



# EduBuddy Admissions Module – User Guide





# Revolutionizing Exam Management with EduBuddy

Welcome to the Admissions Module of EduBuddy! This guide will help you smoothly manage the entire admission process with ease and clarity.





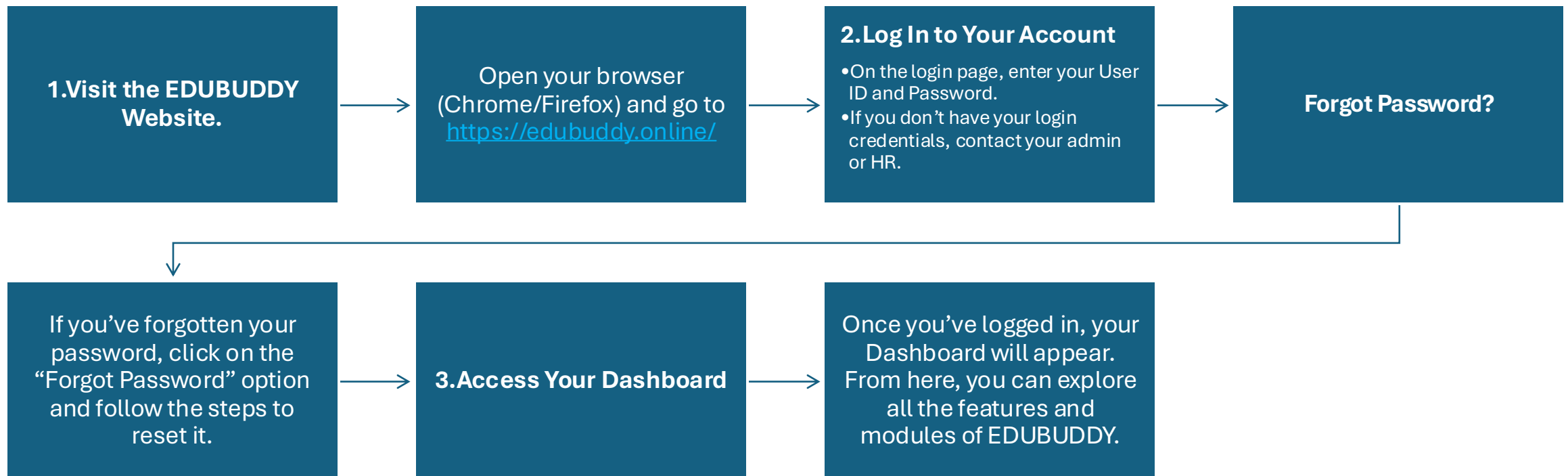
## Topics Covered

1. Accessing Your Dashboard on EDUBUDDY.
2. Creating an Exam.
3. Uploading marks for any Exam.
4. Adding bookmark in the Report Card Template.
5. Uploading a blob document for a Report Card.
6. Accessing and Downloading a Report Card.





# 1. Accessing Your Dashboard on EDUBUDDY





# Admission Dashboard

1. Now, many options will appear, and you need to click on the **Academics pages** option.

2. Then click on **Exam Master**.

The screenshot displays the Edubuddy Admission Dashboard. On the left is a dark sidebar menu with the following options: Home, Insights, AI Tools, Student Pages, Class Pages, Academics Pages, Period Entry, Books, Syllabus, Exam MarkSheet, Exam Master, Blob Documents, and Staff Pages. On the right is the main content area with a purple header containing the Edubuddy logo. Below the header, there are two summary cards. The first card shows '1113 Studying students'. The second card shows '0 Tot.' and '0 This'.



# Exams for Edubuddy The Future of School Learning Management

Create New Exam for School

EXAMNO	NAME	OPEN	POSTED	TYPE	WEIGHTA...	BLOB ITEM	SESSION	
E1	P01	False	True	P01	50	Gaurav Report Ca...	2024-25	Open
E2	P02	False	False	Exam	100	Test VGS.docx-218	2024-25	Open
E3	P03	True	False	PUT		New Report Card ...	2024-25	Open
E4	P04	False	False	Exam	5000	.docx-210	2024-25	Open
E5	P05	False	False	Exam	100	Test VGS.docx-218	2024-25	Open
E6	P06	False	False	Exam	80	Aligarh.docx-213	2024-25	Open
E7	P07	False	False	Unit Test	20	New Report Card ...	2024-25	Open
E8	P08	False	False	Exam	50	Kantan1.docx-51	2024-25	Open

• Here, now click into **create new exam button**.



