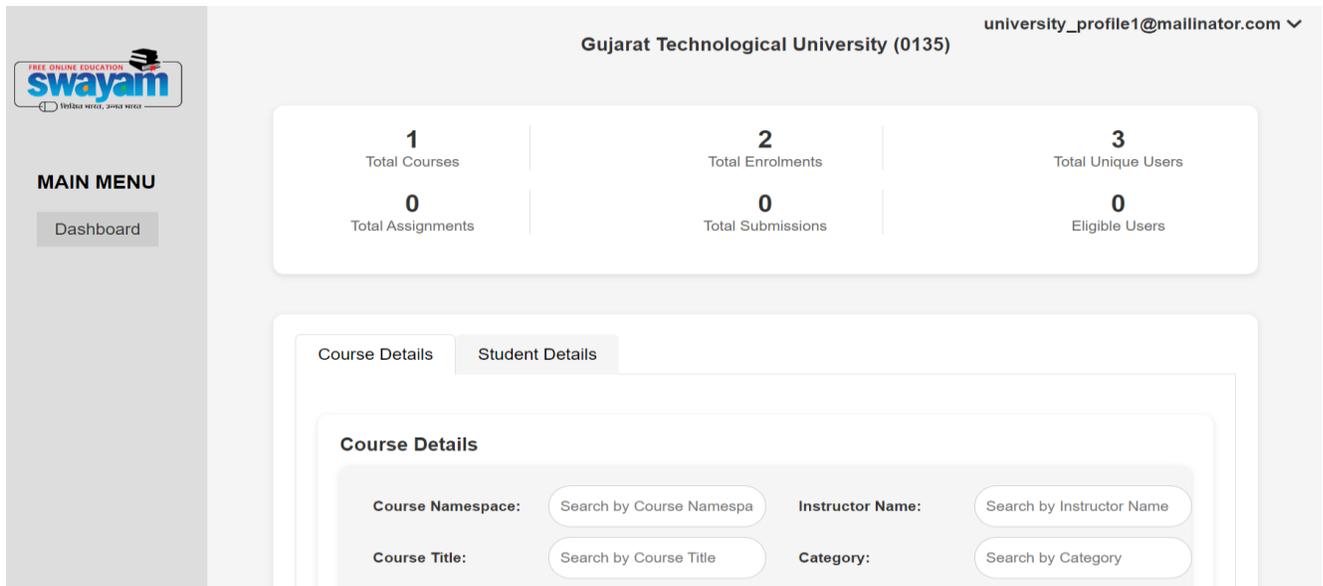
- Once registered, they need to share the information with UGC using a form (form link).
- The form will capture details required for SWAYAM Nodal Officer creation:
  1. University ID (as per AISHE)
  2. University Name
  3. Nodal Officer Name
  4. Nodal Officer Email
  5. Approval letter from the head 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](mailto: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 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 Student Details

**Course Details**

Course Namespace: Search by Course Namespa Instructor Name: Search by Instructor Name

Course Title: Search by Course Title Category: Search by Category

Search

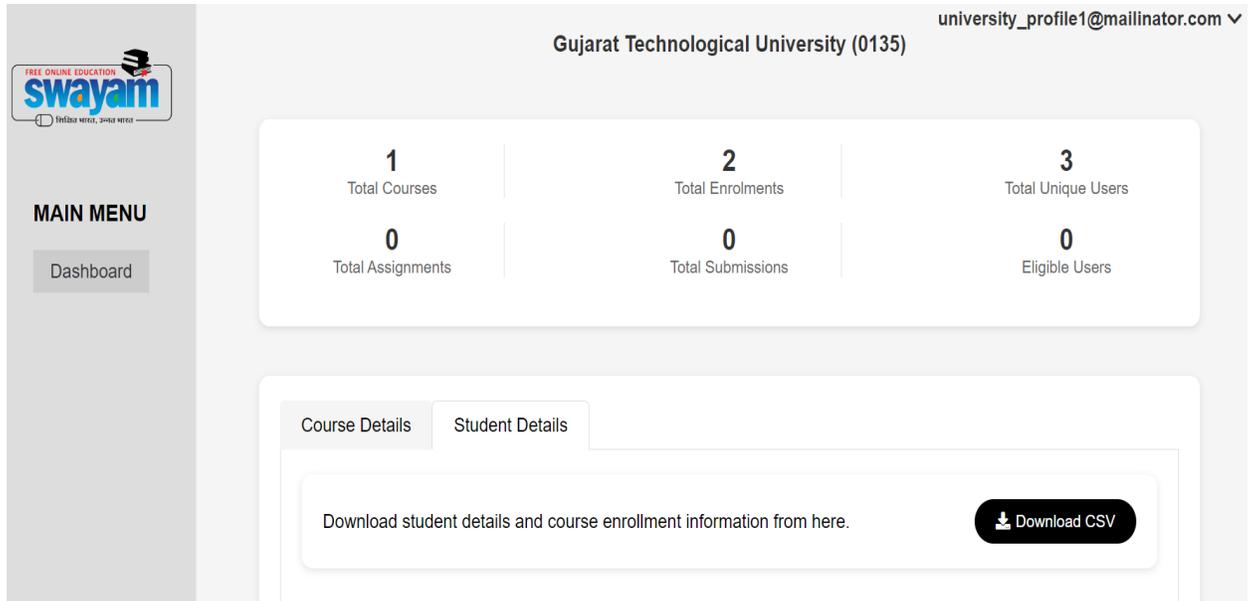
show 25 entries

Course Title	Instructor Name (Prof.)	Category	Total Enrollment	Total Assessment	Total Submission	Eli U:
spoc_test_course			2	0	0	

Showing 1 to 1 of 1 entries

## 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.

