Workshop flow – prior activities, in order given below, to organise Workshops and Tests (SWAT) in your Institution/ College

1. Inform us of your interest and we will register the Institution/ College in our website.
2. To register as an organiser you need to create an account and assign yourself a Username and Password. **(see 01_InstructionCreateNewAccountRegisterasOrganiser Att.**)
3. You will get a notification confirming you as an organiser within 24 hours. Now complete the Organiser Details. **(see 01_InstructionCreateNewAccountRegisterasOrganiser Att.**)
4. Organise the learning group, lab availability and Workshop timing at your end.
5. Make a workshop request on our website and we will confirm it for you. Detailed but easy instructions provided. **(See 02_WorkshopRequestInstructions Att.)**
6. Get a Skype ID and do a Skype test with IIT Bombay team to establish connectivity and clear any doubts.
7. Arrange one computer, the organiser's with a Webcam to connect with IIT Bombay.
8. Fill out the Computer Readiness report **(See 03_MachineReadiness Att.)**
9. Download the tutorials from the link provided and copy paste onto the machines. **(See 04_InstructionsDownloadingTutorials Att.)**
10. Get the software installed on all computers using the "Instructions for Installation" **(will be provided in the tutorials CD/ web-link).**
11. Ensure earphones and sufficient number of hard copies of Tutorial Instruction sheets are kept ready for all the participants.
12. After the workshop ensure that the participants get the tutorials on CD, pendrive, their personal laptops for revision.
13. Any time after 2 weeks and preferably within a month or so the group can come for the online assessment test (SWAT). **(see 05_TestInstructionsParticipants Att.)**
14. Make a test request on our website and we will confirm it for you. Detailed but easy instruction sheets provided. **(see 06_TestRequestOrganisers Att.)**
15. Some time before the end of the test, you will have to fill up the Test Admin Details form. **(see 07_TestAdminDetails Att.)**