Workshop Flow – activities to organise Workshops and Tests in your Institute/College

Register as an Organiser

1. Go in the spoken-tutorial.org website and create an account by making a Login ID and Password. You will get a notification from Spoken Tutorial team within 24 hours.
2. Now complete the Organiser Details by selecting state and institution name from the drop down in the form.
3. Before planning the workshops in the college, get a Skype ID and do a Skype test with the Spoken Tutorial team, IIT Bombay. Skype suport is needed only for the first workshop in a college. Our Skype ID are *st-wshop* and *st-iitb*

Request Workshops

1. Organise the students/faculty group and lab availability in the college.
2. Make a workshop request on spoken-tutorial.org and we will confirm it for you. You will get a Workshop code. Ensure a minimum of 24 hours advance notice to us.

Organise the lab, duration per software for workshop is 2 hours

1. Arrange one computer, mostly the workshop organiser's to have Webcam, in order to connect with IIT Bombay.
2. Make the computers ready to take the workshop with sound, tutorials and software downloaded from the website and uploaded/ installed in the machines. Internet connectivity is not required.
3. Ensure that sufficient number of earphones and hard copies of Instruction sheets specific to the particular software are provided.
4. After the workshop the organiser must fill in the Workshop Details by going into spoken-tutorial.org.
5. For revision, ensure that the workshop participants take the tutorials, course material with them on CDs, pendrives, laptops etc. They can also come back and practice in the lab.

Taking the 1 hour Online Assessment test, suggest 2-3 weeks later

1. At a time convenient to the batch plan the timing of the Online Assessment test. Then make a test request on spoken-tutorial.org minimum 48 hours in advance, and we will confirm it for you. You will get a Test code.
2. 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.
3. Prior to the test, ensure that the participants have the scan copy of their photograph and upload it after they login for the test. Participants should go through the test taking instructions, also give them the Test code.
4. Participants will register on the website only when they take the test, they will complete a Feedback form and continue with the test. On completion and clearing the test they will get an e-certificate automatically.
5. As the participants come in for the test, the invigilator has to complete the attendance sheet by clicking on the participants user name and allowing them to take the test.
6. After all the participants complete taking the test and receiving the certificates,on passing, the Invigilator will close the test by entering the test code and clicking on 'Close'.