



University Dashboard User Guide

Swayam 2.0

This document describes the features of university dashboard on Swayam.

Contents

University Dashboard:.....	3
1.1 Pre-requisites for SWAYAM Nodal Officer Creation:	4
1.2 University Dashboard Login:.....	6
1.3 University Dashboard View:	7
1.4 Course Details Tab:	8
1.5 Student Details Tab:.....	9

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.
 - For this they can use the Signin/Register button on SWAYAM



- If the id is either Google or Microsoft enabled, then they can just use the social login option available in SWAYAM

Sign in with your social account



OR

Sign in with your user name

Username

Password

[Forgot your password?](#)

SIGN IN

- If the id is under university's custom domain, they can sign up for an account in SWAYAM

OR

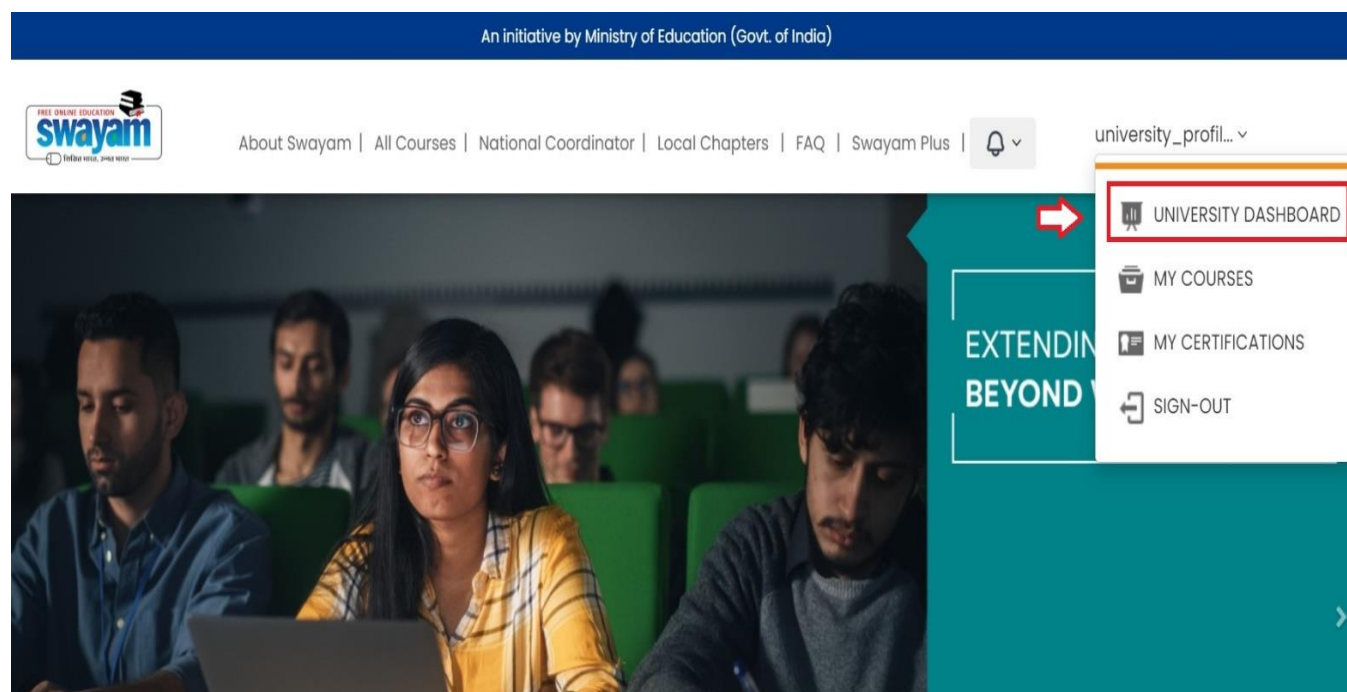
Don't have an account? [Sign up now](#)

- 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. Nodal Officer Mobile Number
 6. 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:

The screenshot displays the Gujarat Technological University (GTU) SWAYAM dashboard. The interface includes a sidebar with the SWAYAM logo and a 'MAIN MENU' containing a 'Dashboard' button. The main content area shows the university name 'Gujarat Technological University (0135)' and a user profile 'university_profile1@mailinator.com'. A summary section provides key statistics: 1 Total Courses, 0 Total Assignments, 2 Total Enrolments, 0 Total Submissions, 3 Total Unique Users, and 0 Eligible Users. Below this is a 'Course Details' section with search filters for Course Namespace, Course Title, Instructor Name, and Category.

- 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: Instructor Name:

Course Title: Category:

show entries

Course Title	Instructor Name (Prof.)	Category	Total Enrollment	Total Assessment	Total Submission	EIU
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.

The screenshot shows the SWAYAM dashboard for Gujarat Technological University (0135). The user is logged in as university_profile1@mailinator.com. The dashboard displays the following statistics:

Category	Value
Total Courses	1
Total Enrolments	2
Total Unique Users	3
Total Assignments	0
Total Submissions	0
Eligible Users	0

The 'Student Details' tab is active, showing a message: "Download student details and course enrollment information from here." and a "Download CSV" button.