

## Organiser / Faculty Organiser's (FO) role: -

The FO will... Go to <http://spoken-tutorial.org> >> Click on Software Training Tab >> Training Dashboard and access >> the Semester Training Planner Form (STPF), all the steps will follow in order as shown below.

**N.B:** We suggest that you contact the Training Manager for your state when you start, so as to have a smooth launch.

1. Faculty to register as Organiser. FO might already have a login ID. If 'yes', FO has to click on "Add me as an Organiser" link in his/her dashboard under "Software Training" tab. Later on, get the other Dept. FOs registered as needed. **Click here for [Faculty Organiser Registration Link](#).**
2. FOs to upload the **Master Batches** (Yearly - Batch-wise uploading of the participants list covering all the names in the nominal roll). **Click here for [Master Batch Upload link](#)**
3. FO to fill the **Semester Training Planner forms**. **N.B:** Many of the FO's have completed mapping of FOSS courses in your time-tables so this part should not be difficult to do. **Click here for [Semester Training Planner \(STP\) link](#)**
4. FO to select the **Participant List** from **Master Batch** who has taken part in a particular FOSS course and mark attendance/ check participants. **Click here for [Select Participant List link](#)**

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## DETAILED PROCEDURE TO ORGANISE SPOKEN TUTORIAL SOFTWARE (FOSS) TRAINING SESSIONS IN THE COLLEGE LAB

### 1. Register as a Faculty Organiser (FO):

- Go to spoken-tutorial.org website and create an account – make a username and password by clicking on **“Register”** and activate your account by clicking on the link sent to your email.
- Once **Organiser** registers, he has to first **activate** his account by clicking on the link sent to his/her mail. Only after his account is activated, he can request for **forgot/reset** password.
- Incase if you do not receive any activation mail, kindly **verify and activate your account** from this link: <http://spoken-tutorial.org/accounts/verify/>

Registration Link: <http://www.spoken-tutorial.org/account/register>

Instructions to Register: <http://process.spoken-tutorial.org/images/5/5d/Create-New-Account.pdf>

- Once account is activated, FO has to click on **“Add me as an Organiser”** link in his/her dashboard under **“Software Training”** tab and complete the FO Details by selecting state and name of the Institute etc. from the drop down in the form.

### 2. Master Batch Upload to enrol students in the program:

- Faculty Organiser will upload a **Master Batch** consisting of all students in that department and year in .csv file saved from an Excel/LO Calc file. Format given below.

| A          | B         | C        | D      |
|------------|-----------|----------|--------|
| First Name | Last Name | Email ID | Gender |

**Note:** Please enter the valid (individual) email ID of the Participants. We suggest that the FO spend some hours helping students create valid email IDs (*if and where needed*) BEFORE going for **Master Batch** upload.

- Please ensure in **Master Batch** the list of students should **not exceed** more than 500.
- If student list is more than 500, **divide the batch** and upload under different name e.g., Chemistry1 & Chemistry2.

Master Batch Link: <http://spoken-tutorial.org/software-training/student-batch>

Instructions to Upload Master Batch: [http://process.spoken-tutorial.org/images/f/fe/Master\\_Batch\\_upload.pdf](http://process.spoken-tutorial.org/images/f/fe/Master_Batch_upload.pdf)

### 3. Semester Training Planner (STP):

- Faculty Organiser should plan the Spoken Tutorial Training sessions by deciding on the Software course (FOSS), the list of students who will learn the course and the semester, **(July-Dec or Jan-June)**, in which the course will be offered. Please note that the training can easily be accommodated in existing Computer lab hours in the time-table.
- Complete the STP with following details:**

| Dept. Name<br>(Single/ Multiple) | Batch | Training Type<br>Courses in (Mapped in Lab<br>hrs/Unmapped in Lab hrs/<br>Outside Lab hrs) | Semester Start Date<br>(per college dates) | Software Course(s)<br>(List of FOSS) |
|----------------------------------|-------|--------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------|
|----------------------------------|-------|--------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------|

