



## INSTRUCTION TO UPLOAD MASTER BATCH - STUDENT LIST

Detailed procedure for uploading the Master Batch



### 1. Create a LibreOffice Calc sheet (or) MS Excel sheet of student details for each department and each year in the given format.

A	B	C	D
First Name	Last Name	Email ID	Gender

PS : You can copy paste the data for Column A, B, C and D from any existing file.

- DON'T TYPE column headings in this file (First Name, Last Name, Email ID, Gender, etc).
- DON'T ADD S.No. Either
- Only enter the **First Name, Last Name, Email ID, Gender** of the participants as shown below.
- Middle names or Initials will not be accepted.

A	B	C	D
Mohamed	Kasim	mkasimkh@gmail.com	Male
Anushree	Dharmadhika	dharmadhikarianushree@	Female
Vidya	Kadam	stmaharashtra@gmail.co	Female

**Note:** Please enter the valid (individual) email id of the Participants. If they don't have any, please help them to create one. Invalid email format, existing email id will be rejected.

#### **Note:**

- One student **cannot** be in 2 different departments or 2 different years or in 2 different colleges.
- Please ensure in **Master Batch** the list of students should **not exceed** more than 500.
- If student list is more than 500, **divide the batch** and upload under different name eg. Chemistry1 & Chemistry2.

### 2. After entering all the details, save the file in .csv file format.

Instructions given below.

- Go to **File**
- Click '**Save As**'
- *Enter the preferred filename*
- Select **Format** as **.csv** for LibreOffice and **.csv (MS-DOS)** for Microsoft Office.
- Click **Save** *General Format: "filename.csv"*

### 3. The process to upload the .csv file in the participant interface as follows,

- Go to spoken-tutorial.org - login with your Organiser ID
- Go to - <http://spoken-tutorial.org/software-training/student-batch>
- Click 'Add Master Batch'
- Select Department
- Select Year of Joining (Academic joining year of students)
- Browse and select the .csv file which you have generated
- Click 'Upload Master Batch'.

### 4. Master Batch Student List:

Sr. No.	Institution	Department	Year	Student Count	
1.	IIT	CSE	2011	25	Edit / Student List/ Add Student

### 5. Time frame for validation of Master list is 48 hours from upload date.

**Note:** After uploading .csv file if there is an error a new page will highlight showing Error (Invalid Email ID) and Warning (Student already exists in xyz department/ year).

#### **IMP:**

- For additional students click on “Add student” details in the existing Master batch of same year and department.
- One Master Batch must contain names from only one department. “DO NOT COMBINE DEPARTMENTS”.
- For one department only “ONE ORGANISER” will be permitted to get registered at a given time.  
(A message will be displayed if a department/year has been taken by any organiser)
- Organiser can EDIT department , year, students name, Email ID, Gender if provided incorrectly in Master Batch.