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>DIANALOW</td>
<td><a href="mailto:dianaly3129@gmail.com">dianaly3129@gmail.com</a></td>
<td>Female</td>
<td>English</td>
</tr>
<tr>
<td>MINAKSHI SOLANKI</td>
<td><a href="mailto:minakshi.solanki84@gmail.com">minakshi.solanki84@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:**

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

- Organisers 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.