Step 1: To Request for a Training / Workshop

- Type http://spoken-tutorial.org in the browser, this is the link which you should enter to login. Enter your Username and Password.

- Click on **'Software Training'** link present in the header part of the screen, and select "**Training / Workshop Dashboard**", then locate "**New Training / Workshop Request**" under Training / Workshop.

    Direct Link for requesting Training / Workshop:
    http://spoken-tutorial.org/software-training/training/organiser/request/

- Fill in the details required by selecting / entering the exact option of your choice (i.e.) Training or Workshop, Stream, Department of Participants, Course Name (if it is a Training), preferred Workshop Date, preferred Workshop Time, FOSS , Preferred language and Skype Support.

- Click on Submit.

    NOTE:
    - A **Training** is a software session which is conducted as a part of the Lab hours alongside a course present in the syllabus or which has relevance to the course taught.
    - A **Workshop** is a 2 hour long Software Training session.

> For the Skype Support Click Yes if it is the first Training / Workshop of the college or click No if it is not the first Training / Workshop.

Step 2: Upload the Participant Attendance List

It is necessary to upload the Participant Attendance list while requesting for a new Training (or) Workshop without which your request will <u>NOT</u> be approved.

The following are instruction will help you in easily uploading the Participant Attendance List.

- Type http://spoken-tutorial.org/offline-attendance-app/ on your browser and download the *Offline Participant Attendance App and* do the following steps.

Note: There will be two versions of the App available, i) for Linux ii) for Windows, make the appropriate selection and proceed further.

i. The file which you download will be a zip file, you have to Extract / Unzip the content of the file to a folder.

ii. Double click on the "Offline-Participant-Attendance-App.exe" file for Windows or "Offline-Participant-Attendance-App.jar" file for Linux Operating Systems, right click on the file and click "Open with Java Runtime Environment", a Registration window will open.

iii. Enter the (required) details in the window and click 'Submit'. At a given time only one entry can be done. So for entering detail of more participants click on 'Submit' and repeat the process untill the detail of last participant is entered.

iv. In the same folder where the "Offline-Participant-Attendance-App.jar" file is present there will be a "StudentRegistration.xml" file.

v. Make use of the "StudentRegistration.xml" file to upload the attendance at spoken-tutorial.org

(Goto spoken-tutorial.org ->> login with your Organser ID -->> click 'Software Training' ->> Training / Workshop Dashboard ->> Pending Training / Workshop Request ->> Locate the relevent Training / Workshop then Click 'Attendance' ->> click 'Upload Data' ->> Submit)

NOTE: Before conducting new Trainings, Please make sure that you delete the old "StudentRegistration.xml" file which you have created for previous Training / Workshop.

You will get a notification mail in your Inbox/Spam regarding the approval of the Training / Workshop which will give you the information about the (ONLY if you have uploaded the Participant Attendance List) confirmation along with a Workshop Code. In case you if you did not get the notification mail then please login in your (spoken-tutorial.org) Organizer account and check by using the following link
http://spoken-tutorial.org/software-training/training/organiser/approved/