



# LEARNER DATA MANAGEMENT SYSTEM (LDMS)

STUDENT USER GUIDE

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## 1.0 OVERVIEW

This Student User Guide will help you get started with the Learner Data Management System (LDMS) and will walk you through the steps involved when performing several operations. To begin, you need to have a Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) student number.

LDMS is based on modular architecture and consists of four main modules:

- **Notification Module.**  
This is where all notifications from TEVETA to students are posted.
- **Student Module.**  
This is where enrolment applications, checking of examination results and viewing of student bio data is done. You will be able to track the status of your enrolment applications and view your continuous assessment scores here.
- **Examination Module.**  
This is where examination entry applications are managed. You will be able to track the status of your examination applications here.
- **Finance Module.**  
This is where any information relating to current fees and funding is displayed.

## 2.0 GETTING STARTED

### 2.1 START AND LOGIN

- Open your web browser (Google Chrome is the recommended web browser) and enter the URL address for the official TEVETA website (<http://www.teveta.org.zm>).
- Go to the top navigation menu and click on *Applications*, select the option *LDMS* from the drop down menu as show below.

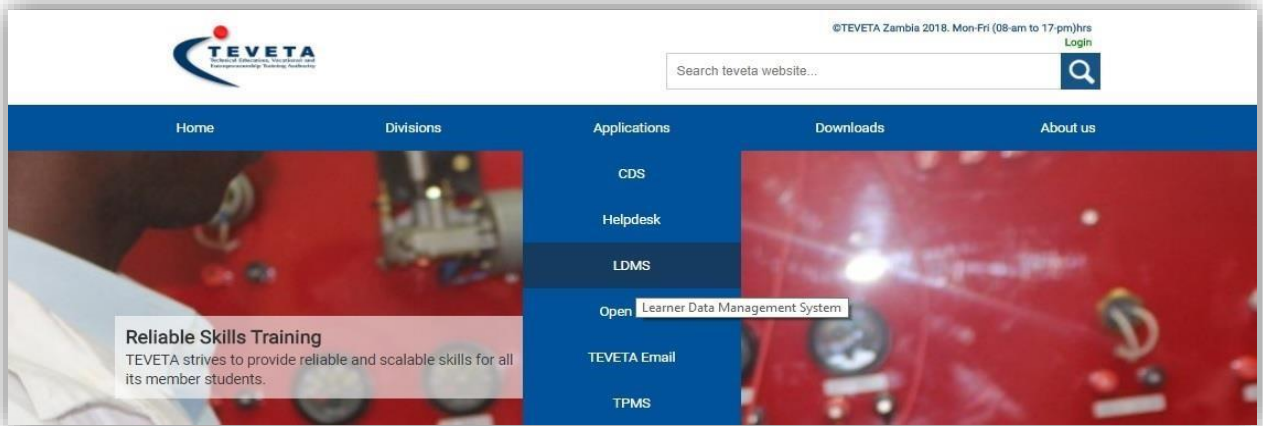


Figure 1 – Opening LDMS

- Log in to LDMS by using your TEVETA Student Number and the default password provided to you. You're advised to change your password after you log in.

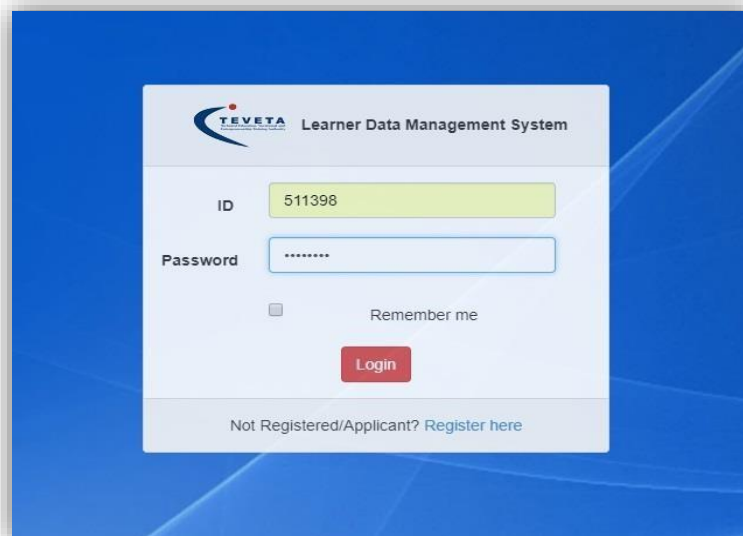


Figure 2 - LDMS Login Screen.

