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# **UDAAN - USER GUIDE**

## **Empowering Every Student to Fly High**

Welcome to Udaan, the AI-powered prediction system designed to help educational institutions identify and support students at risk of dropping out or falling behind. This guide will walk you through the key features and functionalities of the Udaan platform, helping you make the most of its powerful tools.

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## **Table Of Contents**

- Sign Up and Sign In
- Dashboard and Student Data Upload
- Detailed Student Information
- Student Counseling and Remarks
- Alert Notification System

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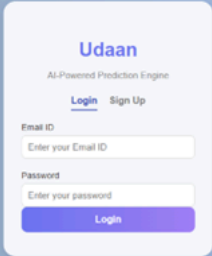
**We hope this guide helps you navigate the Udaan platform effectively. If you have any further questions, please reach out to your system administrator for assistance.**

## Getting Started

### 1. Sign In and Sign Up

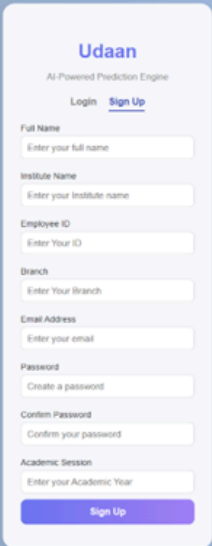
To begin, you will need to either sign in to your existing account or create a new one.

- **Sign In:** If you have an account, enter your **Email ID** and **Password** on the login page to access the platform.



The image shows the login page of the Udaan platform. The page has a blue gradient background. In the center, there is a white rounded rectangle containing the login form. At the top of the form is the Udaan logo and the tagline "AI-Powered Prediction Engine". Below this are two tabs: "Login" (which is selected and underlined) and "Sign Up". The form contains two input fields: "Email ID" with the placeholder text "Enter your Email ID" and "Password" with the placeholder text "Enter your password". At the bottom of the form is a purple button labeled "Login".

- **Sign Up:** If you are a new user, click the "Sign Up" tab. You'll need to provide your full name, institute name, employee ID, branch, email, and academic session to create your account.



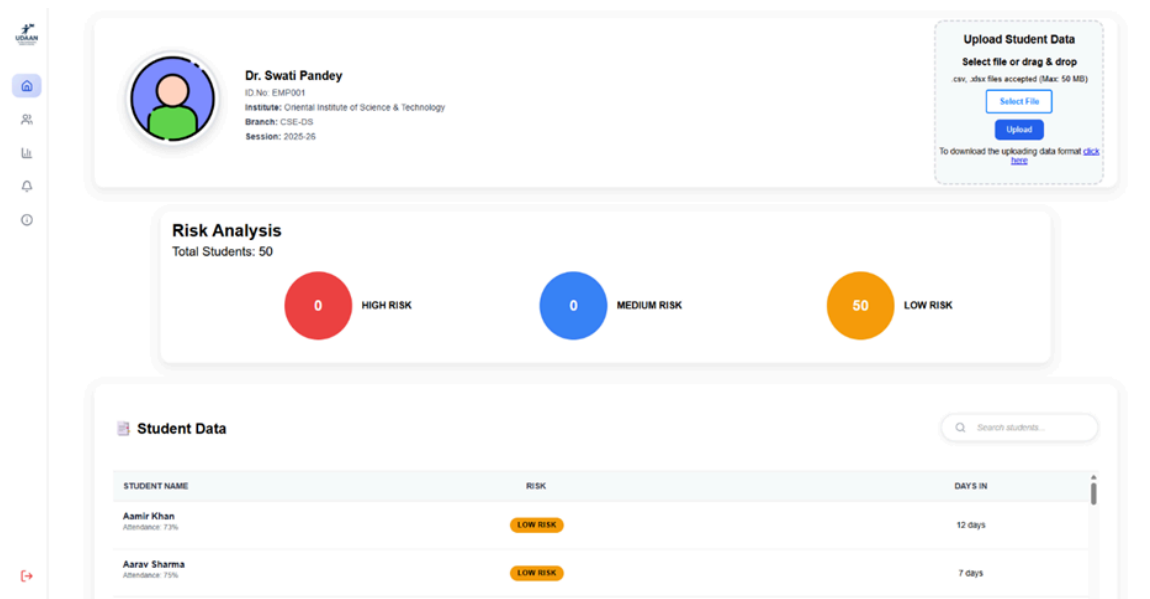
The image shows the sign-up page of the Udaan platform. The page has a blue gradient background. In the center, there is a white rounded rectangle containing the sign-up form. At the top of the form is the Udaan logo and the tagline "AI-Powered Prediction Engine". Below this are two tabs: "Login" and "Sign Up" (which is selected and underlined). The form contains several input fields: "Full Name" (placeholder: "Enter your full name"), "Institute Name" (placeholder: "Enter your Institute name"), "Employee ID" (placeholder: "Enter Your ID"), "Branch" (placeholder: "Enter Your Branch"), "Email Address" (placeholder: "Enter your email"), "Password" (placeholder: "Create a password"), "Confirm Password" (placeholder: "Confirm your password"), and "Academic Session" (placeholder: "Enter your Academic Year"). At the bottom of the form is a purple button labeled "Sign Up".

