Sourcemind Needs

1. <u>The automation of Progress Reports.</u>

How it works now
After each assessment we create a progress report, that includes
- Attendance rate (Calculated from previous assessment period) - (can be an Attendance Tool based on course schedule)
- Homework grades (pass//fail) for every course covered during the assessment period
- Assessment grade (pass/fail)
- Trainer feedback on the assessment

All the data is retrieved from different excel sheets, created for each trainer and course separately. The attendance rate is calculated manually, and other data is inputted in the progress report template manually. After the report is complete, the word file is converted to pdf and sent to each student, either one by one through email or using the mail merge tools.

How we would like it to work
We would like the process of creating a progress report to be automated, and the process of sending the progress report to the student emails, also be automated.

Potential risks
While manually inputting the trainer feedback into the template, we have the opportunity to doublecheck and proofread the feedback to avoid typos and improve the text if necessary. If the process is automated we need to have the opportunity to edit the trainers feedback field.

When the progress report is shared with the students via email, sometimes a personal email letter needs to be sent, which is written and proofread through Sourcemind administration. If the process is automated, we need to have the opportunity to edit the email.

2. The automation of the exam processes (Test Portal)

How it works now
During the admission exam period we need to manually input the exam link into 40 computers.

How we want it to work
Instead of manually inputting the link of the test or manually uploading a task from OneDrive into 40 computers, it would be more convenient to have a portal installed on all the computers where all the applicants can login, download the task, work on it, and upload the solution back in. The task can later be accessed through the stakeholder who can check and provide their feedback on it.

Potential risks
All the information in the portal should be secured, so that the materials inside the portal stay only in Sourcemind's computers and not be accessible through remote device.