## 2.2 USING LDMS

After you're logged into the system you will be presented with the screen shown in Figure 3. You can select the module you wish to enter from the main menu located on the left i.e. **Notification**, **Student**, **Examination** or **Finance**.

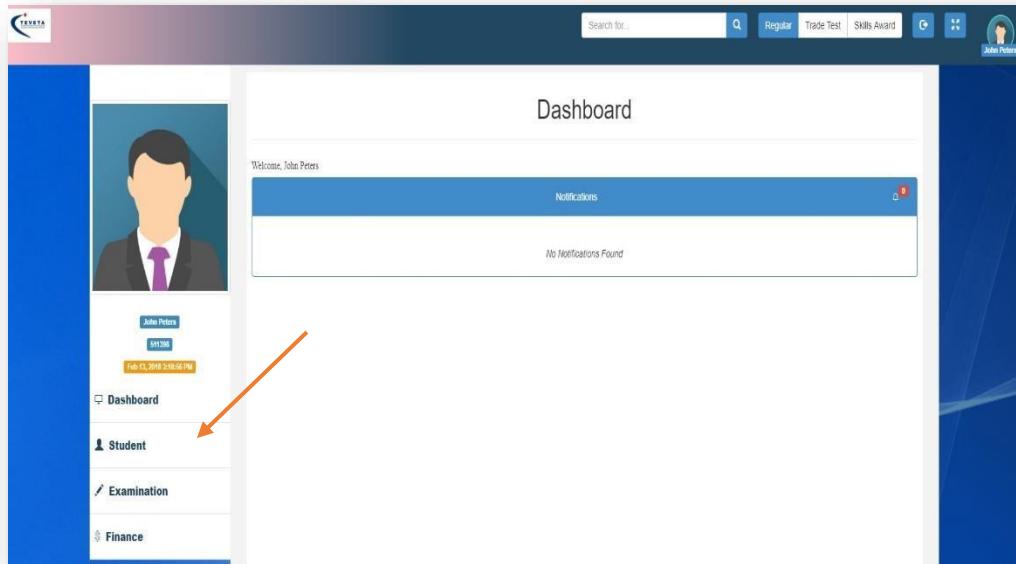


Figure 3- Home with Left Side Menu

The Notification Module loads by default upon logging in. It displays notifications from TEVETA.

Your user information (or account information) is displayed above the **main menu** as shown in Figure 4.



Figure 4- User Account Information

### 2.2.1 CHANGING YOUR PASSWORD

Click on the **profile image** above your user account information. Your account page will open as show in Figure 5.

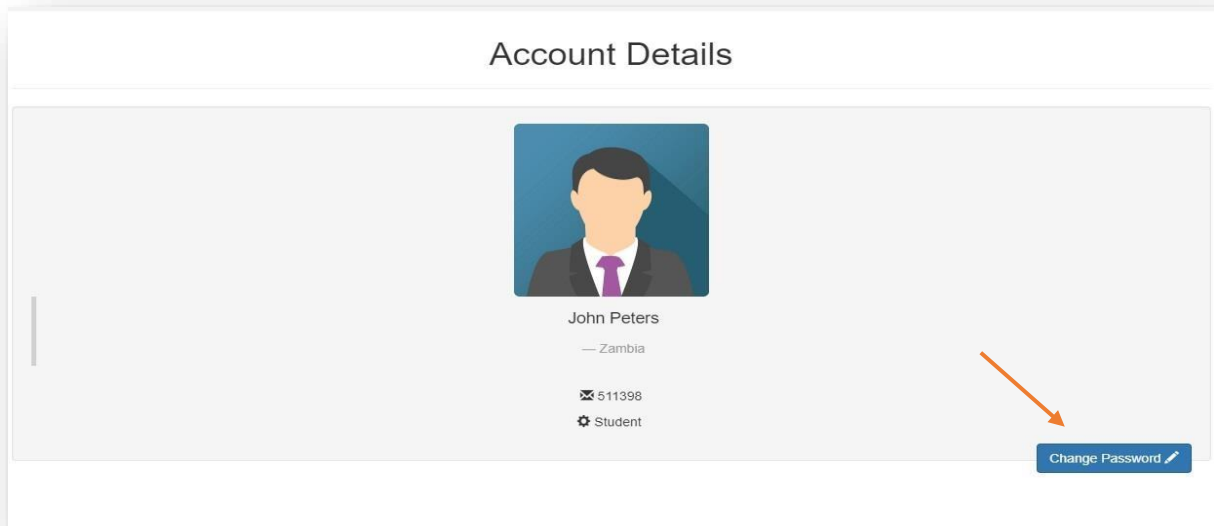


Figure 5 - Account Page

Click on **Change Password** button located at the bottom right side of the screen. A Change password form will appear below the account details, enter the required information and press **submit** to save your new password. Ensure that you enter the correct current password otherwise your new password will not be saved.

