SEMESTER TRAINING PLANNER FORM

Procedure for filling the Semester Training Planner

Planning in advance is a must and the STP will help you do it very simply.

While requesting for a Training, it is necessary to complete the new **Semester Training Planner** to ensure that:

- All the batches belonging to the different departments and the specific semesters come into the training program, rather than just a few batches and departments.
- The students are able to take training in maximum possible relevant FOSS before they graduate and leave campus

STEPS TO FILL THE NEW SEMESTER TRAINING PLANNER FORM:

- Type http://spoken-tutorial.org in the browser. Now click on the Login link at the top right of the webpage. Login with your Username and Password.
- If you have not registered yet, then click on the below link to create your account: http://spoken-tutorial.org/accounts/register/
- Click on 'Software Training' link present in the header part of the website.

  Select 'Training Dashboard' and click on ' Semester Training Planner Summary (STPS)',
  link: http://spoken-tutorial.org/software-training/training-planner/
- Select Current Semester: July- December, 2015. You can also plan for Next Semester: January – June, 2016 in advance.
- In case your Semester begins Mid-June onwards, please choose July- Dec Semester and select 1st July as Semester Start Date.
- Select **Department** - *(Mechanical, Electrical,.....)*

  (Single/Multiple)
- Select **Batch: Department and Year**
- **Training Type**:

  a. Select Software course ***Outside lab hours.***

  b. Select Software course ***Mapped in lab hours.***

  c. Select Software course ***Unmapped in lab hours.***

- Fill **Semester Start Date** (Should fall in the given semester months)
- Select **Software course**: (List of Foss)
- Click on **Submit**

Note : Not more than **2 courses** with assessment test can be requested in one semester.

- You are requested to fill the training request within 10 weeks from semester date for the following FOSS : BASH, C, CPP, Advance C++, Java, PHP, Linux, LaTeX, Scilab, Python and PERL.

STP Summary

Semester Start Date	Software course	Department Name	Participant List Status

- Please select and upload the Participants list from Master Batch. You may upload for 1 or more batches per department at a time.

STP Link: http://spoken-tutorial.org/software-training/training-planner/

Master Batch Link: http://spoken-tutorial.org/software-training/student-batch/