

# 1. How to Access Your Dashboard on EDUBUDDY

## 1. Visit the EDUBUDDY Website

- a. Open your browser (Chrome/Firefox) and go to <https://edubuddy.online/>.

## 2. Log In to Your Account

- a. On the login page, enter your **User ID** and **Password**.
- b. If you don't have your login credentials, contact your admin or HR.

## 3. Forgot Password?

- a. If you've forgotten your password, click on the "Forgot Password" option and follow the steps to reset it.

## 3. Access Your Dashboard

1. Once you've logged in, your **Dashboard** will appear. From here, you can explore all the features and modules of EDUBUDDY.



# Academics Pages

Basic details of academic's pages

# Academics Pages

Click on the Academics pages.

The screenshot shows the EduBuddy dashboard with a dark sidebar on the left and a main content area. The sidebar contains navigation links: Home, Insights, AI Tools, Student Pages, Class Pages, Academics Pages (highlighted), Staff Pages, Fees Pages, Admission Pages, Expense Management, Manager Pages, and Marketing Pages. The main content area features a purple header with the text "EduBuddy The Future of School Learning Management" and "Empowering education with modern tools and insights". Below the header are several statistics cards: 1263 Studying Students, 224 Working Staff, 10 Classes, 8 Sections, 0 Total Periods, 0 This Week, 1 Exams, and 0 Open Exams. A section titled "Our Facebook Page:" displays a Facebook post for EduBuddy.

Academics Pages

- Period Entry
- Books
- Syllabus
- Exam MarkSheet
- Exam Master
- Blob Documents

After clicking the "Academics Pages" these options will appear to you.



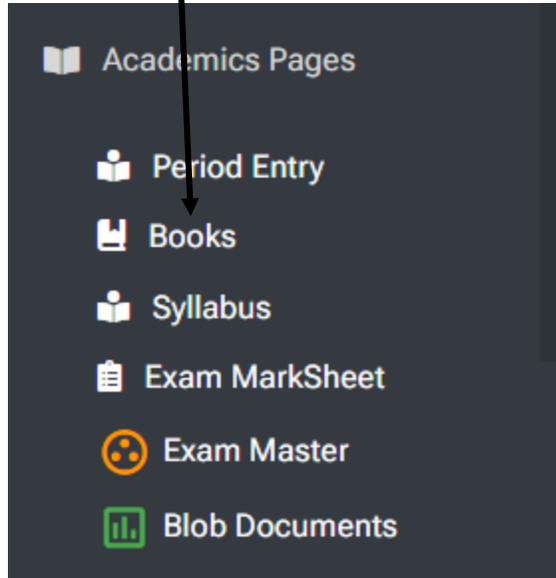
# 1.Period Entry



A screenshot of the EduBuddy dashboard. The top navigation bar includes 'EduBuddy Overview', 'EduBuddy Blog', 'AI Tool', and social media icons for Facebook and Instagram. A left sidebar contains menu items: Home, Insights, AI Tools, Student Pages, Class Pages, Academics Pages, Period Entry, Books, Syllabus, Exam MarkSheet, Exam Master, and Blob Documents. The main content area is titled 'SECTION-SUBJECT ENTRIES' and 'SCHOOL ENTRIES'. Under 'SECTION-SUBJECT ENTRIES', there is a form titled 'Period Entries for Subject'. The form includes a 'Select Section:' dropdown menu, a checkbox for 'Show for all Subjects', a date range selector with 'Start Date: 04/16/2025' and 'End Date: 04/18/2025', and a blue 'Load Data' button. Below the form, the text 'Period Entries' and 'Select Details and Click Load Data' is visible.

After clicking the "Period Entry" you will see the dashboard.

Click on Books.



