



# Documented system to track learners' progress

## 1. Objectives

- Monitor academic performance and engagement.
- Identify support needs early.
- Enhance communication between learners, staff, and advisors.

## 2. Core Features

1. **Learner Database**
  - Store personal details, course info, and advisor assignments.
2. **LMS Integration**
  - Track attendance, assignments, and participation.
3. **Performance Tracking**
  - Record grades, milestones, and cumulative progress.
4. **Feedback Logs**
  - Capture instructor comments and support actions.
5. **Communication Records**
  - Document meetings, emails, and advisory sessions.

## 3. Reporting

- **Dashboards:** Visualize attendance, grades, and progress.
- **Alerts:** Notify of missed deadlines or low engagement.
- **Reports:** Generate termly progress summaries.

## 4. Roles

- **Educators:** Input grades and feedback.
- **Advisors:** Monitor reports and guide learners.
- **Learners:** Use tools to self-assess and seek help.

## 5. Implementation

- Train staff and learners.
- Ensure data privacy compliance.