## Core Features

### 2. Dashboard and Student Data Upload

Once you log in, you will be taken to your personalized dashboard. Here, you'll see a summary of your students and their risk levels.

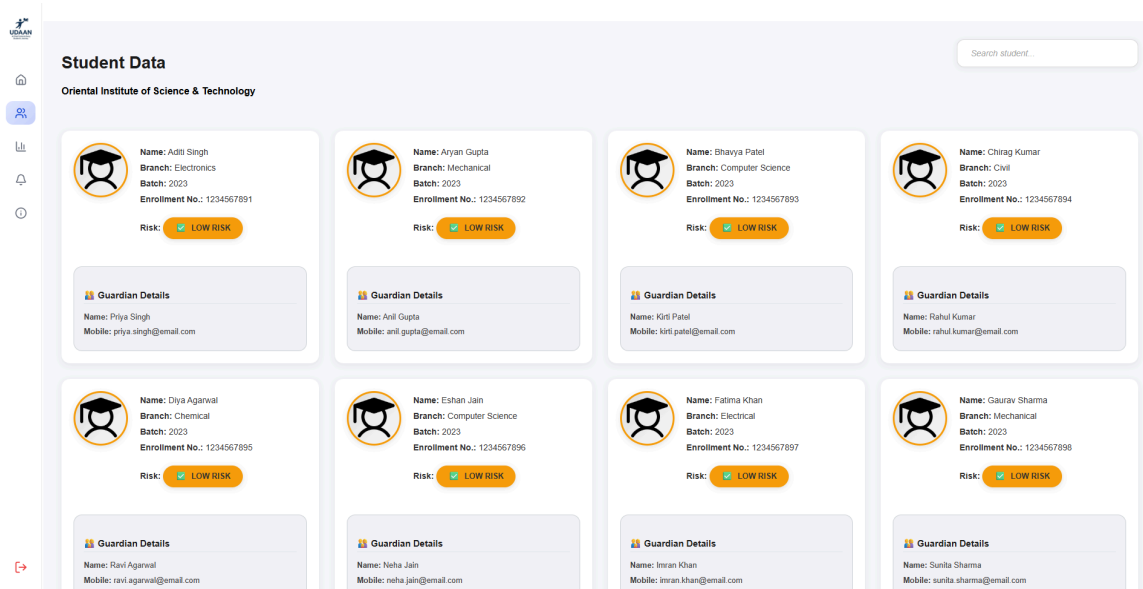
- **Upload Student Data:** To get started, you must upload your student data. The platform accepts **.csv** and **.xlsx** files. A template is available for download to ensure your data is formatted correctly. Once your file is ready, click **"Select File"** and then **"Upload."**
- **Risk Analysis:** After uploading, Udaan's AI engine will analyze your data and categorize students into three risk levels: **High Risk**, **Medium Risk**, and **Low Risk**. This provides an immediate, high-level overview of your student body's academic health.
- **Student Data View:** Below the risk analysis, you will find a table listing all your students, their assigned risk level, and other key details.



