

## Organizer / Faculty Coordinator's (FC) role:-

The FC will... Go to <http://spoken-tutorial.org> >> Click on Software Training Tab >> Training Dashboard and access >> the Semester Training Planner Form (STPF), all the steps will follow in order as shown below.

N.B : We suggest that you contact the ST IITB Training Coordinator for your state when you start, so as to have a smooth launch.

1. FC to register as Organizer. FC might already have a login ID. If 'yes', skip this step. Later on get the other Dept. FCs registered as needed. Click here for [Faculty Coordinator Registration Link](#).
2. FCs to upload the **Master Batches** (Yearly - Batch-wise uploading of the participants list covering all the names in the nominal roll). Click here for [Master Batch Upload link](#)
3. FC to fill the **Semester Training Planner forms**. **N.B :** Many of the FC's have completed mapping of FOSS courses in your time-tables so this part should not be difficult to do. Click here for [Semester Training Planner \(STP\) link](#)
4. FC to Select the **Participant List** from **Master Batch** who has taken part in a particular FOSS course and mark attendance/ check participants. Click here for [Select Participant List link](#)

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## 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](http://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.
- Now complete the FC Details by selecting state and name of the Institute etc. from the drop down in the form.

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

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

### 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

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

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.

**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

✓

**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 sound, 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.

## 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 tutorials using earphones (mobile earphones will work too) and play, pause, rewind each tutorial available in the zip folder.
- 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, Advance CPP, Java, PHP & MySQL, Linux, LaTeX, Scilab, Python and PERL. On clearing these participants will receive **Completion Certificates**.

For ALL other courses participants will receive **Learner's Certificates** automatically after **150 days** from the **Semester Start Date**.