



# LEARNER DATA MANAGEMENT SYSTEM (LDMS)

School Edition

Guidance Teacher User Guide

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## 1.0 OVERVIEW

This Guidance Teacher User Guide will help you get started with the Learner Data Management System (LDMS) School Edition and will walk you through the steps involved when performing several operations. To begin, you need to have an active account on LDMS.

LDMS is based on modules and consists of five main modules:

- **Notification Module.**  
This is where notifications from TEVETA to schools are posted.
- **Student Module.**  
This is where enrolment applications for different TEVETA courses are managed. Enrolment applications are created, reviewed, edited, and submitted to TEVETA using this module. The student module is also used for tracking and billing enrolment applications.
- **Examination Module.**  
This is where examination entry applications for different TEVETA courses are managed. Examination entry applications are created, reviewed, and submitted to TEVETA using this module. The examination module is also used for tracking examination applications, billing examination applications, etc.
- **Report Module.**  
This module gives you access to view information such as examination results, enrolments, examination registers, and published TEVETA results for your school.
- **Finance Module.**  
This is where information relating to current fees and funding is displayed.

## 2.0 GETTING STARTED

### 2.1 START AND LOGIN

- Open your web browser (Google Chrome/ Firefox is the recommended web browser) and enter the URL address <https://www.teveta.org.zm/ldms-school>
- For testing and training purposes, use the URL <https://www.teveta.org.zm/ldms-uat>
- Login to LDMS by using the email address and the password provided to you (The password is sent to your email address upon account creation). You're advised to change your password after you log in. For training purposes, the facilitators will communicate the login credentials.

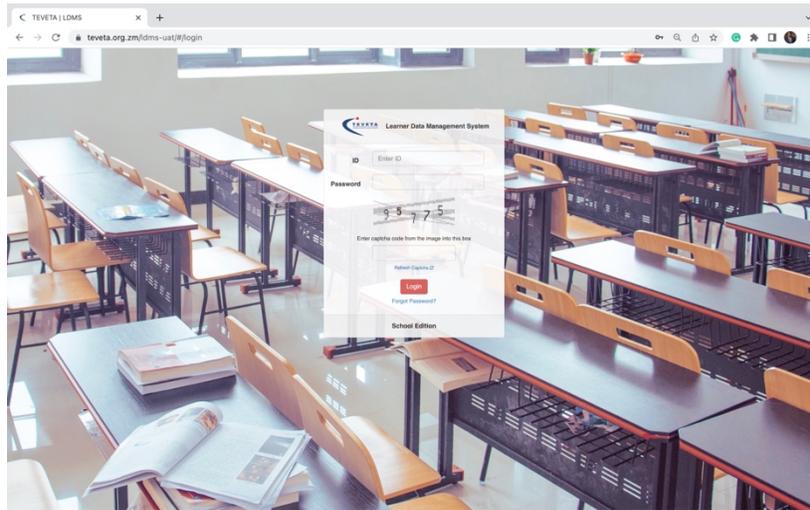


Figure 2 - LDMs Login Screen.

