



spoken-tutorial.org

INSTRUCTION TO UPLOAD PARTICIPANT ATTENDANCE LIST

Detailed procedure for uploading the Participant Attendance

(for Organizers)



IIT Bombay

Steps:

1. Create a LibreOffice Calc sheet (or) MS Excel sheet in the given format.

A	B	C	D
First Name	Last Name	Email ID	Gender

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

DON'T TYPE the S.No. and heading (First name, last name, email id, gender, etc). Only enter the details of the participants as shown below.

	A	B	C	D	E
1	Mohamed	Kasim	mkasimkh@gmail.com	Male	
2	Anushree	Dharmadhika	dharmadhikarianushree@	Female	
3	Vidya	Kadam	stmaharashtra@gmail.com	Female	
4					
5					

Note: Please enter the valid (individual) email id of the Participants.

2. After entering all the details, save the file in **.CSV** file format.

Instructions given below.

- Goto **File**
- Click '**Save As**'
- Enter the desired / preferred **filename**
- Select **Format** as **.CSV**
- Click **Save**

General Format: "filename.csv"

3. The process to upload the **.CSV** file in the participant attendance interface as follows,

- Goto spoken-tutorial.org - login with your Organiser ID
- Click 'Software Training' -
- Select **Training / Workshop Dashboard**
- Select **Pending Training / Workshop** Request
- Locate the relevant Training / Workshop then Click '**Attendance**'
- click '**Upload Data**' (browse and select the .csv file which you have generated)
- **Submit** Attendance.