Figure 6 - Change Password Form

### 2.2.2 CHANGING YOUR PROFILE IMAGE

Under the account page, click on your profile image to upload a new image. LDMS will ask you to select an image from your computer. Select your new image, crop it to your desired dimensions and press submit. If your account image does not change immediately after uploading, you're advised to refresh your browser or clear your browsing history (Visit <https://support.google.com/chrome/answer/95589?co=GENIE.Platform%3DDesktop&hl=en> to learn more on how to clear your browsing history with Google Chrome).

### 2.2.3 BASIC SEARCH, SWITCHING BETWEEN PROGRAMME LEVELS AND LOGOUT

The top navigation bar is used to perform basic system operations such **quick search**, **switching between programme levels** and **logging out**.

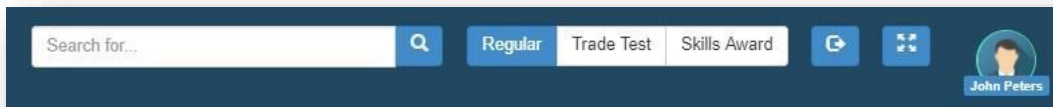


Figure 7 - Top navigation bar

To perform a **basic search**, enter the keyword in the text field on the left side of the navigation bar and click the search button when done. LDMS will present a list of items related to the keyword you provided.

To **switch between programme levels**, select the programme level you intend to operate in (Regular, Trade Test or Skills Award). Please note, the operations you perform in LDMS will be based on the programme level you have selected. Always make sure that you have set LDMS to the correct programme level.

To **logout**, click on the logout button after the three programme level options. This will log you out of LDMS and the login screen will be displayed again.

### 2.2.4 STUDENT MODULE

This is the second option on the **main menu**. There are three main operations that are performed under this module namely;

1. Applying for enrolment.
2. Checking continuous assessment and examination results.
3. Viewing bio data.

#### 2.2.4.1 APPLYING FOR ENROLMENT.

LDMS allows you to apply for new enrolments. When you click on the student option on the main menu, the student module will open showing the list of your enrolment applications (if any) as shown in Figure 8.

## Student Records Management

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### My Enrolment Applications

Total	Approved	Total Balance For Approved Applications	Declined	Discontinued	Submitted	Pending Submission
0	0	ZMK 0.00	0	0	0	0

Application ID	Surname	First Name	Gender	NRC	Course	Fee	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No Applications Found

Figure 8 - Enrolment Applications

To add a new enrolment application to your list. Click on the add bottom (labeled with a plus sign) on the student **sub-menu**. A new enrolment form will be displayed as shown in Figure 9.

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## Student Enrolment Form

*NOTE: Select 'Previous Student' if you have a TEVETA student number. If you're logged in as a student, the system will automatically select for you.*

First Applicant Previous Student

*NOTE: Fill in the required information listed below. To apply for a course in a different programme, use the programme options provided to you in the top navigation bar*

Passport Photo Required [JPEG,PNG,GIF]

Choose File No file chosen

SECTION 1: COURSE INFORMATION

Select Your Institution\*

Nothing selected ▼

Select Course\*

Nothing selected ▼

Select Mode of Study\*

Nothing selected ▼

Select Cohort\*

Nothing selected ▼

Select 2018\*

📅

SECTION 2 : GENERAL EDUCATION

Student No\*

511398

Student Name

John Peters

➕

Figure 9 - Enrolment Application Form (Section 1 and 2)



Complete all **six (6) sections** of the form and submit. You will be given your Enrolment Application ID. Your new application will be listed under your applications as shown in Figure 10.

