INSTRUCTION TO UPLOAD MASTER BATCH - STUDENT LIST

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.**

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 column headings in this file (First Name, Last Name, Email ID, Gender, etc).
- DON'T ADD Sr. No. Either
- Only enter the **First Name, Last Name, Email ID, Gender** of the participants as shown below.
- Middle names or Initials will not be accepted.

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

Note: Please enter the valid (individual) email id of the Participants. If they don't have any, please help them to create one. Invalid email format, existing email id will be rejected.

Note:

- If a student's Email ID has been used for registration in a batch in another college in the past then they will need a **NEW** Email ID for batch registration in their present college.
- One student's Email ID **cannot** be in 2 different departments or 2 different years or in 2 different colleges.
- Please ensure in **Master Batch** the list of students should **not exceed** more than 500.
- If student list is more than 500, **divide the batch** and upload under different name e.g., Chemistry1 & Chemistry2.

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

Instructions given below.

- Go to ***File***
- Click '***Save As*** '
- *Enter the preferred filename*
- Select ***Format*** as ***.csv*** for LibreOffice and ***.csv (MS-DOS)*** for Microsoft Office.
- Click ***Save*** *General Format:* "**filename.csv**"

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

- Go to spoken-tutorial.org - login with your Organiser ID
- Go to - http://spoken-tutorial.org/software-training/student-batch
- Click 'Add Master Batch'
- Select Department
- Select Year of Joining (Academic joining year of students)
- Browse and select the .csv file which you have generated
- Click 'Upload Master Batch'.

4. Master Batch Student List:

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

5. **Time frame for validation of Master list is 48 hours from upload date.**
   (**IMP:** After the Master Batch is verified, please confirm with all the students if they received the username and password mail to ensure smooth process during the test.)

Note: After uploading .csv file if there is an error a new page will highlight showing Error (Invalid Email ID) and Warning (Student already exists in 'xyz' department/ year)

IMP:

- **For additional students click on "Add student" details in the existing Master batch of same year and department.**
- **One Master Batch must contain names from only one department. "DO NOT COMBINE DEPARTMENTS".**
- **For one department only "ONE ORGANISER" will be permitted to get registered at a given time.**
  (A message will be displayed if a department/year has been taken by any Organiser)
- **Organiser can EDIT Department, Year, Student's Name, Email ID, Gender if provided incorrectly in Master Batch.**