Organizer / Faculty Coordinator's (FC) role:-

The FC will... Go to http://spoken-tutorial.org >> Click on Software Training Tab >> Training Dashboard and access >> the Semester Training Planner Form (STPF), all the steps will follow in order as shown below.

N.B : We suggest that you contact the ST IITB Training Coordinator for your state when you start, so as to have a smooth launch.

1. *FC to register as Organizer. FC might already have a login ID. If 'yes', FC has to click on "Add me as an Organiser" link in his/her dashboard under "Software Training" tab . Later on get the other Dept. FCs registered as needed.* ***Click here*** *for* ***Faculty Coordinator Registration Link.***

2. *FCs to upload the* ***Master Batches*** *(Yearly - Batch-wise uploading of the participants list covering all the names in the nominal roll).* ***Click here for Master Batch Upload link***
3. *FC to fill the* ***Semester Training Planner forms****.* ***N.B :*** *Many of the FC's have completed mapping of FOSS courses in your time-tables so this part should not be difficult to do.* ***Click here for Semester Training Planner (STP) link***
4. *FC to select the* ***Participant List*** *from* ***Master Batch*** *who has taken part in a particular FOSS course and mark attendance/ check participants.* ***Click here for Select Participant List link***

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DETAILED PROCEDURE TO ORGANIZE SPOKEN TUTORIAL SOFTWARE (FOSS) TRAINING SESSIONS IN THE COLLEGE LAB

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.

Registration Link: http://www.spoken-tutorial.org/account/register
Instructions to Register: http://process.spoken-tutorial.org/images/5/5d/Create-New-Account.pdf

- Once account is activated, FC has to click on "Add me as an Organiser" link in his/her dashboard under "Software Training" tab and complete the FC Details by selecting state and name of the Institute etc. from the drop down in the form.

2. Master Batch Upload to enroll students in the program :

- Faculty Coordinator will upload a **Master Batch** consisting of all students in that department and year in **.csv** file saved from an Excel/LO Calc file. Format given below.

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

Note: Please enter the valid (individual) email ID of the Participants. We suggest that the FC spend some hours helping students create valid email IDs *(if and where needed*) BEFORE going for **Master Batch** upload.

Master Batch Link : http://spoken-tutorial.org/software-training/student-batch
Instructions to Upload Master Batch: http://process.spoken-tutorial.org/images/f/fe/Master_Batch_upload.pdf

3. Semester Training Planner (STP):

- Faculty Coordinator should plan the Spoken Tutorial Training sessions by deciding on the Software course (FOSS), the list of students who will learn the course and the semester, (July- Dec or Jan-June), in which the course will be offered. Please note that the training can easily be accommodated in existing Computer lab hours in the time-table.

- Complete the STP with following details:

Dept. Name (Single/ Multiple)	Batch	Training Type Courses in (Mapped in Lab hrs/Unmapped in Lab hrs/ Outside Lab hrs)	Semester Start Date (per college dates)	Software Course(s) (List of FOSS)

Link: http://spoken-tutorial.org/software-training/training-planner/
Instructions to complete STP : http://process.spoken-tutorial.org/images/b/bc/Semester_Training_Planner.pdf

4. Select Participant List for whom the particular Software Course (FOSS) has been selected from the Master Batch.

Format given below:

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

Link: http://spoken-tutorial.org/software-training/select-participants/
Instruction : http://process.spoken-tutorial.org/images/1/1c/Select_Participantlist.pdf

5. Lab Readiness for Training session :

- Make the computers systems ready to conduct the training with headphones, Tutorials (Course content) and Software downloaded and installed in the machines.
- Download the course content by selecting the software of your choice to conduct the Training , through the following link

Direct Download Link: http://www.spoken-tutorial.org/create_cd_content
Instructions to download the course: process.spoken-tutorial.org/images/1/1b/Download-Tutorials.pdf

- Once the course is in the system internet connectivity is NOT required during the Training.
- Most courses including General IT Skills can be learned using Windows systems also.

6. Training method details:

- Select an initial 1.5 or 2 hour session for the particular batch, can be done in the lab hrs.
- Listen to each tutorial using earphones (mobile earphones will work too) and play, pause, rewind each tutorial available in the zip folder by following the recommended learning sequence.
- Later the students can revise the remaining sessions/ course on their own at home or the college lab. They can take the content in the pendrives
- Practice on the software using Side by Side method shown in the link **https://www.youtube.com/watch?v=ANK6WTWO-88**

Online Assessment Test

- After a period of minimum 1 month, when the batch has completed the revision and practice of all the tutorials in the particular FOSS course the FC will fix a suitable time for the students to take the 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 on our website. 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 in turn 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 a '**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/
Instructions for Participants: http://process.spoken-tutorial.org/images/9/95/Test_Instruction_for_Participants.pdf

- 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 Online Test: http://onlinetest.spoken-tutorial.org/
Instructions for Online Test: http://process.spoken-tutorial.org/images/a/aa/Test_Request.pdf

- After all the participants complete taking the test, the Invigilator will close the test manually after confirming that all the students / participants have finished answering the questions and seen their marks, by clicking on **'Close'** button to view the certificates.

Note : Tests are available for the following FOSS : BASH, C, CPP, Java, PHP & MySQL, Linux, LaTeX, Scilab, Python and PERL. On clearing these participants will receive **Completion Certificates.**
For ALL other courses participants will receive **Learner's Certificates** automatically after **150 days** from the **Semester Start Date.**