## 2. Books

EduBuddy Overview | EduBuddy Blog | AI Tool

### Books of EduBuddy The Future of School Learning Management

Create New Book | Books of Section

EXPORT TO EXCEL

Excel Export | PDF Export | Print

Columns | Search

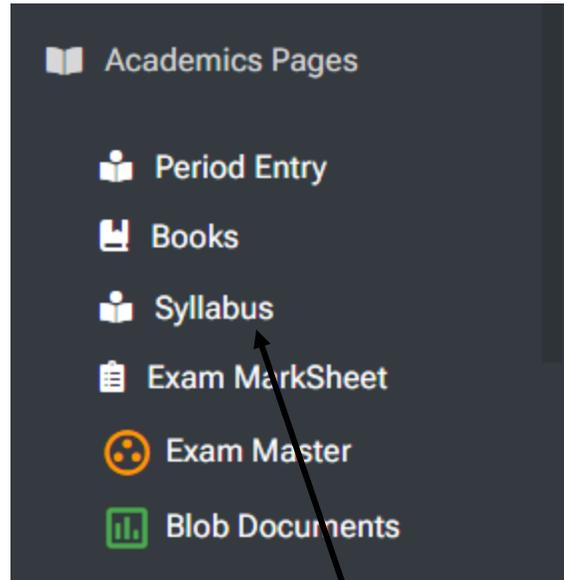
CLASS	SUBJECT	BOOK TITLE	TEACHER NAME	CHAPTERS	TOOLS
> 11-	Elementary Mathematics	xyz	Rahul.Singh	1	Details Edit Delete
> 11 - Science	SCIENCE	CROP PRODUCTION AND MANAGEMENT	Dipin Batham	5	Details Edit Delete
> 11 - Science	SCIENCE	Microorganisms: Friend and Foe	Dipin Batham	0	Details Edit Delete
> 11 - Science	SCIENCE	Our Past - III	Dipin Batham	1	Details Edit Delete
> 11 - Science	SCIENCE	Measurement	Dipin Batham	0	Details Edit Delete
> 11 - Science	HINDI	INTRODUCTION	Anshul Dev Verma	0	Details Edit Delete
> 11 - Science	Physics	khisitiz	Kaptan	2	Details Edit Delete
> 11 - C	Physics	SI arora		2	Details Edit Delete
> 2 - B	Math's Magic	R L Agarwal	Manish Choubey	3	Details Edit Delete
> 2 - B	Math's Magic	new book	Manish Choubey	1	Details Edit Delete

A Books dashboard will appear with options like Create, Edit, Delete, Export etc.

