SELECT PARTICIPANT LIST FROM MASTER BATCH

Faculty Coordinator / Organiser has to select the Participant List from that particular Master Batch who has taken part in the Training of a particular FOSS course and mark attendance/ check participants.

Before Selecting Participant List please ensure the Master Batch and Semester Training Planner are completed.

Click here for Master Batch: http://spoken-tutorial.org/software-training/student-batch

Click here for STP: http://spoken-tutorial.org/software-training/training-planner/

Login to spoken-tutorial.org with your Organiser Username and Password.

- Make sure you select the list of students taking the course/s you have chosen in the semester from the Master batch.

- Faculty Coordinator will have the “Check All” option on the Participant name and Select Language category.

- After uploading/ selecting the participant list, Organiser has to click on “Submit” which will complete the Training process online.

SAMPLE PARTICIPANT LIST:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email ID</th>
<th>Gender</th>
<th>Preferred Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIANA LOW</td>
<td><a href="mailto:dianaly3129@gmail.com">dianaly3129@gmail.com</a></td>
<td>Female</td>
<td>English</td>
</tr>
</tbody>
</table>

Please Note: Selecting Participant List should be completed within 60 days from the Semester Start 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.

- Organiser will have option to re-open the training and mark Participant List multiple times for the current semester.

- Organiser will have the option to mark Participant List even after semester closes.

- Once semester is over, it will still give option to mark attendance in 3rd step (Select Participant) only if attendance is zero.

http://spoken-tutorial.org