Total	Approved	Total Balance For Approved Applications	Declined	Discontinued	Submitted	Pending Submission
1	0	ZMK 0.00	0	0	0	1

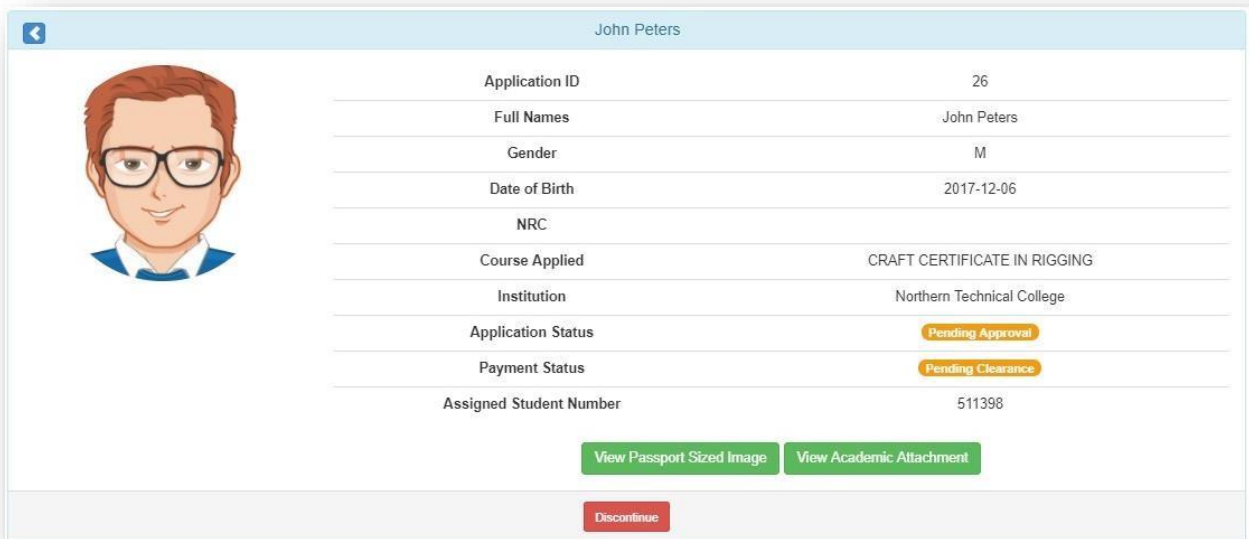
	Application ID	Surname	First Name	Gender	NRC	Course	Fee	Status
	26	Peters	John	M		CRAFT CERTIFICATE IN RIGGING	N/A	Pending Approval

Figure 10 - List of Enrolments


You can track the status of your application here. There are three main phases of your application;

1. **Pending Approval** – This means that your application has been sent to your respective institution for review.
2. **Submitted to TEVETA** – This means that your application has been reviewed by your institution and submitted to TEVETA for further review. Please note, your institution can *discontinue* your application if you do not meet the requirements.
3. **Approved** – This means that your application has been reviewed by TEVETA and approved. Please note, TEVETA can *decline* your application if you do not meet the requirements.

You can discontinue your application and make a new one. However, your application can only be discontinued before it is reviewed by your respective institution. You can also check the payment status of your applications (Currently payments are done on your behalf by your respective institution). Click on the application to view full details of your application as shown in Figure 11.



John Peters



Application ID	26
Full Names	John Peters
Gender	M
Date of Birth	2017-12-06
NRC	
Course Applied	CRAFT CERTIFICATE IN RIGGING
Institution	Northern Technical College
Application Status	Pending Approval
Payment Status	Pending Clearance
Assigned Student Number	511398

View Passport Sized Image View Academic Attachment

Discontinue

Figure 11 - Enrolment Application Details

#### 2.2.4.2 CHECKING CONTINUOUS ASSESSMENT AND FINAL EXAMINATION RESULTS.

LDMS allows you to check your final examination and Continuous Assessment (C.A) results. Under the student sub-menu, select the third option. The list of your courses will be displayed (if you have any) as shown below.