Link: <http://spoken-tutorial.org/software-training/training-planner/>

Instructions to complete STP: [http://process.spoken-tutorial.org/images/b/bc/Semester\\_Training\\_Planner.pdf](http://process.spoken-tutorial.org/images/b/bc/Semester_Training_Planner.pdf)

#### 4. Select Participant List for whom the particular Software Course (FOSS) has been selected from the Master Batch.

Format given below:

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| First Name | Last Name | Email ID              | Gender | Preferred Language ▼ |
|------------|-----------|-----------------------|--------|----------------------|
| DIANA      | LOW       | dianaly3129@gmail.com | Female | English              |

**Link:** <http://spoken-tutorial.org/software-training/select-participants/>  
**Instruction :** [http://process.spoken-tutorial.org/images/1/1c/Select\\_Participantlist.pdf](http://process.spoken-tutorial.org/images/1/1c/Select_Participantlist.pdf)

#### 5. Lab Readiness for Training session:

- Make the computers systems ready to conduct the training with headphones, Tutorials (Course content) and Software downloaded and installed in the machines.
- Download the course content by selecting the software of your choice to conduct the Training, through the following link

**Direct Download Link:** [http://www.spoken-tutorial.org/create\\_cd\\_content](http://www.spoken-tutorial.org/create_cd_content)

**Instructions to download the course:** [process.spoken-tutorial.org/images/1/1b/Download-Tutorials.pdf](http://process.spoken-tutorial.org/images/1/1b/Download-Tutorials.pdf)

- Once the course is in the system internet connectivity is NOT required during the Training.
- Most courses including General IT Skills can be learned using Windows systems also.

#### 6. Training method details:

- Select an initial 1.5 to 2-hour session for the particular batch, can be done in the lab hrs.
- Listen to each tutorial using earphones (mobile earphones will work too) and play, pause, rewind each tutorial available in the zip folder by following the recommended learning sequence.
- Later the students can revise the remaining sessions/ course on their own at home or the college lab. They can take the content in the pen drives
- Practice on the software using Side by Side method shown in the link  
<https://www.youtube.com/watch?v=EDOVOTMeX78>

### Online Assessment Test

- After a period of minimum 1 month, when the batch has completed the revision and practice of all the tutorials in the particular FOSS course the FO will fix a suitable time for the students to take the Online Assessment Test
- At a time, convenient to the batch plan the timing of the Online Assessment test.
- Decide on an invigilator and have the invigilator also register by creating an account on our website. Do this before making the test request.
- Then make a test request on spoken-tutorial.org minimum 48 hours in advance, and we will confirm it for you.
- The participants / students whose names, email id have been added / entered (by the FO) through the "**Participant list**" while requesting for a Training, will (by default) get an automated mail with a system generated 'Username' and 'Password', which in turn can be used for subscribing for 'Online Tests' and downloading the Certificates, later.
- The participants will make use of the Login details obtained through the above-mentioned mechanism and then they take the test. On clearing the test, they will get a '**Completion Certificate**' automatically.
- Those participants who haven't registered can make use of the following link and can subscribe for the same.

**Link for Participant Registration:** <http://spoken-tutorial.org/participant/login/>

**Instructions for Participants:**

[http://process.spoken-tutorial.org/images/9/95/Test\\_Instruction\\_for\\_Participants.pdf](http://process.spoken-tutorial.org/images/9/95/Test_Instruction_for_Participants.pdf)

- As the participants come in for the test, the invigilator will fill the attendance sheet by clicking on the participant's user name, thus allowing them to take the test.

**Link for Online Test:** <http://onlinetest.spoken-tutorial.org/>

**Instructions for Online Test:** [http://process.spoken-tutorial.org/images/a/aa/Test\\_Request.pdf](http://process.spoken-tutorial.org/images/a/aa/Test_Request.pdf)

- After all the participants complete taking the test, the Invigilator will close the test manually after confirming that all the students / participants have finished answering the questions and seen their marks, by clicking on '**Close**' button to view the certificates.

**Note :**

\* Organiser can Edit or Add during all three steps i.e. MB, STP, Select PL. (Eg. Edit department, year, course name, Add students, change Email ID.)

\*Completion certificates will be provided only after successfully clearing the tests.