### 3. Uploading Marks for Any Exam

Now, fill in the student's fee details, including Exam name, Comments, Academic session id, Exam Type id, Marks weightage Report Card etc. Then click into **create** button.

#### Create Exams for Edubuddy The Future of School Learning Management

ExamName:

IsExamOpen: ☐

Comments:

AcademicSessionId:

Select AcademicSession...

ExamTypeId:

Select ExamType...

MarksWeightage:

ReportCardBlobItemId:

Select ReportCardBlobItem...

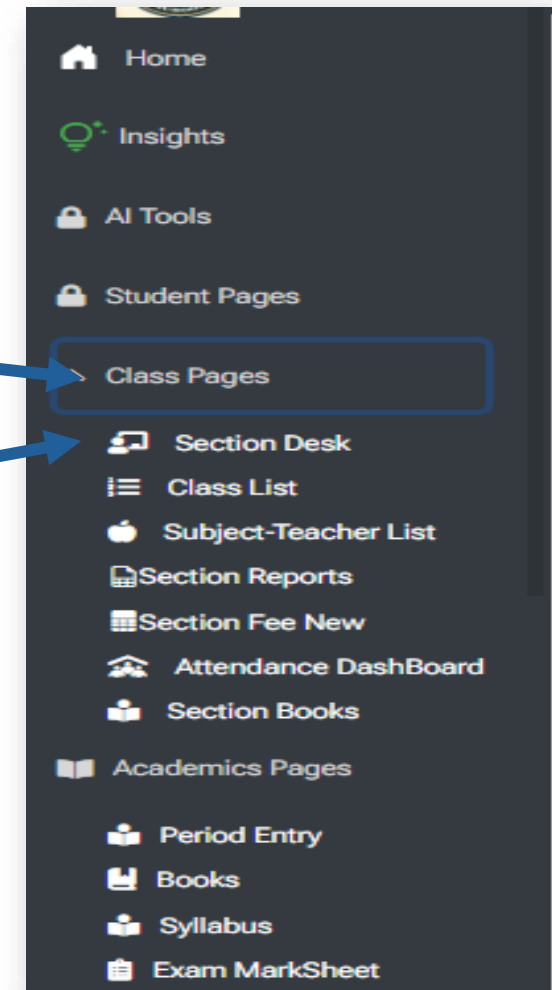
Create Exam

Back to List



### 3. Uploading Marks for Any Exam

Click into the **class pages** option, then Section desk option will appear, click on **section desk** option.







After selecting section ,you can see all the detail of that section.

Select Section: 11-B

### Subjects in 11 - B

ACADEMIC SESSION	
2024-25	
CLASS TEACHER	NUMBER OF STUDENTS
Mayank	16

Section Tools:

Subjects

Students

Period Entry

Books

MarkSheet

Report Card

Section Documents

Section ID Card

Section Admit Card

Section Fees

Admin Tools:

ATTENDANCE OPENDAY

EXAM OBSERVATION

Edit Section

Edit Teachers

Create Subject

Copy Subjects



Then click into marks button of the subject you want to upload marks for

Admin Tools: [ATTENDANCE OPENDAY](#) [EXAM OBSERVATION](#) [Edit Section](#) [Edit Teachers](#) [Create Subject](#) [Copy Subjects](#)

