



spoken-tutorial.org

# INSTRUCTION TO RECORD THE ATTENDANCE FOR A WORKSHOP

Detailed procedure to be followed after conducting the Workshop  
(FOR ORGANISERS)



## Steps 1: Submit the Attendance

1. Login to spoken-tutorial.org with the name your (Organizer) Username and Password.
2. Goto <http://spoken-tutorial.org/software-training/training/organiser/ongoing/> and locate / select the appropriate approved Training (or) Workshop present under the '**Ongoing**' category in the Training / Workshop Dashboard of spoken-tutorial.org
3. After locating the exact Training / Workshop, click '**Attendance**'.
4. You will be able to see the list of Participants who's details you have uploaded while making the request for the Training / Workshop, now select (tick) the names of all the participants who are present during that day.
5. If you think that any of the participant name has not been entered or is not present in the list then you have full liberty to add new participants by creating a new CSV file (mention only the new names to be added) click on 'Upload Participant Data' and click 'Submit'. Repeat Step 4.
6. Once it is confirmed that names of all the participants is done, then the Organizer should click '**Mark as Complete**'.

## Steps 2: Mark as Complete

7. As a continuation of the above mentioned process of clicking the '**Submit**' button. Now it comes the turn for completing the activity by pressing the '**Mark as complete**'.
8. Once the Organizer clicks '**Mark as Complete**' then there CAN NOT be any edits (or) corrections made on the list.
9. Thus the Training / Workshop gets successfully completed.

**N.B.:** Only after you submit the 'Participant List' with attendance marked, the participants can download the Learner's Certificate.