## 2.2 USING LDMs

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

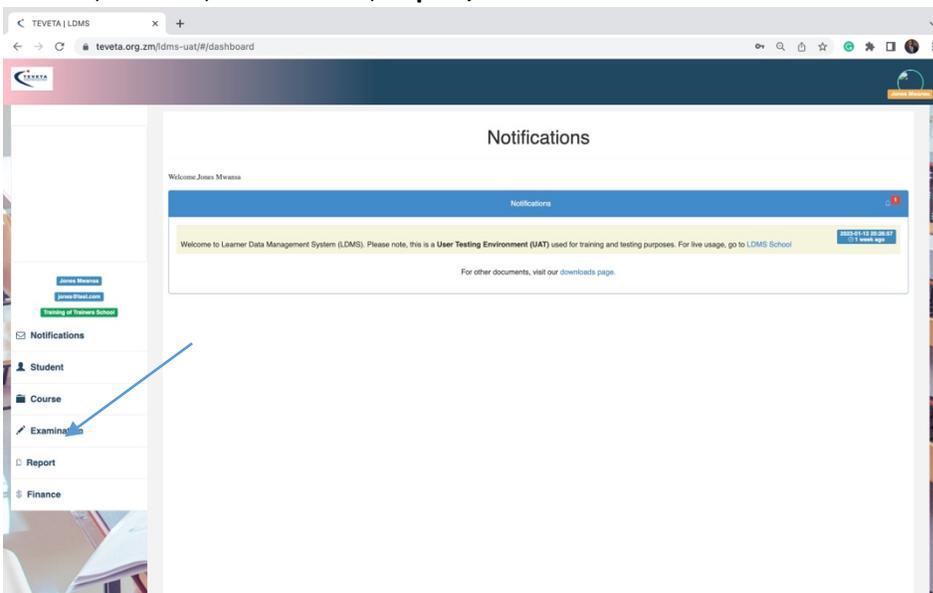


Figure 3- Home with Left Side Menu

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** located above your user account information. Your account page will open as shown in Figure 5.

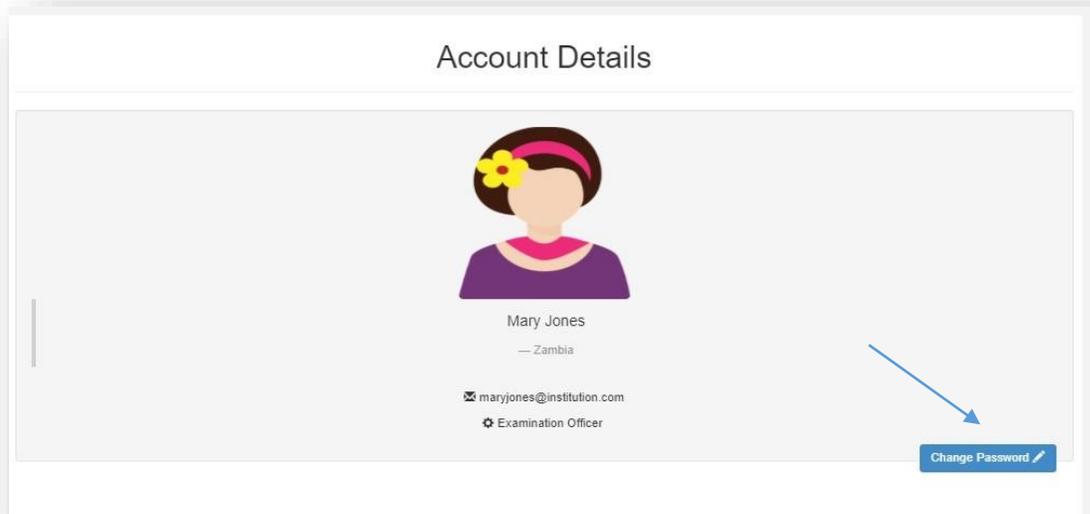


Figure 5 - Account Page

Click on **Change Password** 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.