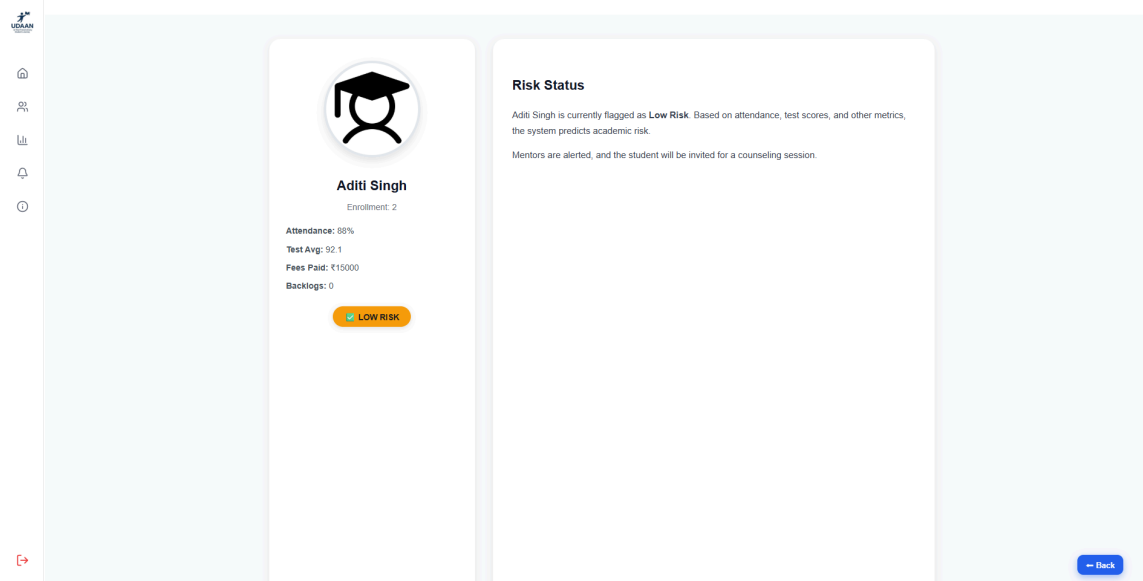
### 3. Detailed Student Information

You can view more detailed information about each student in two ways:

- **Student Data Page:** This page shows a card view of all students, including their guardian details. This is useful for quickly seeing a list of students and their risk levels.



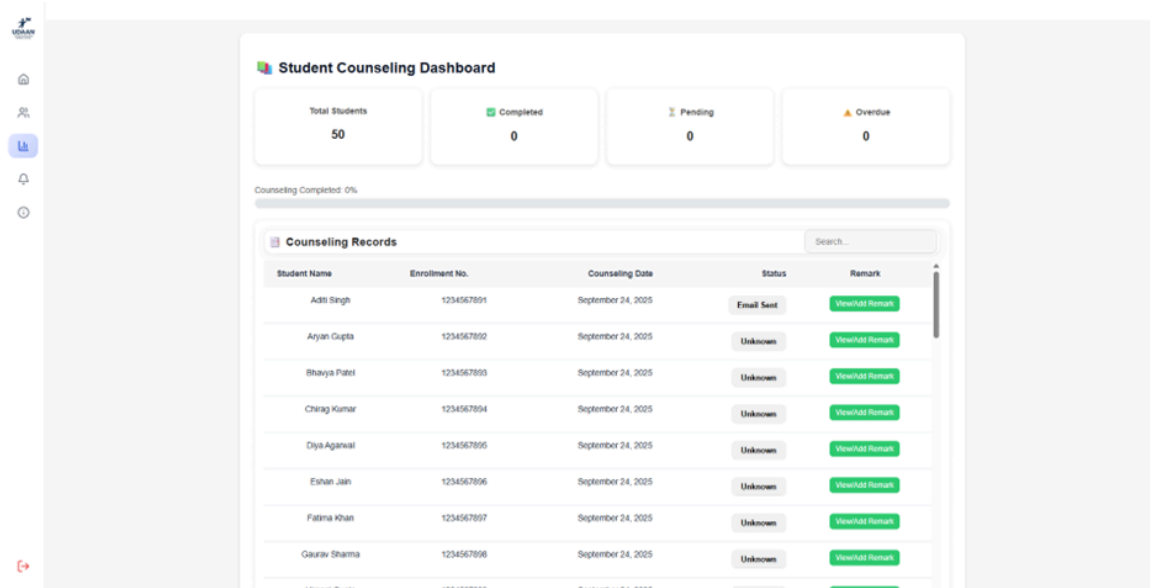
- **Student Profile Page:** Clicking on a student's name from the dashboard or a card from the Student Data Page will take you to their individual profile. This page provides an in-depth summary of their academic status, including attendance, test scores, fees paid, and backlogs. It also includes a brief explanation of why the student has been flagged with a specific risk status.