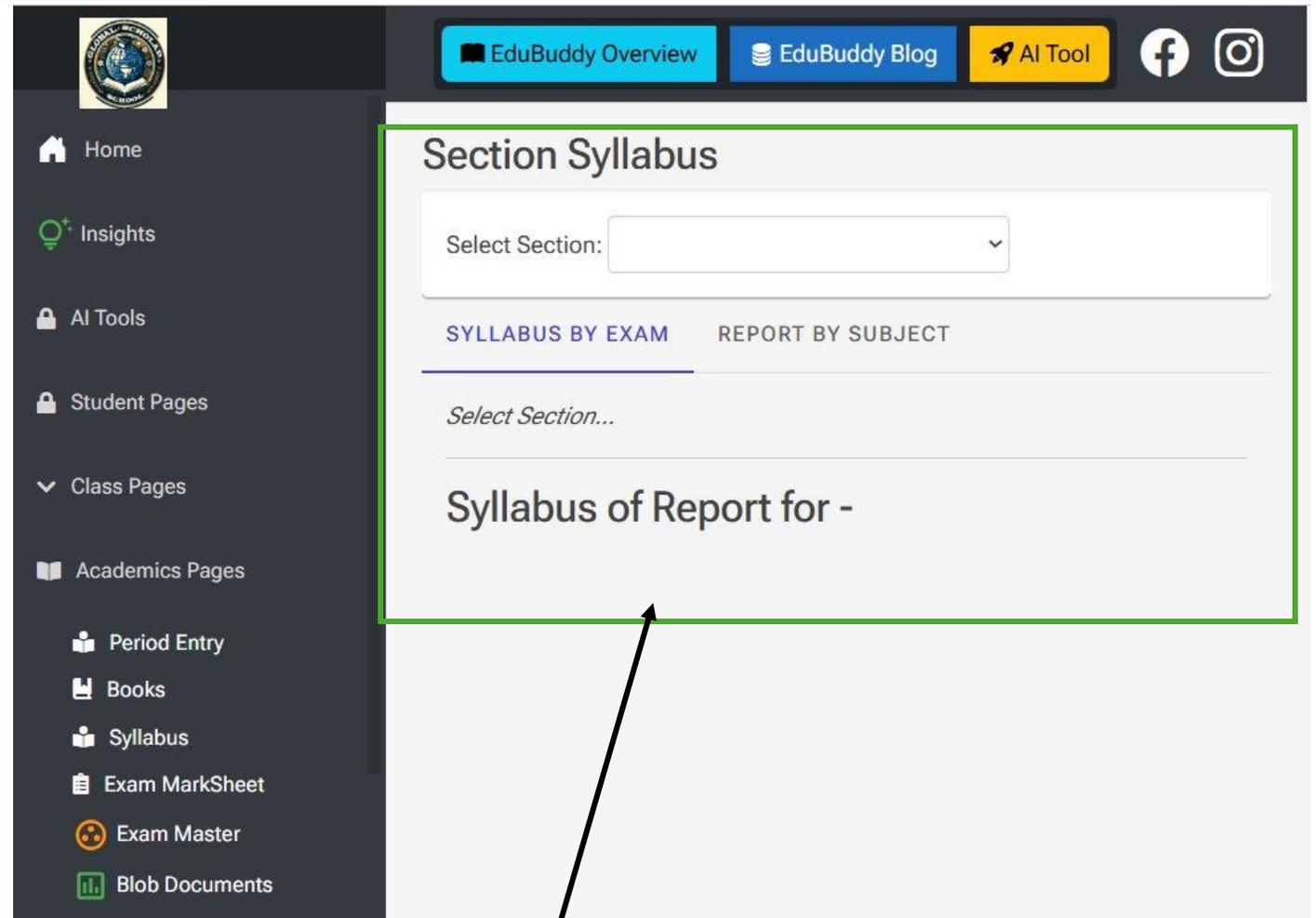




# 3. Syllabus



Click on Syllabus

