### **INSTRUCTION TO UPLOAD MASTER BATCH - STUDENT LIST**

Detailed procedure for uploading the Master Batch



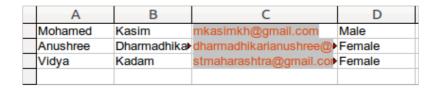
spoken-tutorial.org

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.

- <u>DON'T TYPE</u> 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.



**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, exisiting 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 Organser ID
- Go to <a href="http://spoken-tutorial.org/software-training/student-batch">http://spoken-tutorial.org/software-training/student-batch</a>
- 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 dispalyed 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.