## 4. Student Counseling and Remarks

The Udaan platform makes it easy to manage student counseling sessions and keep track of progress.

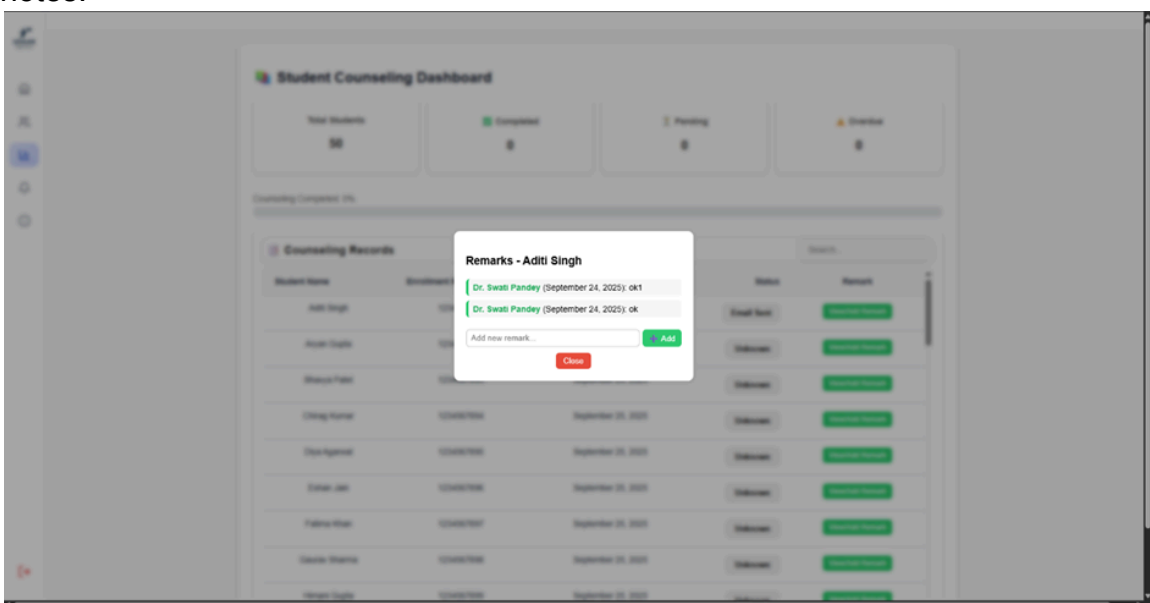
- **Student Counseling Dashboard:** Navigate to this section to see a list of students, their counseling status (Completed, Pending, Overdue), and the date of their counseling session.



The screenshot displays the 'Student Counseling Dashboard' with a sidebar on the left containing navigation icons. The main content area features a summary section with four cards: 'Total Students' (50), 'Completed' (0), 'Pending' (0), and 'Overdue' (0). Below this, a 'Counseling Completed' progress bar shows 0%. The 'Counseling Records' section contains a table with columns for Student Name, Enrollment No., Counseling Date, Status, and Remark. The table lists eight students, all with a counseling date of September 24, 2025. The status for Aditi Singh is 'Email Sent', while the others are 'Unknown'. Each row has a 'View/Add Remark' button.

Student Name	Enrollment No.	Counseling Date	Status	Remark
Aditi Singh	1234567891	September 24, 2025	Email Sent	<a href="#">View/Add Remark</a>
Aryan Gupta	1234567892	September 24, 2025	Unknown	<a href="#">View/Add Remark</a>
Bhavya Patel	1234567893	September 24, 2025	Unknown	<a href="#">View/Add Remark</a>
Chirag Kumar	1234567894	September 24, 2025	Unknown	<a href="#">View/Add Remark</a>
Diya Agarwal	1234567895	September 24, 2025	Unknown	<a href="#">View/Add Remark</a>
Eshan Jain	1234567896	September 24, 2025	Unknown	<a href="#">View/Add Remark</a>
Fatima Khan	1234567897	September 24, 2025	Unknown	<a href="#">View/Add Remark</a>
Gaurav Sharma	1234567898	September 24, 2025	Unknown	<a href="#">View/Add Remark</a>
Himani Gupta	1234567899	September 24, 2025	Unknown	<a href="#">View/Add Remark</a>