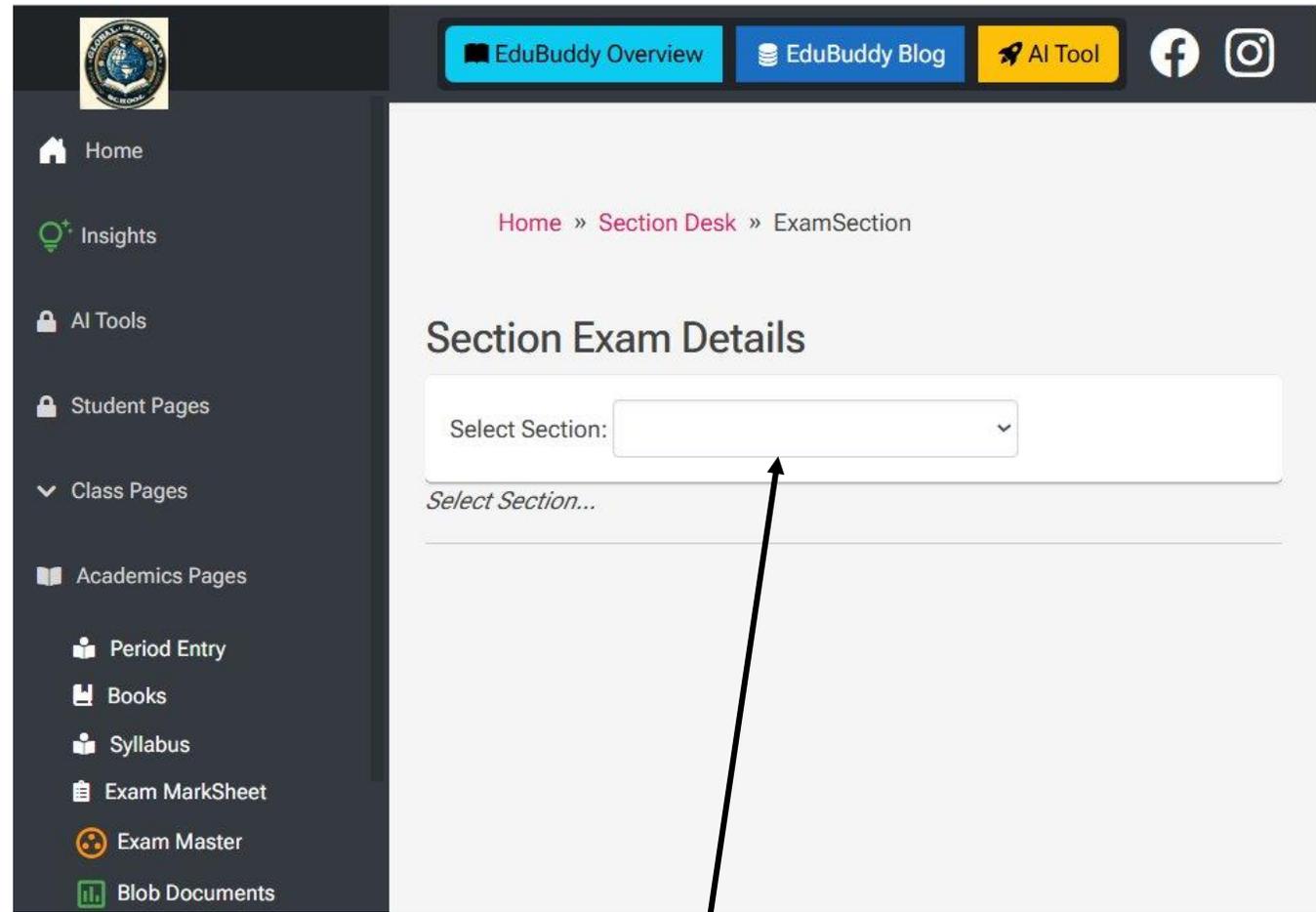
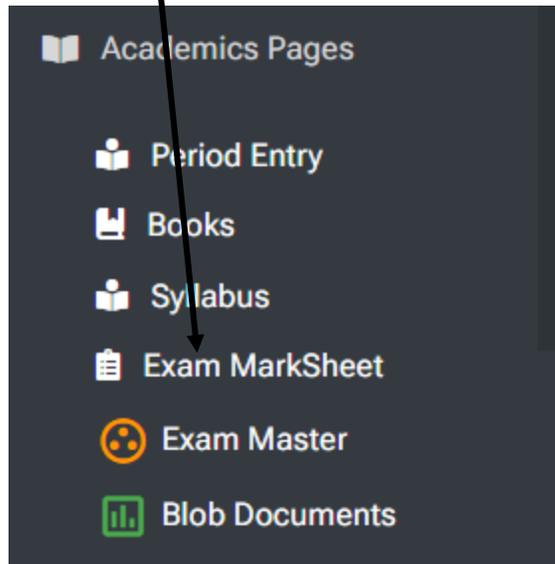


