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:

Name	Email ID	Gender	Preferred Language
√ DIANA LOW	dianaly3129@gmail.com	Female	English

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.**