



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.

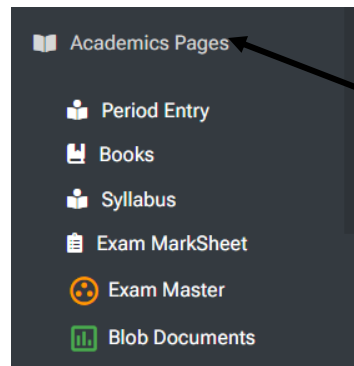
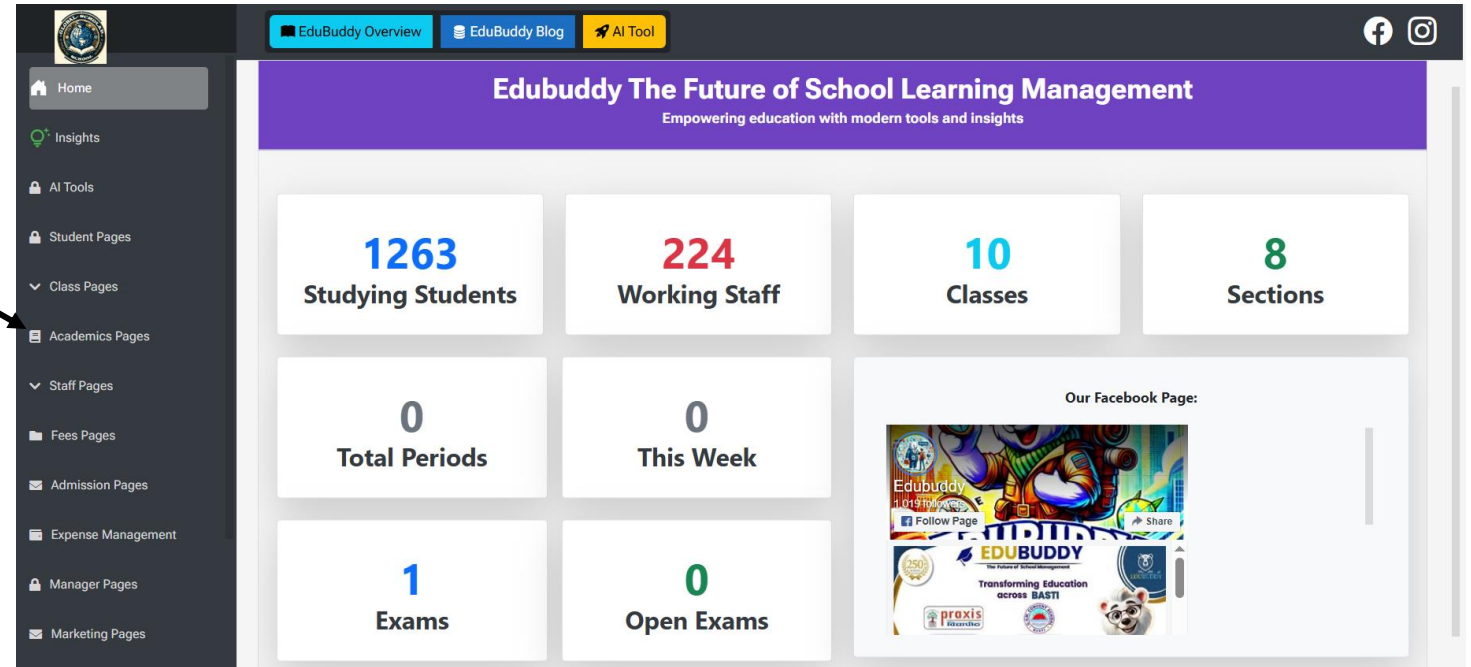


Academics Pages

Basic details of academic's pages

Academics Pages

Click on the Academics pages.




