INSTRUCTION TO UPLOAD MASTER BATCH

Detailed procedure
for uploading the Master Batch

1. **Create a LibreOffice Calc sheet (or) MS Excel sheet of student details for each department and each year in the given format.**

   (Note: One student cannot be in 2 different departments or 2 different years or in 2 different colleges)

A	B	C	D
First Name	**Last Name**	**Email ID**	**Gender**

   PS : You can copy paste the data for Column A, B, C and D from any existing file.

   DON'T TYPE the S.No. and heading (First name, last name, email id, gender, etc).

   Only enter the **First Name, Last Name, Email ID, Gender** of the participants as shown below.

	A	B	C	D
	Mohamed	Kasim	mkasimkh@gmail.com	Male
	Anushree	Dharmadhika	dharmadhikarianushree@	Female
	Vidya	Kadam	stmaharashtra@gmail.co	Female

   Note: Please enter the valid (individual) email id of the Participants. Invalid email format, exisiting email id will be rejected.

2. **After entering all the details, save the file in .csv file format.**

   Instructions given below.

   - Goto ***File***
   - Click '***Save As*** '
   - Enter the desired preferred ***filename***
   - Select ***Format*** as **.csv**
   - Click ***Save***

   General Format: "**filename.csv**"

3. **Master Batch Student List:**

Sr. No.	Institution	Department	Year	Student Count	
1.	IIT	CSE	2011	25	Add Student / Student List

4. The process to upload the .csv file in the participant interface as follows,

- Goto spoken-tutorial.org - login with your Organser ID
- Goto - _____
- Click 'Add Master Batch'
- Select Department
- Select Year
- Browse and select the .csv file which you have generated
- Click 'Upload Master Batch'.

5. Time frame for validation of Master list is 24 hours from upload date.