



spoken-tutorial.org

UPLOAD / SELECT PARTICIPANT LIST

FROM MASTER BATCH



IIT Bombay

Before uploading Participant list please ensure the **Master Batch** and **Semester Training Planner** are completed.

Login to spoken-tutorial.org with the Username and Password.

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/>

Faculty Coordinator will have the “Check All” option on the Participant name and Select Language category.

SAMPLE PARTICIPANT LIST:

	Name	Email ID	Gender	Preferred Language
✓	DIANA LOW	dianaly3129@gmail.com	Female	English
✓	MINAKSHI SOLANKI	minakshi.solanki84@gmail.com	Female	English

After uploading/ selecting the participant list, Organiser has to click on “Submit Attendance” which will complete the Training process online.