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



1.Period Entry





[EduBuddy Overview](#)[EduBuddy Blog](#)[AI Tool](#)[f](#)[i](#)

[Home](#)[Insights](#)[AI Tools](#)[Student Pages](#)[Class Pages](#)[Academics Pages](#)

[Period Entry](#)[Books](#)[Syllabus](#)[Exam MarkSheet](#)[Exam Master](#)[Blob Documents](#)

SECTION-SUBJECT ENTRIES SCHOOL ENTRIES

Period Entries for Subject

Select Section:

☐ Show for all Subjects

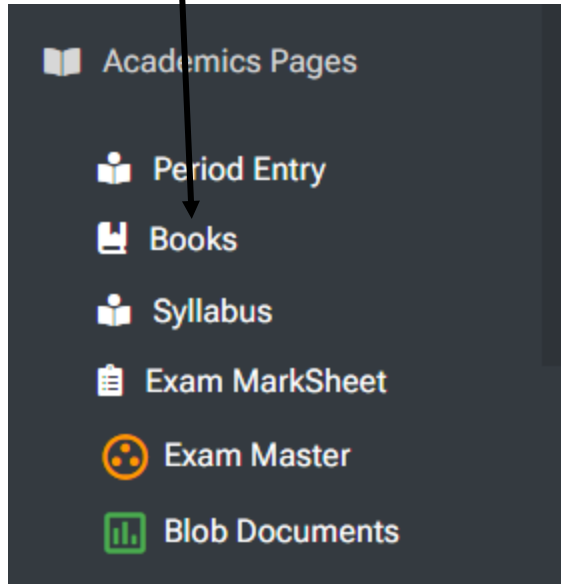
Start Date: End Date: [Load Data](#)

Period Entries

Select Details and Click Load Data

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

Click on Books.



2. Books

The screenshot shows the 'Books of Edubuddy The Future of School Learning Management' dashboard. It includes a sidebar with navigation options like Home, Insights, AI Tools, Student Pages, Class Pages, Academics Pages, Staff Pages, Fees Pages, and Admission Pages. The main content area has buttons for 'Create New Book', 'Books of Section', and 'EXPORT TO EXCEL'. Below these are export options (Excel Export, PDF Export, Print) and a search bar. A table lists books with columns for Class, Subject, Book Title, Teacher Name, Chapters, and Tools (Details, Edit, Delete).

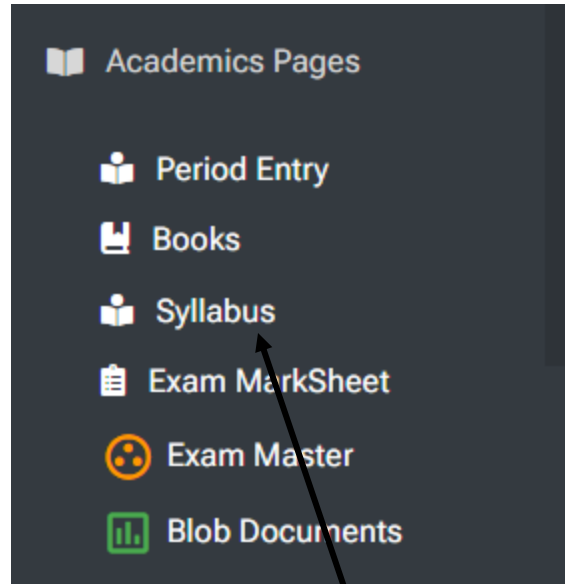
CLASS	SUBJECT	BOOK TITLE	TEACHER NAME	CHAPTERS	TOOLS
> 11 -	Elementary Mathematics	xyz	Rahul Singh	1	Details Edit Delete
> 11 - Science	SCIENCE	CROP PRODUCTION AND MANAGEMENT	Dipin Batham	5	Details Edit Delete
> 11 - Science	SCIENCE	Microorganisms: Friend and Foe	Dipin Batham	0	Details Edit Delete
> 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 - Q	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.

