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# 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.

## 4. Access Your Dashboard

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



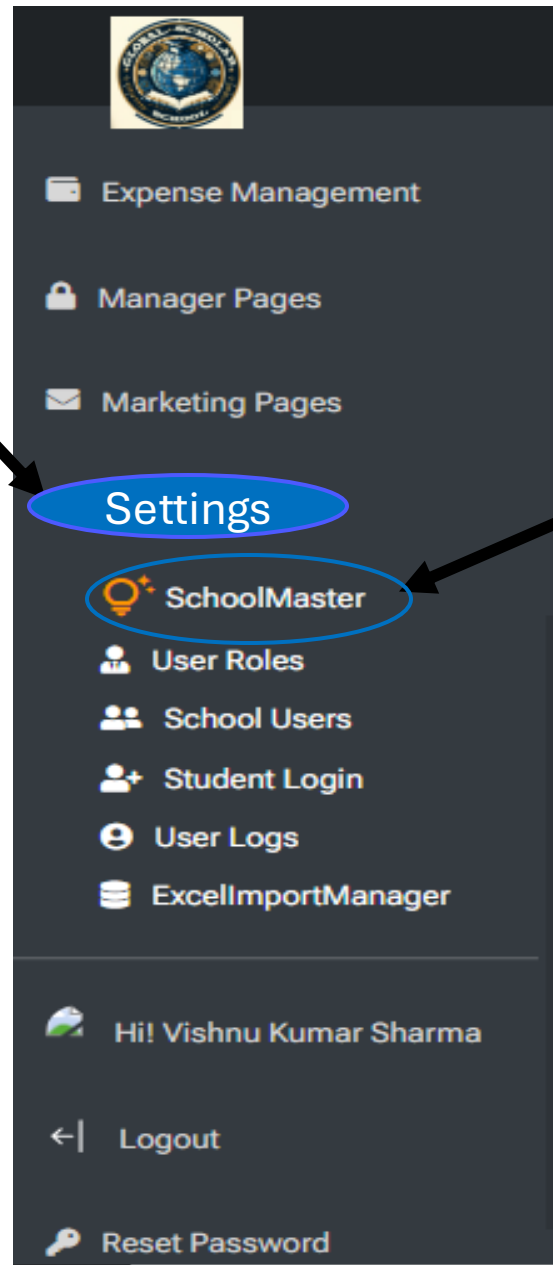
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# How to fill attendance of students in EduBuddy



**1. Click on the  
"settings"**

**2. Now click  
on "School  
Master"**



 **SchoolMaster: Where School Management Meets Innovation**

**School Models:**

- [School Details](#)
- [Show Student Categories](#)
- [Show Student Houses](#)
- [Show Academic Sessions](#)
- [Show School Class List](#)
- [Show Section List](#)
- [Show Designation](#)
- [Show Exam Types](#)
- [Show Exams](#)
- [Show Attendance Days](#)
- [Show Period Types](#)
- [Show Template Upload](#)

**Fees Models:**

- [Show Fee Items](#)
- [Show Transfer Types](#)
- [Create New FeesRecord for Class](#)

**3. Click on "Show Attendance Days"**



Attendance DashBoard










Attendance Day Sheet

Attendance Reports

Attendance Days

## Attendance Days

Add New Attendance Day

Attendance ...	Is Locked	SMS Sent	No. of S...	Present	Absent	Not Filled	Comments
= 	-	-	=  	=  	=  	=  	*A*
04/03/2025 00	Day Closed. Click to Unl		0	0	0	1153	
04/02/2025 00	Day Closed. Click to Unl		0	0	0	1153	
04/01/2025 00	Day Closed. Click to Unl		1	37	2	1114	

4. Click on "Add New Attendance Days"



Attendance Date:

04/02/2025



Submit

Cancel

Attendance ...

Is Locked

SMS Sent

No. of S...