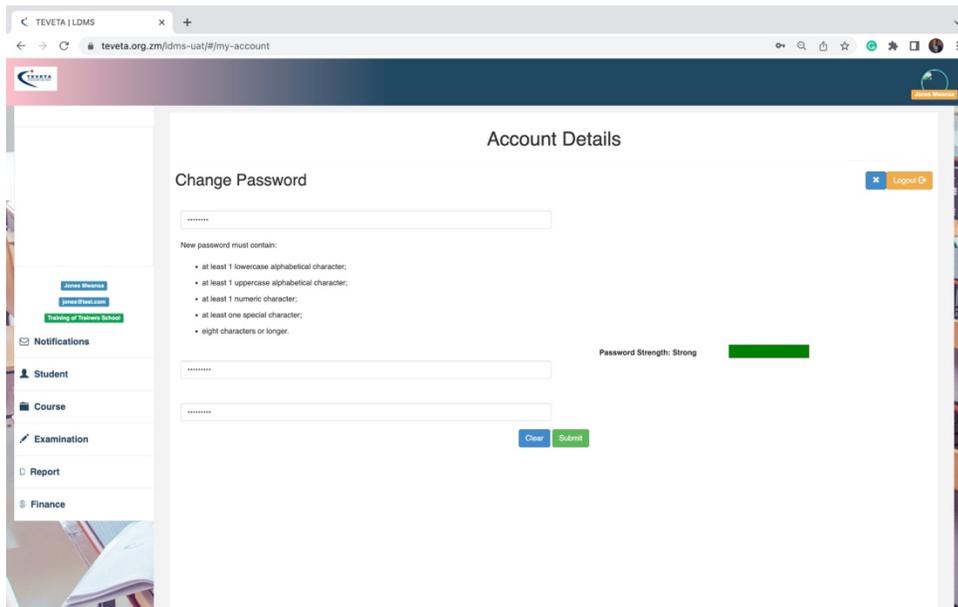


Figure 6 - Change Password Form

Click " forgot password " on the login screen and follow the onscreen instructions to reset your password.

### 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 profile 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 LOGOUT

To log out, click on the profile image, it will display your account details with a logout button. 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 operations that are performed under this module namely.

1. Reviewing, editing, and processing enrolment applications.
2. Applying for enrolments on behalf of students.
3. Checking student biodata.

#### 2.2.4.1 REVIEWING, EDITING, AND PROCESSING OF ENROLMENT APPLICATIONS.

LDMS allows you to review enrolment applications made by your school under different TEVETA courses. When you click on the student option from the main menu, the student module will open. Use the filters to select the enrolment applications you wish to view. After you have set your filters, the list of enrolment applications will be displayed as indicated in Figure 8.





## Student Enrolment Applications

Select Cohort\* Select Year\*  
 January 2018

Additional Filter\*  
 Nothing selected

[Print Full Control Sheet](#)

Total	Approved	Total Balance For Approved Applications	Declined	Discontinued	Submitted	Pending Submission
3	1	ZMK 50.00	0	1	0	1

	Application ID	Surname	First Name	Gender	NRC	Course	Fee	Status		
	27	Banda	Cathrine	F	141245101	DIPLOMA IN MECHANICAL ENGINEERING (TECHNOLOGY)	N/A	Pending Approval	Submit	Discontinue
	26	Peters	John	M		CRAFT CERTIFICATE IN RIGGING	ZMK 50.00	Approved		
	25	Siryangwe	Chipampe	M	184255531	DIPLOMA IN MECHANICAL ENGINEERING (TECHNOLOGY)	N/A	Discontinued		

*Figure 8 - List of Enrolment Applications*

You can view the list of enrolments across different courses or for a specific course. Use the additional filter to set your preference on how you wish to view the enrolment applications.

You can view the full details of a particular application by clicking on it. The enrolment application details will be displayed as shown in Figure 9.

