INSTRUCTION TO RECORD THE ATENDANCE FOR A WORKSHOP

Detailed procedure to be followed after conducting the Workshop
(FOR ORGANISERS)

Steps 1: Submit the Attendance

1. Login to spoken-tutorial.org with the name your (Organizer) Username and Password.
2. Goto http://spoken-tutorial.org/software-training/training/organiser/ongoing/ and locate / select the appropriate approved Training (or) Workshop present under the **'Ongoing'** category in the Training / Workshop Dashboard of spoken-tutorial.org
3. After locating the exact Traning / Workshop, click **'Attendance'**.
4. You will be able to see the list of Participants who's details you have uploaded while making the request for the Training / Workshop, now select (tick) the names of all the participants who are present during that day.
5. If you think that any of the participant name has not been enetered or is not present in the list then you have full liberty to add new participants by creating a new CSV file (mention only the new names to be added) click on 'Upload Participant Data' and clcik 'Submit'. Repeat Step 4.
6. Once it is confirmed that names of all the participants is done, then the Organiser should click **'Mark as Complete'.**

Steps 2: Mark as Complete

7. As a continuation of the above mentioned process of clicking the '**Submit**' button. Now it comes the turn for completing the activity by pressing the **'Mark as complete'**.
8. Once the Organiser clicks '**Mark as Complete**' then there CAN NOT be any edits (or) corrections made on the list.
9. Thus the Training / Workshop gets successfully completed.