TRAINING / WORKSHOP REQUEST SHEET
Procedure for requesting a 'New Training / Workshop
(FOR ORGANIZERS)

spoken−tutorial.org

IIT Bombay

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 NOT be approved.

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

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)

and 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.co	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 Organser ID

- Click 'Software Training' -

- Select *Training / Workshop Dashboard*

- Select *Pending Training / Workshop* Request

- Locate the relevent Training / Workshop then Click '*Attendance*'

- click '*Upload Participant Data*'   (browse and select the .csv file which you have generated)

(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 Participant Data' ->> Submit)

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/