

**Workshop flow – prior activities, in order given below, to organise Workshops and Tests (SWAT) in your Institution/ College**

1. Inform us of your interest and we will register the Institution/ College in our website.
2. To register as an organiser you need to create an account and assign yourself a Username and Password. **(see 01\_InstructionCreateNewAccountRegisterasOrganiser Att.)**
3. You will get a notification confirming you as an organiser within 24 hours. Now complete the Organiser Details. **(see 01\_InstructionCreateNewAccountRegisterasOrganiser Att.)**
4. Organise the learning group, lab availability and Workshop timing at your end.
5. Make a workshop request on our website and we will confirm it for you. Detailed but easy instructions provided. **(See 02\_WorkshopRequestInstructions Att.)**
6. Get a Skype ID and do a Skype test with IIT Bombay team to establish connectivity and clear any doubts.
7. Arrange one computer, the organiser's with a Webcam to connect with IIT Bombay.
8. Fill out the Computer Readiness report **(See 03\_MachineReadiness Att.)**
9. Download the tutorials from the link provided and copy paste onto the machines. **(See 04\_InstructionsDownloadingTutorials Att.)**
10. Get the software installed on all computers using the “Instructions for Installation” **(will be provided in the tutorials CD/ web-link).**
11. Ensure earphones and sufficient number of hard copies of Tutorial Instruction sheets are kept ready for all the participants.
12. After the workshop ensure that the participants get the tutorials on CD, pendrive, their personal laptops for revision.
13. Ensure that the organiser has filled the **Workshop Details** on the day of the workshop **(see 05\_Instructions to fill workshop details)**
14. Any time after 2 weeks and preferably within a month or so the group can come for the online assessment test (SWAT). **(see 06\_TestInstructionsParticipants Att.)**
15. Make a test request on our website and we will confirm it for you. You will get a **Test Code**. Detailed but easy instruction sheets provided. **(see 07\_TestRequestOrganisers Att.)**
16. Give the **Test Code** to the participants on the day of the test.
17. When the test is over you will have to fill up the **Test Admin Details** form. **(see 08\_TestAdminDetails Att.)**

**N.B :**

1. *You must schedule the SWAT within 4 weeks of the workshop date. Exceptions can be made in case of holidays or exams.*
2. *For a successful SWAT where participants can view certificates, participants have to complete the **Feedback form** attached to the test, organiser has to complete filling up the **Workshop Details** before the test and **Test Admin details** after the test.*