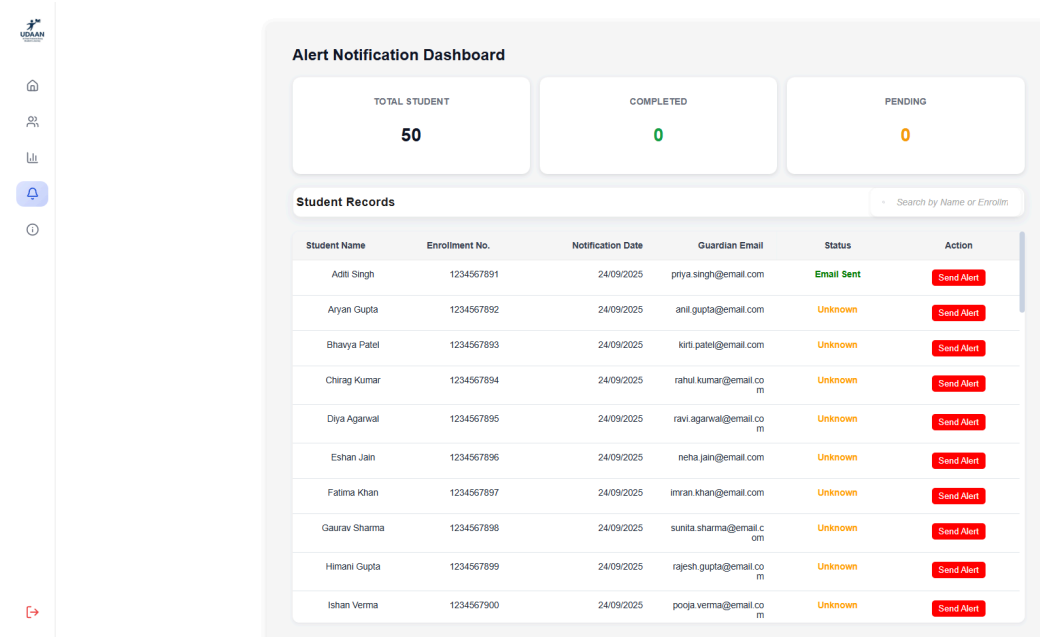
- **Add Remarks:** You can add notes or remarks after a counseling session. Simply click the **"View/Add Remark"** button next to a student's name to open a pop-up window. Here, you can add a new remark and view a history of past counseling notes.



## 5. Alert Notification System

Udaan's alert system allows you to quickly notify students and their guardians about their academic status.

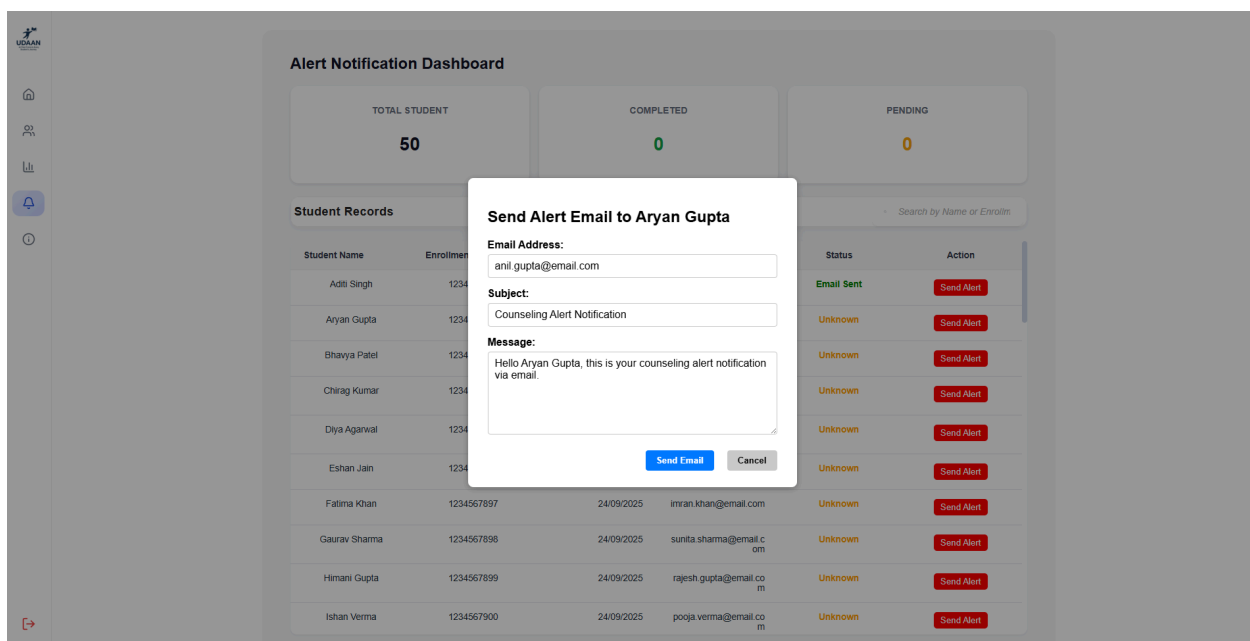
- **Alert Notification Dashboard:** This page provides an overview of alerts sent. It shows the total number of students, the number of alerts completed, and the number pending.