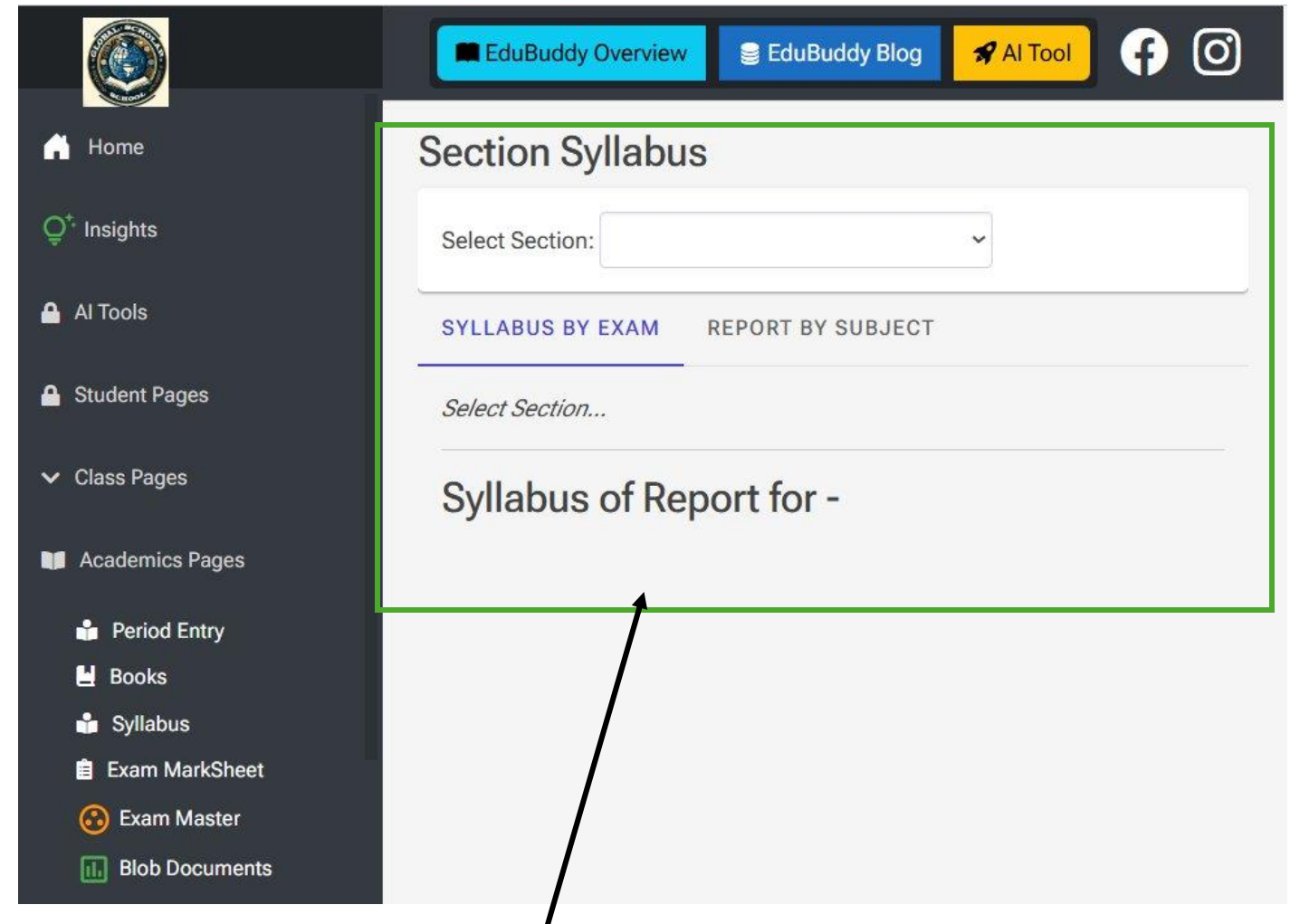




3. Syllabus



Click on Syllabus

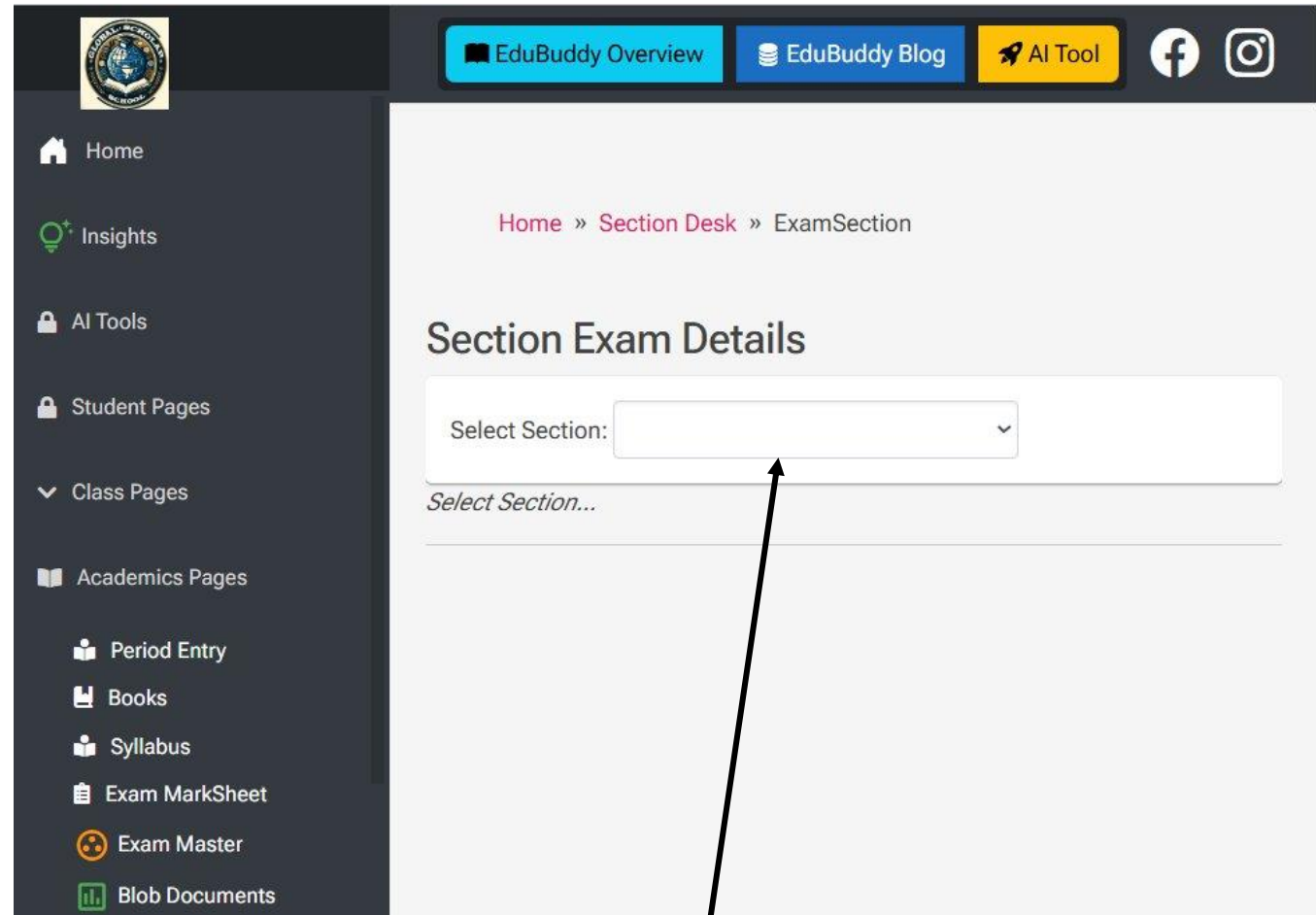
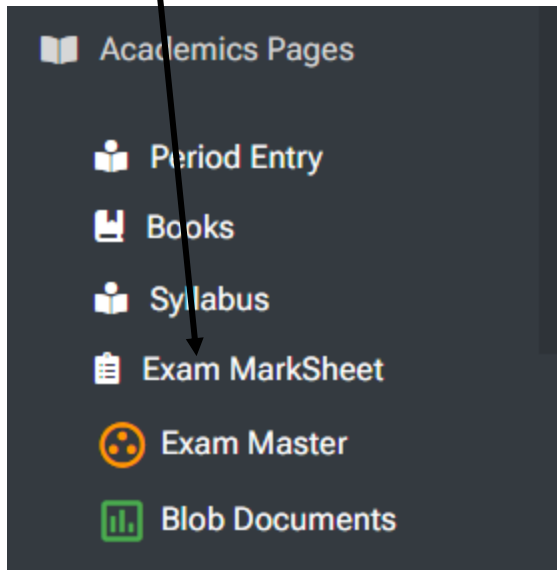


A Syllabus dashboard will appear to Select by Exam or by Section or by Subject.



4. Exam Marksheet

Click on Exam Marksheet.