### Subjects

	Subjects	Teacher	Weekly	Report Card-Order	Allotted	Periods	Tools
	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
▶	<a href="#">Hindi</a>	<a href="#">Sunil Kumar Verma</a>	9	WithMarks-	35	4	<a href="#">Period Entry</a> <a href="#">Homework</a> <a href="#">Marks</a> <a href="#">Edit Subject</a>
▶	<a href="#">CHEMISTRY</a>	<a href="#">Priya Srivastava</a>	18	WithMarks-1	8	0	<a href="#">Period Entry</a> <a href="#">Homework</a> <a href="#">Marks</a> <a href="#">Edit Subject</a>
▶	<a href="#">PHYSICS</a>	<a href="#">Sunil Kumar Verma</a>	9	WithMarks-	0	1	<a href="#">Period Entry</a> <a href="#">Homework</a> <a href="#">Marks</a> <a href="#">Edit Subject</a>
▶	<a href="#">MATHEMATICS</a>	<a href="#">Mayank</a>	9	WithMarks-	0	0	<a href="#">Period Entry</a> <a href="#">Homework</a> <a href="#">Marks</a> <a href="#">Edit Subject</a>
▶	<a href="#">ENGLISH</a>	<a href="#">Rohit Yadav</a>	9	WithMarks-	0	0	<a href="#">Period Entry</a> <a href="#">Homework</a> <a href="#">Marks</a> <a href="#">Edit Subject</a>
	Subjects: 8	Weekly Load	73				



Fill **maximum marks** here, after that click on the **update marks**

### Subject Marks

#### Marks of Hindi for PO3

Update New Max Marks for All Students:

**Update Max Marks**

Student	Marks / Grade
ADITYA BOSE - 1468	<input type="text"/> 0.00
AKASH - 5821	<input type="text"/> 0.00
ARTI - 5820	<input type="text"/> 0.00
ARTI - 32871	<input type="text"/>

Fill **mark of students** then click to the **save changes**

### Subject Marks

29466	<input type="text"/> 0.00
MOHIT PRAJAPATI - 29464	<input type="text"/> 0.00
RAM BAHADUR - 5818	<input type="text"/> 0.00
RAM GOPAL - 1413	<input type="text"/> -1.0
RAM SARAN - 5819	<input type="text"/> 0.00
SUMIT SINGH - 47556	<input type="text"/> 0.00

**Save Changes**



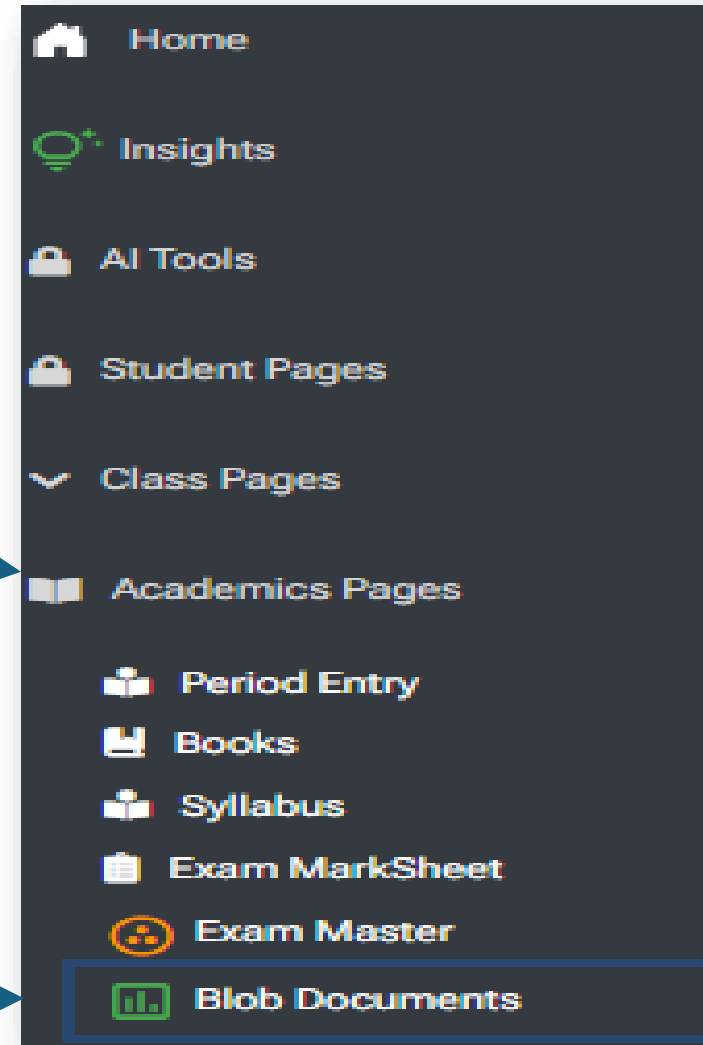
## 4. Adding a Bookmark in the Report Card Template

- ☐ Refer to this standard documentation to know how to add bookmark in any word file.Documentation
- ☐ You can see list of available bookmark for report card from this page Edubuddy



## 5. Uploading a Blob Document for a Report Card

Click into the **Academic pages** option, then Blob document option will appear, click on **Blob document** option.