Final Examination Results

Select a course from your courses listed below

1	Northern Technical College	CERTIFICATE IN GENERAL AGRICULTURE (NEW)	2018 Enrolment
2	Northern Technical College	DIPLOMA IN MECHANICAL ENGINEERING (TECHNOLOGY)	2016 Enrolment
3	Northern Technical College	CERTIFICATE IN ADVANCED MECHANICAL ENGINEERING	2010 Enrolment

Continuous Assessment (C.A)

Continuous Assessment results as captured by your institution. If the results shown here are incorrect, see the relevant authorities at your institution for correction

Session	Subject	TERM ONE				TERM TWO				TERM THREE				OFFICIAL USE	
		Assignment Not	Assignment Not	Mid Term Pass	End of Term Pass	Assignment Not	Assignment Not	Mid Term Pass	End of Term Pass	Assignment Not	Assignment Not	Mid Term Pass	End of Term Pass	C.A 40%	C.A 60%
April-May 2018	Applied Thermodynamics (5.21)	0	0	0	0	0	0	0	0	0	0	0	0	0	<div></div>
April-May 2018	Electrical Systems and Instrumentation and Control (5.22)	0	0	36	0	70	70	56	0	67	0	0	0	11	<div></div>
April-May 2018	Fluid Mechanics (5.23)	0	0	0	0	0	0	0	0	0	0	0	0	0	<div></div>
April-May 2018	Machine Design (5.24)	60	70	61	0	0	0	0	0	0	0	0	0	0	<div></div>
April-May 2018	Properties and Mechanics of Materials (5.25)	45	67	63	70	55	0	0	0	0	0	0	0	11	<div></div>
April-May 2018	Mechanics of Machines II (5.26)	60	39	85	0	80	97	0	0	0	0	0	0	12	<div></div>
April-May 2018	Design Project (5.27)	0	0	0	0	0	0	0	0	0	0	0	0	0	<div></div>

NB:  
(a) Results shown here are either your first eleven(11) assessment scores or your last eleven(11) assessment scores in each subject.  
(b) In an event of industrial attachments, TEVETA will re-evaluate your average based on the number of assessments done.  
(c) Correction of results can only be done through your institution. Ensure that you provide your lecturer/trainer with your correct examination number when making corrections.  
(d) If a subject is not listed above, it means that your CA in that subject has not been captured in the system. Ensure that your lecturer/trainer submitted your results with the correct examination number.

Figure 12 - Checking Results I

Your continuous assessment scores will be displayed under the list of courses.

From your list of courses, click on the course you want to check results for and the results will be presented as shown in Figure 13. Please note, results that have not been published by TEVETA are labeled **NP**.

## STATEMENT OF RESULTS

This is to certify that the candidate below sat for examinations in CRAFT CERTIFICATE IN INSTRUMENTATION (11) and obtained the results recorded below:

Student's full name :

Examination number:

NRC/ID number:

Subjects Recorded: 4

Subjects Passed: 4

Fail (F)  
Pass (P)  
Credit (C)  
Merit (M)  
Distinction (D)  
Exemption (E)  
Nullified (N)

Subject offered	Grade	Session
11.1 Communication Skills	C	2010 November/December
11.2 Trade Mathematics	C	2010 November/December
11.3 Trade Theory	P	2010 November/December
11.4 Trade Practice	P	2010 November/December

*STAMP*

**NB:**

(a) Any alterations or erasures will render the document invalid


(b) Where this document is not endorsed with a TEVETA stamp, it will be rendered invalid.

(c) The statement of results is not a certificate. TEVETA reserves the right to correct the information on the statement of results which will be confirmed by the issue of the certificate.

Figure 13 - Checking Results II

### 2.2.4.3 VIEWING BIO DATA

LDMS allows you to view your bio data captured in the system. To view your bio data, click the forth button on the student sub-menu. LDMS will present your bio data as shown in Figure 14.



## Student Bio Data

### Student Record

*Student No. 975*

<p>Title: Mr</p> <p>First Name: Dickson</p> <p>Gender : M</p> <p>NRC : 291687661</p> <p>Telephone : 0212441677</p> <p>Town:</p> <p>Mufulira</p>	<p>Other Name: <span style="color: red;">none</span></p> <p>Date of Birth : 1989/04/18</p> <p>Temp NRC : <span style="color: red;">empty</span></p> <p>Postal address :</p> <p>MUFULIRA TECHNICAL</p> <p>Mobile : <span style="color: red;">empty</span></p> <p>Province:</p> <p>Copperbelt</p>	<p>Surname Name: Mangala</p> <p>Nationality : ZAMBIAN</p> <p>Passport : <span style="color: red;">empty</span></p> <p>Email : <span style="color: red;">empty</span></p> <p>Country:</p> <p>Zambia</p>
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### Student Enrolment History

TVANO.	Institution	Course	Course Code	Cohort	Year
216	Mufulira Technical Training Institute	CRAFT CERTIFICATE IN INSTRUMENTATION	11	not set	2009

*Figure 14 - Viewing Student Bio Data*

## 2.2.5 EXAMINATION MODULE

This is the **third** option on the **main menu**. This is where examination entry applications are done and monitored.