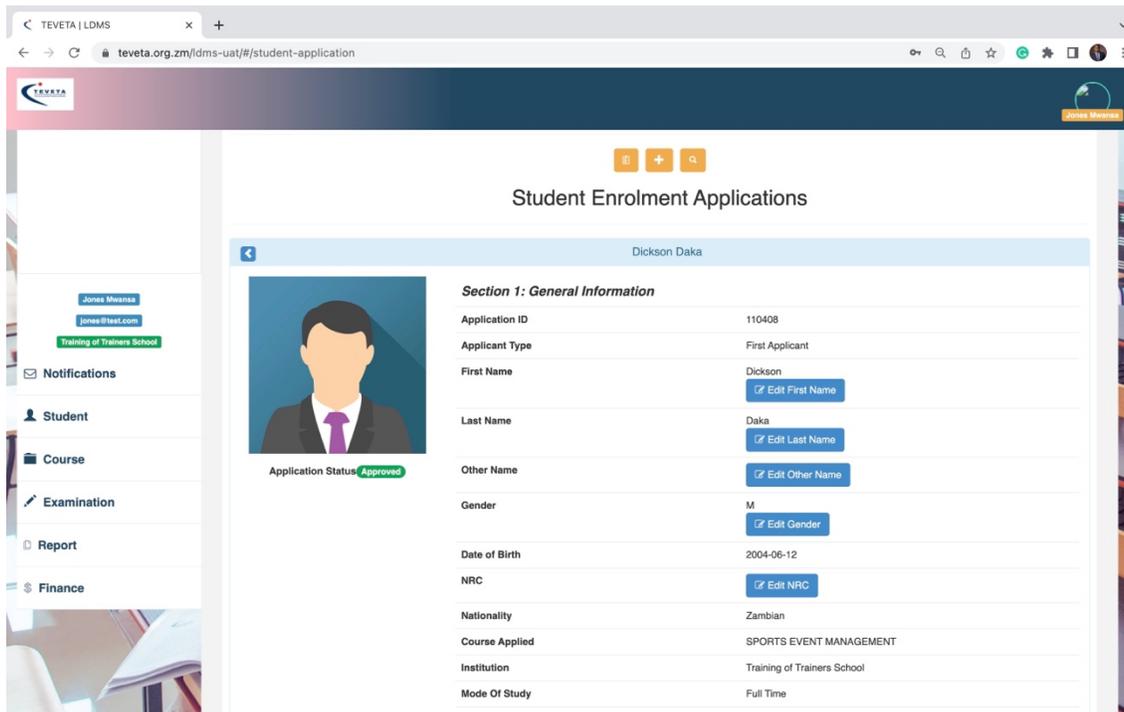


Figure 9 - Enrolment Application Details

Use the green buttons below the displayed details to view the attached documents (if any).

Based on whether the applicant meets the course requirements or not, you can use the yellow and red buttons to either *submit* the application to TEVETA for further review or *discontinue* the application from undergoing further review.

Enrolment applications will have one of the following statuses.

1. **Pending Approval** – This means that the application is yet to be reviewed by your school.
2. **Submitted to TEVETA** – This means that your school has reviewed the application and submitted it to TEVETA for further review.
3. **Approved** – This means that the application has been reviewed by TEVETA and meets the course requirements.
4. **Declined** – This means that the application has been reviewed by TEVETA and does not meet the course requirements.
5. **Discontinued** – The application has been withdrawn either by the applicant or your school.

*Please note, For Trade Test Level 3 courses, the enrolments are automatically approved upon submission.*

LDMS produces **control sheets** that support the traditional payment method. The control sheet shows the list of approved applications, the amount expected for each application, and the summative amount. Press *Load Full Control Sheet (and then Show Full Control Sheet)* for the system to issue a control sheet for the selected cohort.

Please note, all applications should be edited and submitted before the specified **deadline**. Any applications submitted after the deadline will be automatically rejected by LDMS. Therefore, perform corrections during the review phase before you submit.

### 2.2.4.2 APPLYING FOR ENROLMENT ON BEHALF OF STUDENTS.

Enrolments should be captured when a student starts learning. To add a new enrolment application to your list. Click on the Add (+) bottom (labeled with a plus sign) on the student sub-menu located on top of the screen as shown in Figure 10.



Figure 10 - Student Sub Menu

A new enrolment form will be displayed as shown in Figure 11.