Present

Absent

Not Filled

Comments

=



-

-

=



=



=



=



\*A\*

04/03/2025 00

Day Closed. Click to Unl

0

0

0

1153

04/02/2025 00

Day Closed. Click to Unl

0

0

0

1153

5. Set your date and click on "Submit"

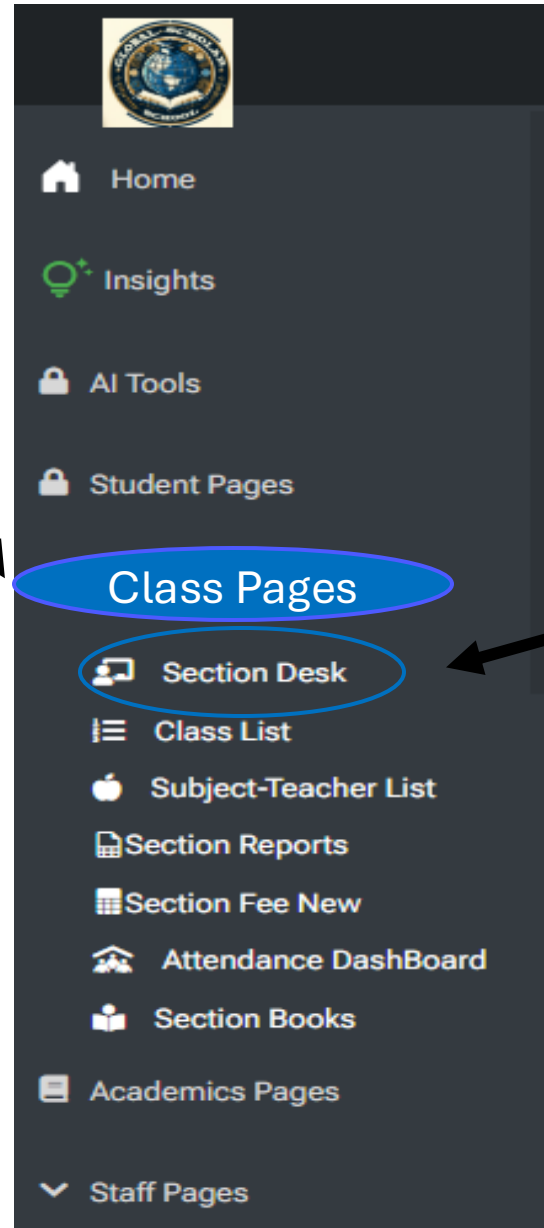


Attendance ...	Is Locked	SMS Sent	No. of S...	Present	Absent	Not Filled	Comments
=	-	-	=	=	=	=	*A*
04/03/2025 00	Day Closed. Click to Unl		0	0	0	1153	
04/02/2025 00	Day Open. Click to Lock		0	0	0	1153	
04/01/2025 00	Day Closed. Click to Unl		1	37	2	1114	
03/29/2025 00	Day Closed. Click to Unl		0	0	0	1153	
03/28/2025 00	Day Closed. Click to Unl		2	70	0	1083	
03/25/2025 00	Day Closed. Click to Unl		2	49	4	1100	
03/24/2025 00	Day Closed. Click to Unl		0	0	0	1153	

**6. Click on selected date and open it**



**7. Click on the  
"Class Pages"**



**8. Now click on the  
"Section Desk"**





Home

Insights

AI Tools

Student Pages

Class Pages

Section Desk

Class List

Subject-Teacher List

Section Reports

Section Fee New

Attendance DashBoard

Section Books

Academics Pages

Staff Pages

Section Desk

Select Section: 11-B

Subjects in 11 - B

ACADEMIC SESSION  
2024-25

CLASS TEACHER  
Mayank

NUMBER OF STUDENTS  
19

Section Tools:

Subjects

Students

Period Entry

Books

MarkSheet

Report Card

Section Documents


Section ID Card

Section Admit Card

Section Fees

9. Select the class in "Select Section"





Home

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Section Desk

Class List

Subject-Teacher List

Section Reports

Section Fee New

Attendance DashBoard

Section Books

Academics Pages

EduBuddy Overview

EduBuddy Blog

AI Tool

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

PROMOTE STUDENTS

SUBJECTS => NEW SESSION

Subjects

	Subjects	Teacher	Weekly	Report Card-Order	Allott...	Perio...	Tools
	<input type="text"/>	<input type="text"/>	<div>^</div> <div>v</div>		<div>^</div> <div>v</div>	<div>^</div> <div>v</div>	
	Hindi	Sunil Kumar Ver...	9	WithMarks-	35	6	<div>Period Entry</div> <div>Homework</div> <div>Marks</div> <div>Edit Subject</div>
							<div>Period Entry</div> <div>Homework</div>

10. Click on "ATTENDANCE OPENDAY"



11. Tick on the students who are present



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

Home » [Section Desk](#) » Attendance

i

Attendance of 11-B for 04/02/2025  
Total Students: 19  
Present: 0 | Absent: 19

Mark All as Present

Mark All as Absent

Student	Present
Aditya Bose - 1468	<input type="checkbox"/>
Akash - 5821	<input type="checkbox"/>
Akash - 82647	<input type="checkbox"/>
Anil - 45434	<input type="checkbox"/>
Arti - 5820	<input type="checkbox"/>
Arti - 32871	<input type="checkbox"/>

**12. Click on the  
"Update  
Attendance"**

The screenshot displays the EduBuddy web application interface. On the left is a dark sidebar with a navigation menu. The top header contains links for 'EduBuddy Overview', 'EduBuddy Blog', 'AI Tool', and social media icons. The main content area shows a table of student attendance records. Below the table, a light blue notification box states 'Changes saved successfully.' At the bottom of the main area, there are two buttons: 'Update Attendance' (highlighted with a red circle) and 'Cancel'. A black arrow points from the instruction box on the left to the 'Update Attendance' button.

Student Name - ID	Attendance Status
Kaynat Khalid - 29461	<input type="checkbox"/>
Khushi Nishad - 29462	<input checked="" type="checkbox"/>
Krishna Yadav - 29463	<input checked="" type="checkbox"/>
Maisam Khan - 29465	<input checked="" type="checkbox"/>
Mansi Nishad - 29467	<input checked="" type="checkbox"/>
Mo Roman Rehan - 29466	<input type="checkbox"/>
Mohit Prajapati - 29464	<input checked="" type="checkbox"/>
Ram Bahadur - 5818	<input checked="" type="checkbox"/>
Ram Gopal - 1413	<input checked="" type="checkbox"/>
Ram Saran - 5819	<input checked="" type="checkbox"/>
Sumit Singh - 47556	<input checked="" type="checkbox"/>

**You'll get a pop-up as "Changes saved successfully"**