### 2.2.5.1 APPLYING FOR EXAMINATION ENTRY.

LDMS allows you to apply for examination entry. When you click on the examination on the main menu, the examination module will open showing the list of your examination entry applications (if any) as shown in Figure 15.

☰ +

### My Examination Applications

Total	Approved	Total Balance For Approved Applications	Balance Theory Subjects	Balance Practical Subjects	Balance Joint Subjects	Declined	Discontinued	Submitted	Pending Submission
0	0	ZMK 0.00	ZMK 0.00	ZMK 0.00	ZMK 0.00	0	0	0	0

Application ID	Exam No.	Surname	First Name	Gender	NRC	Course	Mode of Exam	Total Subjects	Theory	Practical	Joint	Status	Entry Fee	Exam Fee	Total Fee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No Applications Found

Figure 15 - Examination Entry Applications

To add a new examination entry application to your list. Click on the add bottom (labeled with a plus sign) on the examination sub-menu. A new exam entry form will be displayed as shown in Figure 16.

☰ +

### Examination Entry Form

**SECTION 1: GENERAL INFORMATION**

Student Number\*

Student Name

**SECTION 2: COURSE INFORMATION**

Exam Center\*

Course\*

Subject\*

Year\*

Exam Series\*

Mode of Exam\*

**SECTION 3: ATTACHMENTS**

Optional Attachment(peg or png)

No file chosen

**SECTION 4: DECLARATION BY APPLICANT**

☒ I declare that all the particulars furnished by me on this form are true and correct, and I undertake to comply with the rules, regulations and decisions of the Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) and any amendments thereto

Figure 16 – Exam Entry Application Form

Complete all **four (4) sections** of the form and submit. You will be given your Examination Entry Application ID.

Your new application will be listed under your examination applications as shown in Figure 17.

Total	Approved	Total Balance For Approved Applications	Balance Theory Subjects	Balance Practical Subjects	Balance Joint Subjects	Declined	Discontinued	Submitted	Pending Submission
1	0	ZMK 0.00	ZMK 0.00	ZMK 0.00	ZMK 0.00	0	0	0	1


	Application ID	Exam No.	Surname	First Name	Gender	NRC	Course	Mode of Exam	Total Subjects	Theory	Practical	Joint	Status	Entry Fee	Exam Fee	Total Fee
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4	511398	Peters	John	M		CRAFT CERTIFICATE IN RIGGING	First Attempt	4	4	0	0	Pending Approval	ZMK 0.00	ZMK 400.00	ZMK 400.00

Figure 17 - List of Examination Entry Applications

You can track the status of your application here. There are three main phases of your application;

1. **Pending Approval** – This means that your examination entry application has been sent to your respective institution for review.
2. **Submitted to TEVETA** – This means that your examination entry application has been reviewed by your institution and submitted to TEVETA for further review. Please note, your institution can *discontinue* your application if you do not meet the requirements.
3. **Approved** – This means that your application has been reviewed by TEVETA and approved. Please note, TEVETA can *decline* your application if you do not meet the requirements.

You can discontinue your application and make a new one. However, your application can only be discontinued before it is reviewed by your respective institution. You can also check the payment status of your applications (Currently payments are done on your behalf by your respective institution). Click on the application to view full details of your application as shown in Figure 10.



John Peters

Application ID	4
Full Names	John Peters
Gender	M
Date of Birth	2017-12-06
NRC	
Course Applied	CRAFT CERTIFICATE IN RIGGING
Mode of Exam	First Attempt
Institution	Northern Technical College
Examination Series	November/December
Year	2018
Application Status	Pending Approval
Payment Status	Pending Clearance

Subject Code	Subject Name	Type	Fee
14.1	Communication Skills	theory	100.00
14.2	Trade Mathematics	theory	100.00
14.3	Trade Theory	theory	100.00
14.4	Trade Practice	theory	100.00

Discontinue Application

Figure 18 – Examination Entry Application Details

## 2.2.6 FINANCE MODULE

This is the fourth option on the main menu. This is where all enrolment and examination fees are presented.