spoken-tutorial.org

TRAINING FLOW

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

IIT Bombay

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/accounts/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.

3. Request for Training / Workshop:

- Organise the students/faculty group (batch), prepare a Participant list and lab availability in the college.
- It is necessary that you upload the "Participant List" while you raise the Training / Workshop Request, for the Training Manager to approve your request
- 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 during the Training / Workshop.
- Ensure that sufficient number of earphones and hard copies of Instruction sheets specific to the particular software are provided.
- Participants will use the earphones to watch and listen the tutorials individually. They will play-pause-practice and self-learn at their own pace, using **side by side** method.
- Side by Side means that on the screen, we keep the terminal/console window open on the right hand side for the practice and the tutorial window open on the left hand side for the learning.

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.

The following steps will explain you of how and when to complete 4(a) a Training session and 4(b) a Workshop.

4 (a). Completing the Training - filling a 'Training Completion Form'

After 2 months from the starting date of a Training the Organizer has to fill a 'Training Completion Form' and click on the '**Submit**' button to mark its completion.

Note: Only after the Organiser fills and submits the 'Training Completion Form', the participants would be able to download the Learner's Certificate.

4 (b). Completing a Workshop - recording the attendance

The Organizer has to record (submit) the attendance by marking on the 'Participant List' which he / she had uploaded while making the Workshop Request.

Note: Only after the Organiser submits the 'Participant List' with attendance marked, the participants can download the Learner's Certificate.

Taking the 1 hour long 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 and filling the Invigilator details form. 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 Organizer) through the "**Participant list**" while requesting for a Training / Workshop, will (by default) get an automated mail with a system generated 'Username' and 'Password', which inturn can be used for subscribing for 'Online Tests' and downloading the Certificates.
- 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 an '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/

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