Planning in advance is a must and the STP will help you do it very simply.

While requesting for a Training, it is necessary to complete the new Semester Training Planner to ensure that:

- All the batches belonging to the different departments and the specific semesters come into the training program, rather than just a few batches and departments.
- The students are able to take training in maximum possible relevant FOSS before they graduate and leave campus

STEPS TO FILL THE NEW SEMESTER TRAINING PLANNER FORM:

- Type [http://spoken-tutorial.org](http://spoken-tutorial.org) in the browser. Now click on the Login link at the top right of the webpage. Login with your Username and Password.
- If you have not registered yet, then click on the below link to create your account: [http://spoken-tutorial.org/accounts/register/](http://spoken-tutorial.org/accounts/register/)
- Click on 'Software Training' link present in the header part of the website.
  Select 'Training Dashboard' and click on 'Semester Training Planner Summary (STPS)', [link: http://spoken-tutorial.org/software-training/training-planner/](http://spoken-tutorial.org/software-training/training-planner/)
- Select Current Semester: July- December, 2017. You can also plan for Next Semester: January – June, 2018 in advance.
- In case your Semester begins Mid-June onwards, please choose July- Dec Semester and select 1st July as Semester Start Date.
- Select Department - (Mechanical, Electrical,.......)
  (Single/Multiple)
- Select Batch: Department and Year
- Training Type:
  a. Select Software course Outside lab hours.
  b. Select Software course Mapped in lab hours.
  c. Select Software course Unmapped in lab hours.

http://spoken-tutorial.org
• Fill **Semester Start Date** (Should fall in the given semester months)

• Select **Software course**: (List of Foss)

• Click on **Submit**

• **Note**: Not more than 3 courses can be requested in one semester per department.

• Organiser can Edit the semester start date, software course, department name and year before marking Participant List.

<table>
<thead>
<tr>
<th>Semester Start Date</th>
<th>Software course</th>
<th>Department Name</th>
<th>Batch Year</th>
<th>Participant List Status</th>
</tr>
</thead>
</table>

• Please select and upload the Participants list from Master Batch. You may upload for 1 or more batches per department at a time.

**STP Link:** [http://spoken-tutorial.org/software-training/training-planner/](http://spoken-tutorial.org/software-training/training-planner/)

**Master Batch Link:** [http://spoken-tutorial.org/software-training/student-batch/](http://spoken-tutorial.org/software-training/student-batch/)