



spoken-tutorial.org

## INSTRUCTION TO UPLOAD MASTER BATCH - STUDENT LIST

Detailed procedure  
for uploading the Master Batch



IIT Bombay

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

(Note: One student cannot be in 2 different departments or 2 different years or in 2 different colleges)

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 the S.No. and heading (First Name, Last Name, Email ID, Gender, etc).

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.

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

Instructions given below.

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

### 3. Master Batch Student List:

Sr. No.	Institution	Department	Year	Student Count	
1.	IIT	CSE	2011	25	<a href="#">Add Student / Student List</a>

**4. The process to upload the .csv file in the participant interface as follows,**

- Goto spoken-tutorial.org - login with your Organser ID
- Goto - <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'.

**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).**

**IMP:**

- For additional students Add student details in the existing Master batch of same year and department.
- One Master Batch must contain names from only one department. Departments must not be combined. But a college can have multiple Master Batch lists.