A screenshot of the 'Student Enrolment Form' in a web browser. The browser address bar shows 'teveta.org.zm/ldms-uat/#/student-register'. The page title is 'Student Records Management'. Below the title, there are three icons: a list icon, a plus sign icon, and a search icon. Below the icons, it says 'Student Enrolment Form'. The form has two tabs: 'First Applicant' (selected) and 'Previous Student'. Below the tabs, there is a text box for 'Passport Photo Required [JPEG,PNG,GIF]' and a 'Choose file' button. The form is divided into two sections: 'SECTION 1: COURSE & SPONSORSHIP INFORMATION' and 'SECTION 2: GENERAL INFORMATION'. Section 1 has three dropdown menus: 'Select Course\*', 'Select Mode of Study\*', and 'Select Cohort\*'. Section 2 has four text input fields: 'Enter Surname\*', 'Enter First Name\*', 'Enter Date of Birth\*', and 'Select Gender\*'. There are also two text input fields for 'Other Names' and 'Disability'. A sidebar on the left contains navigation links: 'Notifications', 'Student', 'Course', 'Examination', 'Report', and 'Finance'. The user's name 'Jones Mwansa' is visible in the top right corner.

Figure 11 - Enrolment Application Form

Complete all **four (4) sections** of the form and submit. Each application created will be assigned a unique enrolment application ID. After creating enrolment applications, the next step is to review, edit and submit the created applications to TEVETA as explained in **section 2.2.4.1** of this guide.

### 2.2.4.3 VIEWING STUDENT BIODATA

LDMS allows you to view biodata for your students. Select the third option on the student sub-menu to view the biodata for any of your students. LDMS will ask you to select how you wish to search for the student.

There are three available search options.

1. Search by TEVETA student number or examination number.
2. Search by National Registration Card (NRC) number
3. Search by full names.

Select the search option you wish to use, enter the details then click on the *go* button. If the details you have entered match any student, LDMS will present the biodata of the matching student.

*Please note, when searching for a student using the NRC number, do not include the slash character (e.g. NRC number 150304/91/1 should be entered as 150304911).*

### 2.2.5 EXAMINATION MODULE

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

1. Reviewing and processing examination entry applications.
2. Applying for examination entry on behalf of students.
3. Submitting continuous assessment results.

#### 2.2.5.1 REVIEWING AND PROCESSING OF EXAMINATION ENTRY APPLICATIONS.

LDMS allows you to review examination entry applications made by your school under different TEVETA courses. The examination module will open when you click on the examination option on the main menu. Use the filters to select the examination entry applications you wish to view. After you have set your filters, the list of examination entry applications will be displayed as indicated in Figure 12.

Figure 12 - List of Examination Entry Applications

You can view the list of examination entry applications across different courses or for a specific course. Use the additional filter to set your preference on how you wish to view the examination entry applications.

You can view the full details of a particular application by clicking on it. The examination entry application details will be displayed as shown in Figure 13.

