



## DETAILED PROCEDURE TO ORGANIZE SPOKEN TUTORIAL SOFTWARE (FOSS) TRAINING SESSIONS IN THE COLLEGE LAB

### 1. Register as a Faculty Coordinator (FC):

- Go to spoken-tutorial.org website and create an account – make a username and password by clicking on “Register” and activate your account by clicking on the link sent to your email.
- Once **Organiser** registers, he has to first **activate** his account by clicking on the link sent to his/her mail. Only after his account is activated he can request for **forgot/reset** password.

**Registration Link:** <http://www.spoken-tutorial.org/account/register>

**Instructions to Register:** <http://process.spoken-tutorial.org/images/5/5d/Create-New-Account.pdf>

- Once account is activated, FC has to click on “Add me as an Organiser” link in his/her dashboard under “Software Training” tab and complete the FC Details by selecting state and name of the Institute etc. from the drop down in the form.

### 2. Master Batch Upload to enroll students in the program :

- Faculty Coordinator will upload a **Master Batch** consisting of all students in that department and year in .csv file saved from an Excel/LO Calc file. Format given below.

A	B	C	D
First Name	Last Name	Email ID	Gender

Note: Please enter the valid (individual) email ID of the Participants. We suggest that the FC spend some hours helping students create valid email IDs (*if and where needed*) BEFORE going for **Master Batch** upload.

- 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 eg. Chemistry1 & Chemistry2.

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

**Instructions to Upload Master Batch:** [http://process.spoken-tutorial.org/images/f/fe/Master\\_Batch\\_upload.pdf](http://process.spoken-tutorial.org/images/f/fe/Master_Batch_upload.pdf)

### 3. Semester Training Planner (STP):

- Faculty Coordinator should plan the Spoken Tutorial Training sessions by deciding on the Software course (FOSS), the list of students who will learn the course and the semester, (July- Dec or Jan-June), in which the course will be offered. Please note that the training can easily be accommodated in existing Computer lab hours in the time-table.
- Complete the STP with following details:

Dept. Name (Single/ Multiple)	Batch	Training Type Courses in (Mapped in Lab hrs/Unmapped in Lab hrs/ Outside Lab hrs )	Semester Start Date (per college dates)	Software Course(s) (List of FOSS)
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**Link:** <http://spoken-tutorial.org/software-training/training-planner/>

**Instructions to complete STP :** [http://process.spoken-tutorial.org/images/b/bc/Semester\\_Training\\_Planner.pdf](http://process.spoken-tutorial.org/images/b/bc/Semester_Training_Planner.pdf)

#### 4. Select Participant List for whom the particular Software Course (FOSS) has been selected from the Master Batch.

Format given below:

First Name	Last Name	Email ID	Gender	Preferred Language ▼
DIANA	LOW	dianaly3129@gmail.com	Female	English

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Link: <http://spoken-tutorial.org/software-training/select-participants/>  
Instruction : [http://process.spoken-tutorial.org/images/1/1c/Select\\_Participantlist.pdf](http://process.spoken-tutorial.org/images/1/1c/Select_Participantlist.pdf)

#### 5. Lab Readiness for Training session :

- Make the computers systems ready to conduct the training with headphones, Tutorials (Course content) and Software downloaded and installed in the machines.
- Download the course content by selecting the software of your choice to conduct the Training , through the following link

Direct Download Link: [http://www.spoken-tutorial.org/create\\_cd\\_content](http://www.spoken-tutorial.org/create_cd_content)

Instructions to download the course: [process.spoken-tutorial.org/images/1/1b/Download-Tutorials.pdf](http://process.spoken-tutorial.org/images/1/1b/Download-Tutorials.pdf)

- Once the course is in the system internet connectivity is NOT required during the Training.
- Most courses including General IT Skills can be learned using Windows systems also.

#### 6. Training method details:

- Select an initial 1.5 or 2 hour session for the particular batch, can be done in the lab hrs.
- Listen to each tutorial using earphones (mobile earphones will work too) and play, pause, rewind each tutorial available in the zip folder by following the recommended learning sequence.
- Later the students can revise the remaining sessions/ course on their own at home or the college lab. They can take the content in the pendrives
- Practice on the software using Side by Side method shown in the link <https://www.youtube.com/watch?v=ANK6WTWO-88>

### Online Assessment Test

- After a period of minimum 1 month, when the batch has completed the revision and practice of all the tutorials in the particular FOSS course the FC will fix a suitable time for the students to take the Online Assessment Test
- At a time convenient to the batch plan the timing of the Online Assessment test.
- Decide on an invigilator and have the invigilator also register by creating an account on our website. Do this before making the test request.
- Then make a test request on spoken-tutorial.org minimum 48 hours in advance, and we will confirm it for you.
- The participants / students whose names, email id have been added / entered (by the FC) through the "Participant list" while requesting for a Training, will (by default) get an automated mail with a system generated 'Username' and 'Password', which in turn can be used for subscribing for 'Online Tests' and downloading the Certificates, later.
- The participants will make use of the Login details obtained through the above mentioned mechanism and then they take the test. On clearing the test they will get a 'Completion Certificate' automatically.
- Those participants who haven't registered can make use of the following link and can subscribe for the same.

Link for Participant Registration: <http://spoken-tutorial.org/participant/login/>

Instructions for Participants: [http://process.spoken-tutorial.org/images/9/95/Test\\_Instruction\\_for\\_Participants.pdf](http://process.spoken-tutorial.org/images/9/95/Test_Instruction_for_Participants.pdf)

- As the participants come in for the test, the invigilator will fill the attendance sheet by clicking on the participant's user name, thus allowing them to take the test.

**Link for Online Test:** <http://onlinetest.spoken-tutorial.org/>

**Instructions for Online Test:** [http://process.spoken-tutorial.org/images/a/aa/Test\\_Request.pdf](http://process.spoken-tutorial.org/images/a/aa/Test_Request.pdf)

- After all the participants complete taking the test, the Invigilator will close the test manually after confirming that all the students / participants have finished answering the questions and seen their marks, by clicking on '**Close**' button to view the certificates.

**Note :**

\*Tests are available for the following FOSS : BASH, C, CPP, CellDesigner, Drupal, GChemPaint, Geogebra, Git, Java, Jmol Application, Linux, LaTeX, PERL, PHP & MySQL, Python and Scilab.

\*On clearing these participants will receive **Completion Certificates**.

\*For ALL other courses participants will receive **Learner's Certificates** automatically after **60 days** from the **Semester Start Date**.