

Steps 1: Submit the Attendance

1. Login to spoken-tutorial.org with the name your (Organizer) Username and Password.
2. Goto <http://spoken-tutorial.org/software-training/training/organiser/ongoing/> and locate / select the appropriate approved Training (or) Workshop present under the '**Ongoing**' category in the Training / Workshop Dashboard of spoken-tutorial.org
3. After locating the exact Training / Workshop, click '**Attendance**'.
4. You will be able to see the list of Participants who's details you have uploaded while making the request for the Training / Workshop, now select (tick) the names of all the participants who are present during that day.
5. If you think that any of the participant name has not been entered or is not present in the list then you have full liberty to add new participants by creating a new CSV file (mention only the new names to be added) click on 'Upload Participant Data' and click 'Submit'. Repeat Step 4.
6. Once it is confirmed that names of all the participants is done, then the Organizer should click '**Mark as Complete**'.

Steps 2: Mark as Complete

7. As a continuation of the above mentioned process of clicking the '**Submit**' button. Now it comes the turn for completing the activity by pressing the '**Mark as complete**'.
8. Once the Organizer clicks '**Mark as Complete**' then there CAN NOT be any edits (or) corrections made on the list.
9. Thus the Training / Workshop gets successfully completed.

Note:

- a). For Workshop - If an Organizer conducts a workshop then It is highly recommended to mark the attendance on the same day when the Workshop is actually scheduled.
- b). For Training - It is recommended that the Organizer marks the attendance for all those who participate and then click Submit button.

Specially, ONLY in case of Training, the Organizer needs to wait for a minimum of 2 months period to 'Mark as Complete' + the Organizer (of the Trainer) has to upload the scanned copy of the Participant list given by the Institution under his official letterhead and duly attested.

Learner's Certificate:

'Learner's certificate' will be provided on the basis of the attendance which is uploaded through the "Offline Participant Attendance App". For those who want to take up the Online Test they will be entitled for getting a 'Completion Certificate' will be generated on the basis of the test.