



1. Register as an Organiser:

- Go to spoken-tutorial.org website and create an account - make a username and password by clicking the "Register" and activate your account by clicking on the link sent to your email.
- Now complete the Organiser Details by selecting state and name of the Institute, etc from the drop down in the form.

Registration Link: <http://www.spoken-tutorial.org/accounts/register>

2. Download the Course Content:

- Download the course content by selecting the software of your choice to conduct the Training / Workshop, through the following link

Direct Download Link: http://www.spoken-tutorial.org/create_cd_content

Note: Registration is NOT required for downloading the course contents.

3. Request for Training / Workshop:

- Organise the students/faculty group (batch), prepare a Participant list and lab availability in the college.
- It is necessary that you upload the "Participant List" while you raise the Training / Workshop Request, for the Training Manager to approve your request
- You will get a Workshop code. Ensure a minimum of 24 hours advance notice to us.

Training request Link: <http://spoken-tutorial.org/software-training/training/organiser/request/>

4. Organise the lab and Conduct the Training / Workshop

- Make the computers systems ready to conduct the training / workshop with sound, Tutorials (Course content) and software downloaded and installed in the machines.
- Internet connectivity is NOT required during the Training / Workshop.
- Ensure that sufficient number of earphones and hard copies of Instruction sheets specific to the particular software are provided.
- Participants will use the earphones to watch and listen the tutorials individually. They will play-pause-practice and self-learn at their own pace, using **side by side** method.
- Side by Side means that on the screen, we keep the terminal/console window open on the right hand side for the practice and the tutorial window open on the left hand side for the learning.

A **Training** is a software session which is conducted as a part of the Lab hours alongside a course present in the syllabus or which has relevance to the course taught.

A **Workshop** is a 2 hour long Software Training session.

The following steps will explain you of how and when to complete 4(a) a Training session and 4(b) a Workshop.

- Inform the Training Manager to authenticate (activate) you as an Organiser.
- After the authentication you can,
 - Request for Training / Workshop.
 - Request for the Assessment Test.
 - Check the status of the requested Training / Workshop under '**Approved Training / Workshop**'.
 - Edit and reschedule the proposed timings of already approved Trainings, Workshops and Tests.
 - Check the status of the requested assessment test under "**Approved Assessment Test**".
 - Download Learner's Certificates for the participants who attended the Training / Workshop.

IMPORTANT: If you have a Training or Workshop or Test scheduled please do the formalities of. Create an account, Filling in Organiser details, Request and Approval of workshops and tests at least 48 hours prior to the scheduled time.