spoken-tutorial.org

TRAINING FLOW

Activities to organise Spoken Tutorial based
Software Training and Assessment Test at your Institute / College

IIT Bombay

1. Register as a Faculty Coordinator (FC):

- Go to spoken-tutorial.org website and create an account - make a username and password by clicking on "Register" and activate your account by clicking on the link sent to your email.
- Now complete the FC Details by selecting state and name of the Institute,etc from the drop down in the form.

Registration Link: http://www.spoken-tutorial.org/account/register

2. Master Batch Upload:

- Faculty Coordinator will upload a Master batch consisting of all students in that department and year in **.csv** file.
- Select Department Name
- Select Year of Joining
- Create Libre office Calc sheet (or) Ms Excel sheet in the given format.

A	B	C	D
First Name	**Last Name**	**Email Id**	**Gender**

- You can copy paste the data for Column A, B, C and D from any existing file.
- Only enter the First Name, Last Name, Email ID, Gender of the participants.
  Note: Please enter the valid (individual) email id of the Participants.

Master Batch Link : http://spoken-tutorial.org/software-training/student-batch

Link for Instruction to Upload Master Batch: http://process.spoken-tutorial.org/images/f/fe/Master_Batch_upload.pdf

3. Semester Training Planner:

- Faculty Coordinator should Plan before semester for spoken tuorial Training session as per Computer lab hours.
- Faculty Coordinator must provide us scan copy of their computer lab practical's time table.
- Select Current Semester: July- December, 2015. You can also plan for Next Semester: January - June, 2016 in advance.
- In case your Semester begins Mid-June onwards, please choose July- Dec Semester and select 1st July as Semester Start Date.

Sample Time Table Link: http://process.spoken-tutorial.org/index.php/Software-Training#Sample_Time_Tables_.2F_Syllabus_with_Mapped_.26_UnMapped_Spoken_Tutorial_Software_Courses

Complete the STP with following details:

Dept Name (Single/ Multiple)	Batch	Semester Start Date	Training Type (Mapped/Unmapped/ Outside-Timetable courses)	Software Course (List of FOSS)

New Semester Training Planner (STP)
Link: http://spoken-tutorial.org/software-training/training-planner/
Instruction: http://process.spoken-tutorial.org/images/b/bc/Semester_Training_Planner.pdf

4. Training Request:

- Complete the Training request within 10 weeks of Semester start date in case of FOSS courses that have Online Assessment Tests.

5. Upload / Select Participant List from Master Batch:

- Faculty Coordinator will have the "Select All" option on the Participant name and Select Language category.

	First Name	Last Name	Email ID	Gender	Preferred Language ▼
√	DIANA	LOW	dianaly3129@gmail.com	Female	English

Link: http://process.spoken-tutorial.org/images/4/49/Upload_Select_Participant_list.pdf

6. Download the Course Content:

- Download the course content by selecting the software of your choice to conduct the Training , through the following link:

  process.spoken-tutorial.org/images/1/1b/Download-Tutorials.pdf

Direct Download Link: http://www.spoken-tutorial.org/create_cd_content

7. Machine Readiness:

- Make the computers systems ready to conduct the training with sound, Tutorials (Course content) and software downloaded and installed in the machines.
- Internet connectivity is NOT required during the Training .
- Ensure that sufficient number of earphones and hard copies of Instruction sheets specific to the particular software are provided.

A **Training** is a software session which is conducted as a part of the Lab hours alongside a course present in the syllabus or which has relevance to the course taught.

8. Training Details:

- In the lab practical hours, each participants to follow Instruction sheet.

- Listen to each tutorials using earphones (mobile earphones will work too) and play, pause, rewind each tutorial available in the zip folder.
- Practice on the software using Side by side method shown in the link https://www.youtube.com/watch?v=ANK6WTWO-88

9. **Online Assessment Test:**
   - At a time convenient to the batch plan the timing of the Online Assessment test.
   - Decide on an invigilator and have the invigilator also register by creating an account and filling the Invigilator details form. Do this before making the test request.
   - Then make a test request on spoken-tutorial.org minimum 48 hours in advance, and we will confirm it for you.
   - The participants / students whose names, email id have been added / entered (by the FC) through the "**Participant list**" while requesting for a Training, will (by default) get an automated mail with a system generated 'Username' and 'Password', which inturn can be used for subscribing for 'Online Tests' and downloading the Certificates, later.

   - The participants will make use of the Login details obtained through the above mentioned mechanism and then they take the test. On clearing the test they will get an 'Completion Certificate' automatically.
   - Those participants who haven't registered can make use of the following link and can subscribe for the same.

     Link for Participant Registration: http://spoken-tutorial.org/participant/login/

   - As the participants come in for the test, the invigilator will fill the attendance sheet by clicking on the participant's user name, thus allowing them to take the test.

     Link for Onlne Test: http://onlinetest.spoken-tutorial.org/

   - After all the participants complete taking the test and recieve the certificates, on passing, the Invigilator will close the test after confirming that all the students / participants have finished answering the questions and seen their marks, by clicking on 'Mark as Complete'.

Learner's Certificate will no longer be provided to the participants for FOSS courses that have Online test.

PS: Tests are available for the following FOSS : BASH, C, CPP, Advance CPP, Java, PHP & MySQL, Linux, LaTeX, Scilab, Python and PERL.