



# **SEMESTER TRAINING PLANNER FORM**

Procedure for filling the Semester Training Planner



**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> 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/>
- 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**.

- 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.

### STP Summary

Semester Start Date	Software course	Department Name	Batch Year	Participant List Status
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- 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/>

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