spoken-tutorial.org

INSTRUCTION TO UPLOAD MASTER BATCH - STUDENT LIST

Detailed procedure
for uploading the Master Batch

IIT Bombay

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 and mail will be sent to FC with regards to the same.

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

- 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 48 hours from upload date.**