



spoken-tutorial.org

# INSTRUCTION TO UPLOAD PARTICIPANT ATTENDANCE LIST

*Detailed procedure for uploading the Participant Attendance*

(for Organizers)



IIT Bombay

## Steps:

1. Create a LibreOffice Calc sheet (or) MS Excel sheet in the given format.

1	2	3	4
First Name	Last Name	Email ID	Gender

PS : You can copy paste the data for Column 1, 2 and 3 from any existing file.

	A	B	C	D	E
1	Mohamed	Kasim	mkasimkh@gmail.com	Male	
2	Anushree	Dharmadhikar	dharmadhikarianushree@gmail.com	Female	
3	Vidya	Kadam	stmaharashtra@gmail.com	Female	
4					
5					

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 Organiser ID
- Click 'Software Training' -
- Select **Training / Workshop Dashboard**
- Select **Pending Training / Workshop Request**
- Locate the relevant Training / Workshop then Click '**Attendance**'
- click '**Upload Data**' (browse and select the .csv file which you have generated)
- **Submit Attendance.**