Participation Certificate Process

Effective July 1st 2019 Faculty Organisers (FO) will follow the below steps to generate "Participation Certificate".

- Login to http://spoken-tutorial.org/ with your Organiser Username and Password.
- Click on '**Software Training**' link present in the header part of the website.

  Select '**Training & Payment Dashboard**' and click on ' **Semester Training Planner Summary (STPS)'.**

https://spoken-tutorial.org/software-training/training-planner/

- Click on 3rd Step **"Select Participant List".** Once attendance is marked, after 60 days from the semester start date FO will get option to click on **"Generate Participation Certificate".**
- Once done FO will see as **"Request sent to Participation Certificate".**
- This request is sent to respective state training managers who will accept the request.
- Training Manager will click on **"Generate Participation Certificate"** from the Training Managers Dashboard.
- After this process FO will get option to "**Download Participation Certificate".**

IMP:

- **Make sure you mark the attendance within 30 Days from Semester Start Date.**
- **All certificates up to 30th June 2019 will be downloadable by the Organisers without having to go through this process.**

- **Note: <u>Certificates will not be issued for the following software series:</u>**

1. Advance C
2. ASCEND
3. Firefox
4. Koha Library Management System
5. KTouch
6. ORCA
7. Single Board Heater System
8. Tux Typing
9. Xfig