The screenshot shows the 'Alert Notification Dashboard' with three summary cards: 'TOTAL STUDENT' (50), 'COMPLETED' (0), and 'PENDING' (0). Below these is a 'Student Records' table with columns for Student Name, Enrollment No., Notification Date, Guardian Email, Status, and Action. The table lists 10 students, all with a status of 'Unknown' and a 'Send Alert' button.

Student Name	Enrollment No.	Notification Date	Guardian Email	Status	Action
Aditi Singh	1234567891	24/09/2025	priya.singh@email.com	Email Sent	Send Alert
Aryan Gupta	1234567892	24/09/2025	anil.gupta@email.com	Unknown	Send Alert
Bhavya Patel	1234567893	24/09/2025	kirti.patel@email.com	Unknown	Send Alert
Chirag Kumar	1234567894	24/09/2025	rahul.kumar@email.com	Unknown	Send Alert
Diya Agarwal	1234567895	24/09/2025	ravi.agarwal@email.com	Unknown	Send Alert
Eshan Jain	1234567896	24/09/2025	neha.jain@email.com	Unknown	Send Alert
Fatima Khan	1234567897	24/09/2025	imran.khan@email.com	Unknown	Send Alert
Gaurav Sharma	1234567898	24/09/2025	sunita.sharma@email.com	Unknown	Send Alert
Himani Gupta	1234567899	24/09/2025	rajesh.gupta@email.com	Unknown	Send Alert
Ishan Verma	1234567900	24/09/2025	pooja.verma@email.com	Unknown	Send Alert

- **Send Alerts:** To send an alert to a student and their guardian, click the **"Send Alert"** button next to their name. A pop-up will appear, allowing you to review and edit the pre-filled email address, subject, and message. Click **"Send Email"** to deliver the notification.



The screenshot shows the 'Alert Notification Dashboard' with a 'Send Alert Email to Aryan Gupta' pop-up. The pop-up contains fields for 'Email Address' (anil.gupta@email.com), 'Subject' (Counseling Alert Notification), and 'Message' (Hello Aryan Gupta, this is your counseling alert notification via email.). There are 'Send Email' and 'Cancel' buttons at the bottom of the pop-up.

Student Name	Enrollment No.	Notification Date	Guardian Email	Status	Action
Aditi Singh	1234567891	24/09/2025	priya.singh@email.com	Email Sent	Send Alert
Aryan Gupta	1234567892	24/09/2025	anil.gupta@email.com	Unknown	Send Alert
Bhavya Patel	1234567893	24/09/2025	kirti.patel@email.com	Unknown	Send Alert
Chirag Kumar	1234567894	24/09/2025	rahul.kumar@email.com	Unknown	Send Alert
Diya Agarwal	1234567895	24/09/2025	ravi.agarwal@email.com	Unknown	Send Alert
Eshan Jain	1234567896	24/09/2025	neha.jain@email.com	Unknown	Send Alert
Fatima Khan	1234567897	24/09/2025	imran.khan@email.com	Unknown	Send Alert
Gaurav Sharma	1234567898	24/09/2025	sunita.sharma@email.com	Unknown	Send Alert
Himani Gupta	1234567899	24/09/2025	rajesh.gupta@email.com	Unknown	Send Alert
Ishan Verma	1234567900	24/09/2025	pooja.verma@email.com	Unknown	Send Alert