TRAINING FLOW

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

1. Register as an Organiser:

- Go to spoken-tutorial.org website and create an account - make a username and password by clicking the "Register" and activate your account by clicking on the link sent to your email.
- Now complete the Organiser 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. Download the Course Content:

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

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

Note: Registration is NOT required for downloading the course contents. Anyone can download from anywhere, anytime.

3. Request for Training / Workshop:

- Organise the students/faculty group and lab availability in the college.
- Make a Training / Workshop request and upload the **"participant Attendance List"** 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.

  Training request Link: http://spoken-tutorial.org/software-training/training/organiser/request/

4. Organise the lab and Conduct the Training / Workshop

- Make the computers systems ready to conduct the training / workshop with sound, Tutorials (Course content) and software downloaded and installed in the machines. Internet connectivity is not required.
- Ensure that sufficient number of earphones and hard copies of Instruction sheets specific to the particular software are provided.
- Participants will use the earphones and watch the tutorials individually. They will play-pause-practice and self-learn at their own pace, using side by side method.
- After the Training / Workshop gets completed the organiser has to **"Mark as Complete"** at spoken-tutorial.org by selecting the names of all candidates who participated.

Learner's Certificate will be provided to all the participants but it is highly recommended for some courses that students take up the Online Test and gain the Certificates.

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.

A **Workshop** is a 2 hour long Software Training session.

Taking the 1 hour long Online Assessment Test

- 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.
- 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.
- 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.
- 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.

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

- As the participants come in for the test, the invigilator has to complete the attendance sheet by clicking on the participant's user name and allowing them to take the test.
- 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 'Mark as Complete'.

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