A Syllabus dashboard will appear to Select by Exam or by Section or by Subject.



## 4. Exam Marksheet

Click on Exam Marksheet.

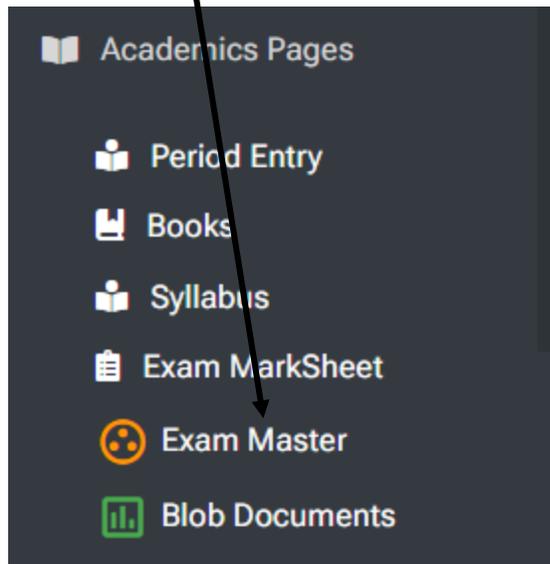


After clicking Exam Marksheet these Dashboard will appear.



## 5. Exam Master

Click on Exam Master



Exams for Edebuddy The Future of School Learning Management

Create New Exam for School

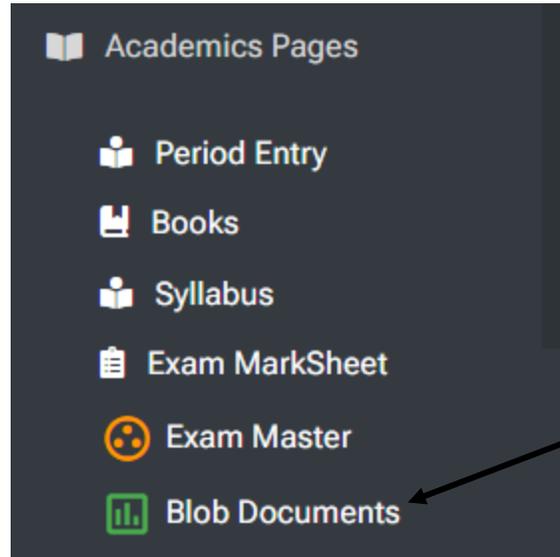
EXAMNO	NAME	OPEN	POSTED	TYPE	WEIGHTAGE	BLOB ITEM	SESSION	ACTIONS
E1	PO2	False	False	FirstExam	100	Jeeya RC.docx-1274	2024-25 <span>Open</span>	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>
E2	PO3	False	True	PUT		New Report Card Sam...	2024-25 <span>Open</span>	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>
E3	PO4	False	False	FirstExam	5000	.docx-210	2024-25 <span>Open</span>	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>
E4	PO5	False	False	FirstExam	100	Test VGS.docx-218	2024-25 <span>Open</span>	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>
E5	PO6	False	False	FirstExam	80	Allgarh.docx-213	2024-25 <span>Open</span>	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>
E6	PO7	False	False	Unit	20	SPNew.docx-242	2024-25 <span>Open</span>	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>
E7	PO8	False	False	FirstExam	50	Kaptan1.docx-54	2024-25 <span>Open</span>	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>
E8	F.A. 4	False	False	Final Internal Exam	100	HalfYearly.docx-5	2024-25 <span>Open</span>	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>

Count: 29

1 of 3 pages (29 items)

After clicking "Exam Master" Dashboard will appear.

## 6. Blob Document



Click on "Blob Documents"



EduBuddy Overview
EduBuddy Blog
AI Tool

Home
 Insights
 AI Tools
 Student Pages
 Class Pages
 Academics Pages
 Period Entry
 Books
 Syllabus
 Exam MarkSheet
 Exam Master
 Blob Documents
 Staff Pages
 Fees Pages
 Admission Pages
 Expense Management
 Manager Pages
 Marketing Pages
 Settings
 Hi! Abhishek Sharma
 Logout
 Reset Password

### Student Document Templates

**What are Student Document Blobs?** Student Document Blobs are school-specific Word files preformatted with your institution's logo and design standards. These files include placeholders (bookmarks) for details such as Student Name, Class Name, and more, which are automatically populated by EduBuddy. This ensures consistency and saves time while generating documents tailored to your school's branding and requirements. You can upload Student Documents for ReportCard, AdmitCard, & IDCard. EduBuddy gives you the freedom to customize your own designs in a simple Word format.

**Best part is we have number of Templates already available for you. Just download, customize & then upload them as per your requirement!**

[Create New](#)

STUDENT DOCUMENTS | REPORT CARDS | SAMPLE TEMPLATES | FEES DOCUMENTS

#### Uploaded Student Documents Templates

ID	BLOB NAME	ACTIVE	UPDATED DATE	COMPOSITE EXAM	MULTIPLE ON PAGE	ACTIONS
81	ID Card	True	24/04/2025	False	True	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
83	TC1.docx	True	16/04/2025	False	False	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
87	Admit Carrdt.docx	True	09/12/2024	False	True	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
91	Stu Detail with Image.docx	True	22/01/2025	False	True	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
93	Bith Certificate.docx	True	18/04/2025	False	False	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
130	final admit card.docx	True	09/12/2024	False	True	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
142	Admit Card.docx	False	09/12/2024	False	False	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
185	Room.docx	True	18/04/2025	False	True	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
230	TC New.docx	True	16/04/2025	False	False	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
246	Admit Card.docx	False	21/03/2025	True	True	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>

1 of 2 pages (17 items)

**Welcome to EduBuddy Template Customization!**

EduBuddy offers you the flexibility to create custom templates for various student documents such as ID Cards, Admit Cards, Bonafide Certificates, and more. Simply use the fields listed below as bookmarks in your Word template to automatically populate student details.

**List of Available Fields for Template Bookmarks:**

- {StudentID}** - Student's unique identifier
- {StudentName}** - Full name of the student
- {ExternalStudentID}** - External ID if applicable
- {AcademicSessionId}** - ID of the academic session

A "Blob Documents" will be appear, Students Document, Report Card, Student Templates, Fee Document and Template Bookmarks.

