



1 Online / Offline content

1. The online content of Spoken Tutorials can be accessed from :
<https://spoken-tutorial.org/tutorial-search/>
2. You can also download the Spoken Tutorials for offline learning from :
<https://spoken-tutorial.org/cdcontent/>
3. From this link download the FOSS categories in the language you wish to learn.
4. The Spoken Tutorial content will be downloaded as a zip file on your machine.
5. Extract the contents of the zip file & access them.
6. Read the README.txt file and do as instructed.

2 The procedure to practise

1. You have been given a set of spoken tutorials and files.
2. You will typically do one tutorial at a time.
3. You may listen to a spoken tutorial and reproduce all the steps shown in the video.
4. If you find it difficult to do the above, you may consider listening to the whole tutorial once and then practise during the second hearing.

3 Koha

1. Click on "Select FOSS" or "All FOSS Categories" drop-down and choose "Koha".
2. Click on "Select Language" or "All Languages" drop-down and choose the language (English, Hindi, Marathi ...) in which you wish to learn.
3. Click on "Submit" button.
4. You will see a list of tutorials based on your selection.

4 For System Administrators only and not for Librarians

You have to watch and practise the following tutorial to install Koha.

1. Koha installation on Linux 16.04
2. Please note: Koha will not work on Windows OS
3. To learn how to install Ubuntu Linux OS 16.04 on a virtual machine, please go through the [Ubuntu Linux on VirtualBox](https://spoken-tutorial.org) tutorials on <https://spoken-tutorial.org>

4.1 Instructions to practise

1. To watch, locate the topic and click on it.
2. To view the tutorial, click on the Play icon which is located in the player.
3. Adjust the size of the browser in such a way that you are able to practice in parallel.
4. Reproduce all the commands exactly as shown in the tutorials.
5. Play-pause-practise the whole tutorial.
6. At the end of this tutorial, you would have successfully installed Koha on your system.

5 For Librarians only and not for System Administrators

You have to watch and practise the tutorials starting with the topic

How to create a library

Your sys-ad would have already created a library for you. Get the [login credentials](#) from your sys-ad before you proceed.

5.1 Second tutorial: How to create a library

1. Locate the topic **How to create a library**.

2. To view the tutorial, click on the **Play** icon which is located in the player.
3. The **Pre-requisite** will be visible below the player (only for Online contents).
4. **Outline, Assignment and Code Files** are available below the player.
5. Adjust the size of the browser in such a way that you are able to practice in parallel.

5.2 Common instructions to practise

1. To watch, locate the topic and click on it.
2. To view the tutorial, click on the **Play** icon which is located in the player.
3. Adjust the size of the browser in such a way that you are able to practice in parallel.
4. Reproduce all the commands exactly as shown in the tutorials.

5. Play-pause-practise the whole tutorial.
6. Once the tutorial is complete, choose the next tutorial from the playlist which is located on the right side or below the player.
7. Follow all the above instructions, till you complete all the tutorials in the series.

5.3 Common instructions for Assignments

1. Attempt the **Assignments** as instructed in the tutorials.

5.4 Ninth tutorial: Set Currency

1. At 01:47, the tutorial tells to type the ₹ symbol
2. You can type **Rs.** instead and proceed ahead.