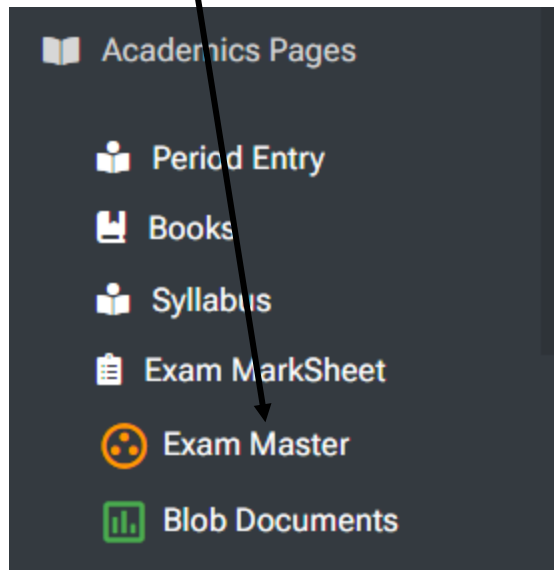


After clicking Exam Marksheet these Dashboard will appear.



5. Exam Master

Click on Exam Master



Exams for Edubuddy The Future of School Learning Management

Create New Exam for School

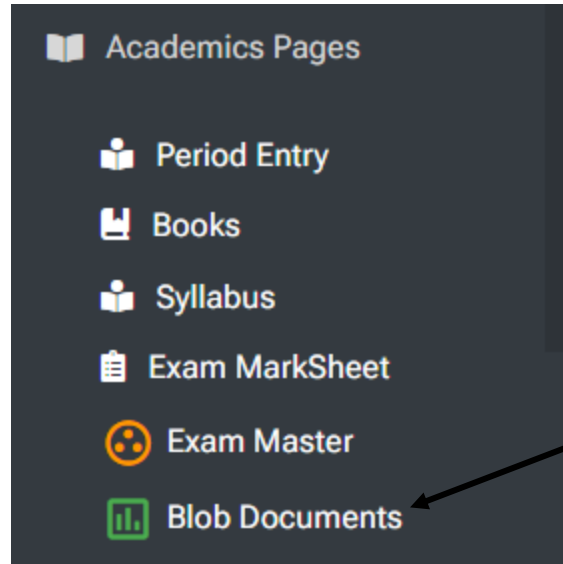
EXAMNO	NAME	OPEN	POSTED	TYPE	WEIGHTAGE	BLOB ITEM	SESSION	ACTIONS
E1	P02	False	False	FirstExam	100	Jeeya RC.docx-1274	2024-25 Open	Details Edit Delete
E2	P03	False	True	PUT		New Report Card Sam...	2024-25 Open	Details Edit Delete
E3	P04	False	False	FirstExam	5000	.docx-210	2024-25 Open	Details Edit Delete
E4	P05	False	False	FirstExam	100	Test VGS.docx-218	2024-25 Open	Details Edit Delete
E5	P06	False	False	FirstExam	80	Allgarh.docx-213	2024-25 Open	Details Edit Delete
E6	P07	False	False	Unit	20	SPNew.docx-242	2024-25 Open	Details Edit Delete
E7	P08	False	False	FirstExam	50	Kaptan1.docx-54	2024-25 Open	Details Edit Delete
E8	F.A. 4	False	False	Final Internal Exam	100	HalfYearly.docx-5	2024-25 Open	Details Edit Delete

Count: 29


1 of 3 pages (28 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](#)

[Hil 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!


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[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	Edit Details Delete
83	TC1.docx	True	16/04/2025	False	False	Edit Details Delete
87	Admit Carrd1.docx	True	09/12/2024	False	True	Edit Details Delete
91	Stu Detail with Image.docx	True	22/01/2025	False	True	Edit Details Delete
93	Birth Certificate.docx	True	18/04/2025	False	False	Edit Details Delete
130	final admit card.docx	True	09/12/2024	False	True	Edit Details Delete
142	Admit Card.docx	False	09/12/2024	False	False	Edit Details Delete
185	Room.docx	True	18/04/2025	False	True	Edit Details Delete
230	TC New.docx	True	16/04/2025	False	False	Edit Details Delete
246	Admit Card.docx	False	21/03/2025	True	True	Edit Details Delete

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.