Click on the **create new** button for the new blob document

## 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 Report Card Templates

BlobItemTableId	BlobName	BlobDetails	IsActive	IsCompositeExam	UpdatedDate	
5	HalfYearly.docx		False	False	02/07/2025 10:51:04	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
11	HalfYearlybookmark.docx		False	False	09/27/2024 11:53:01	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
24	PO1.docx		False	False	12/18/2024 01:19:26	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
40	report.docx		False	False	10/14/2024 07:46:15	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
41	report.docx		False	False	10/14/2024 08:40:24	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
49	2.docx		False	False	10/16/2024 16:06:02	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
54	Kaptan1.docx		False	False	02/05/2025 05:39:52	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
60	test.docx		False	False	11/15/2024 06:13:50	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
94	report.docx		False	False	11/25/2024 15:35:41	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>
97	Formative-III.docx		False	False	12/09/2024 08:00:28	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Delete</a>



- **Blob Item Type** – Pre-filled as "**Report Card**".
- **File Name** – Enter a name (".docx" will be added automatically).
- **Blob Details** – (Optional) Add relevant information.
- **Is Active** – Check to activate the Blob Item.
- **Is Composite Exam** – Select if the report card includes multiple exams.
- **Is Multiple on Page** – Check if multiple report cards appear on one page.
- **Upload File** – Click "**Choose File**" to upload a document.
- **Back to List** – Click to return without saving.

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

## Create BlobItem

BlobItemType:

ReportCard

FileName (will automatically add '.docx'):

BlobDetails:

IsActive: ☐

☐ Is Composite Exam (for ReportCard):

☐ Is Multiple on Page:

Upload File:

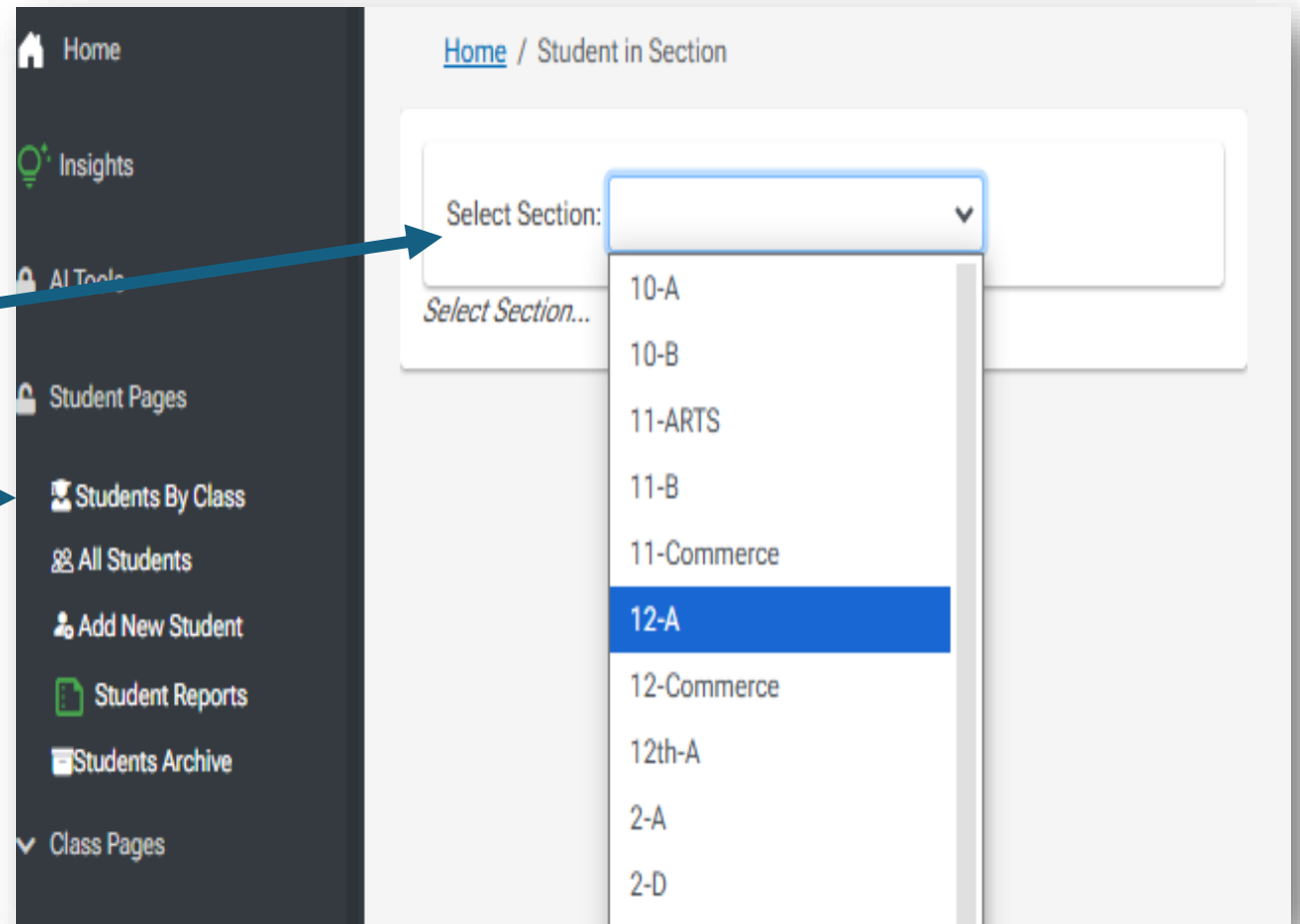
[Choose File](#) No file chosen

[Back to List](#)



## 6. Accessing and Downloading a Report Card

Click into the **Student pages** option, then Student By Class option will appear, click on **Student By Class** option after that select the section of the class.





1. By clicking into this **report card** button you can download whole section report card.

Select Section:

**Students in 12 - A**  
  
ACADEMIC SESSION  
**2024-25**  
  
CLASS TEACHER  
**Rohit Yadav**  
  
NUMBER OF STUDENTS  
**16**

Section Tools: [Subjects](#) [Students](#) [Period Entry](#) [Books](#) [Mark Sheet](#) [Report Card](#) [Section Documents](#) [Section ID Card](#) [Section Admit Card](#) [Section Fees](#)

**Students**

Photo	Student Name	Father	Stu Id	Old Stuid	Tools
	<a href="#">Abhishek Kumar</a>	Ram Kumar	47557	47557	<a href="#">Pay Fees</a> <a href="#">Stu Details</a> <a href="#">Mark Sheet</a> <a href="#">Report Card</a> <a href="#">Documents</a>

2. For downloading the specific student report card ,click into this **report card** button in tools section of Students.



From here , You can see whole section **report card** with four different options including :

- ☐ Pdf for full section composite .
- ☐ word for full section composite.
- ☐ Download pdf for full section composite.
- ☐ download word for full section.

## Section ReportCard

Select Section:

Selected Section 12 - A

ACADEMIC SESSION  
2024-25

CLASS TEACHER  
Rohit Yadav

NUMBER OF STUDENTS  
16

### Exams for Edubuddy The Future of School Learning Management

ExamNumber	ExamName	IsExamOpen	IsPosted	MarksWeightage	ReportCards			
E1	PO1	False	True	50	PDF for Full Section Composite	Word for Full Section Composite	Download PDF for Full Section Composite	Download Word for Full Section Composite
E2	PO2	False	False	100	PDF for Full Section Composite	Word for Full Section Composite	Download PDF for Full Section Composite	Download Word for Full Section Composite
E3	PO3	True	True		PDF for Full Section Composite	Word for Full Section Composite	Download PDF for Full Section Composite	Download Word for Full Section Composite
E4	PO4	False	False	5000	PDF for Full Section Composite	Word for Full Section Composite	Download PDF for Full Section Composite	Download Word for Full Section Composite
E5	PO5	False	False	100	PDF for Full Section Composite	Word for Full Section Composite	Download PDF for Full Section Composite	Download Word for Full Section Composite
E6	PO6	False	False	80	PDF for Full Section Composite	Word for Full Section Composite	Download PDF for Full Section Composite	Download Word for Full Section Composite
E7	PO7	False	False	20	PDF for Full Section Composite	Word for Full Section Composite	Download PDF for Full Section Composite	Download Word for Full Section Composite
E8	PO8	False	False	50	Check Full Section PDF	Check in WordEditor	Download Full Section PDF	Download Full Section Word
E9	F.A. 4	False	False	100	Check Full Section PDF	Check in WordEditor	Download Full Section PDF	Download Full Section Word
E12	Pre	False	False	80	PDF for Full Section Composite	Word for Full Section Composite	Download PDF for Full Section Composite	Download Word for Full Section Composite





From here , You can see whole section **report card** with four different options including

- ❑ **Check Composite exam in pdf viewer.**
- ❑ **Check composite in word editor.**
- ❑ **Download composite report card.**
- ❑ **Word Download composite report card pdf**

[Home](#) » [Stu Home](#) » Student ReportCard

## Student ReportCard

image STUDENT  
**Abhishek Kumar**  
StudentId: 47557  
CLASS - SECTION  
**12 - A** Studying

[Stu Home](#) [Stu Fees](#)

### Exams for Edubuddy The Future of School Learning Management

ExamNumber	ExamName	IsExamOpen	IsPosted	MarksWeightage	ReportCards			
E1	P01	False	True	50	<a href="#">Check CompositeExam in PDFViewer</a>	<a href="#">Check Composite in WordEditor</a>	<a href="#">Download Composite ReportCard Word</a>	<a href="#">Download Composite ReportCard PDF</a>
E2	P02	False	False	100	<a href="#">Check CompositeExam in PDFViewer</a>	<a href="#">Check Composite in WordEditor</a>	<a href="#">Download Composite ReportCard Word</a>	<a href="#">Download Composite ReportCard PDF</a>
E3	P03	True	True		<a href="#">Check CompositeExam in PDFViewer</a>	<a href="#">Check Composite in WordEditor</a>	<a href="#">Download Composite ReportCard Word</a>	<a href="#">Download Composite ReportCard PDF</a>
E4	P04	False	False	5000	<a href="#">Check CompositeExam in PDFViewer</a>	<a href="#">Check Composite in WordEditor</a>	<a href="#">Download Composite ReportCard Word</a>	<a href="#">Download Composite ReportCard PDF</a>
E5	P05	False	False	100	<a href="#">Check CompositeExam in PDFViewer</a>	<a href="#">Check Composite in WordEditor</a>	<a href="#">Download Composite ReportCard Word</a>	<a href="#">Download Composite ReportCard PDF</a>
E6	P06	False	False	80	<a href="#">Check CompositeExam in PDFViewer</a>	<a href="#">Check Composite in WordEditor</a>	<a href="#">Download Composite ReportCard Word</a>	<a href="#">Download Composite ReportCard PDF</a>
E7	P07	False	False	20	<a href="#">Check CompositeExam in PDFViewer</a>	<a href="#">Check Composite in WordEditor</a>	<a href="#">Download Composite ReportCard Word</a>	<a href="#">Download Composite ReportCard PDF</a>
E8	P08	False	False	50	<a href="#">Check in PDFViewer</a>	<a href="#">Check in WordEditor</a>	<a href="#">Download ReportCard PDF</a>	<a href="#">Download ReportCard Word</a>
E9	F.A. 4	False	False	100	<a href="#">Check in PDFViewer</a>	<a href="#">Check in WordEditor</a>	<a href="#">Download ReportCard PDF</a>	<a href="#">Download ReportCard Word</a>
E12	Pre	False	False	80	<a href="#">Check CompositeExam in PDFViewer</a>	<a href="#">Check Composite in WordEditor</a>	<a href="#">Download Composite ReportCard Word</a>	<a href="#">Download Composite ReportCard PDF</a>