spoken-tutorial.org

Participation Certificate Process

IIT Bombay

Effective July 1st 2019 Faculty Organisers (FO) will follow the below steps to generate "Participation Certificate".

•Login to http://spoken-tutorial.org/ with your Organiser Username and Password.

•Click on '**Software Training**' link present in the header part of the website.

Select '**Training & Payment Dashboard**' and click on ' S**emester Training Planner Summary (STPS)'.**
https://spoken-tutorial.org/software-training/training-planner/

•Click on 3rd Step **"Select Participant List".** Once attendance is marked, after 60 days from the semester start date FO will get option to click on **"Generate Participation Certificate".**

•Once done FO will see as **"Request sent to Participation Certificate".**

•This request is sent to respective state training managers who will accept the request.

•Training Manager will click on **"Generate Participation Certificate"** from the Training Managers Dashboard.

•After this process FO will get option to "**Download Participation Certificate".**

IMP:

•Make sure you mark the attendance within 60 Days from Semester Start Date.

•All certificates upto 30th June 2019 will be downloadable by the Organisers without having to go through this process..

•**Note: <u>Certificates will not be issued for the following software series:</u>**

1.Advance C

2.Ascend
3.Firefox
4.Filezilla
5.KTouch
6.ORCA
7.eSIM or Oscad
8.STEP
9.Thunderbird
10. Tux Typing
11.XFig