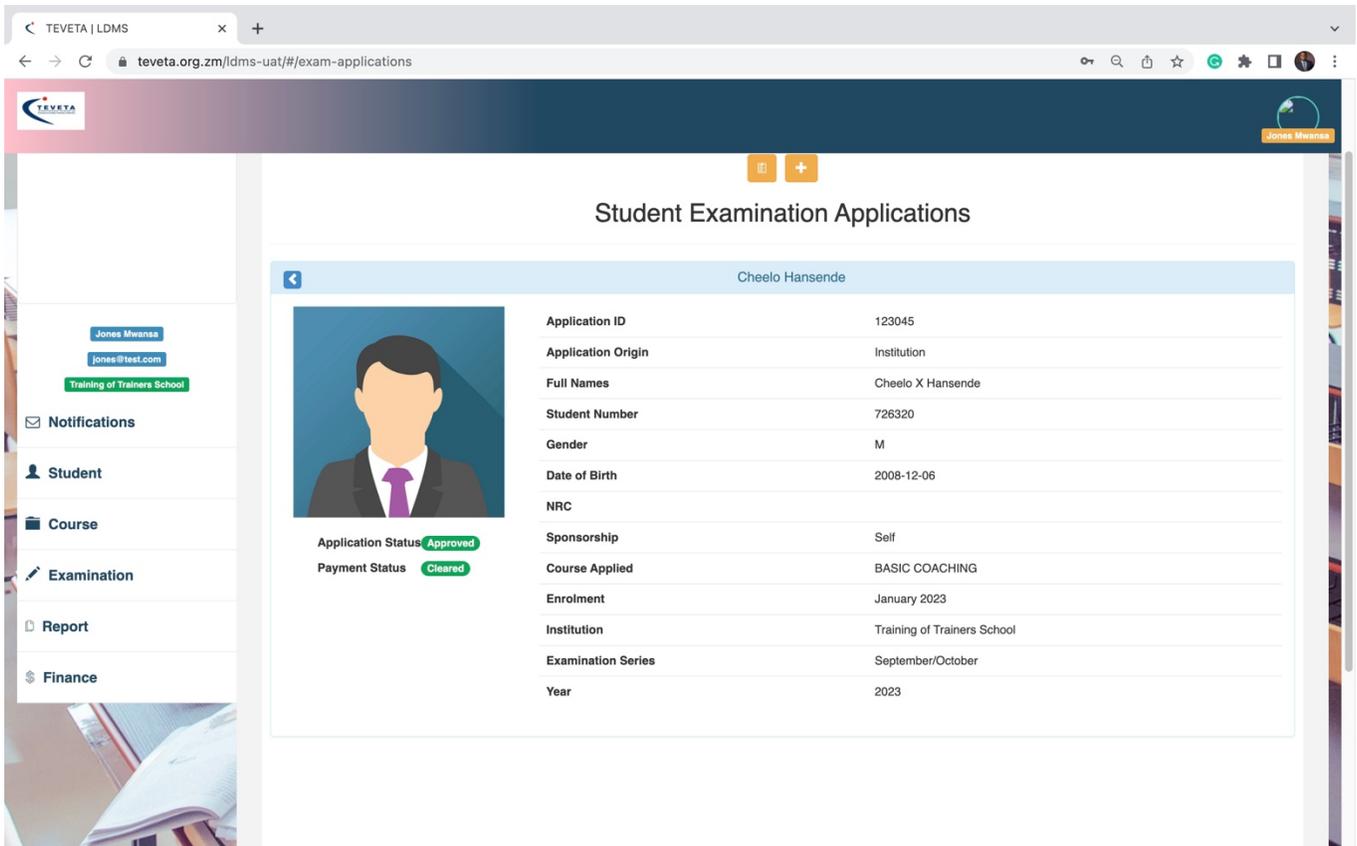


Figure 13- Examination Entry Application Details

Use the green buttons below the displayed details to view the attached documents (if any).

Based on whether the applicant meets the course requirements or not, you can use the yellow and red buttons to either *submit* the application to TEVETA for further review or *discontinue* the application from undergoing further review.

Examination entry applications will have one of the following statuses.

4. **Pending Approval** – This means that the application is yet to be reviewed by the institution (you).
5. **Submitted to TEVETA** – This means that the application has been reviewed by your institution and submitted to TEVETA for further review.
6. **Approved** – This means that the application has been reviewed by TEVETA and meets the course requirements.
7. **Declined** – This means that the application has been reviewed by TEVETA and does not meet the course requirements.

- 8. **Discontinued** – This means the application has been withdrawn either by the applicant or the institution.

LDMS produces control sheets that support the traditional payment method. The control sheet shows the list of approved applications, the amount expected for each application, and the summative amount. Press *Load Full Control Sheet (and then Show Control Sheet)* and the system will issue a control sheet for the selected year and examination series.

*Please note, For Trade Test Level 3 courses, the enrolments are automatically approved upon submission*

Please note, all applications should be submitted before the specified **deadline**. Any applications submitted after the deadline will be automatically rejected by LDMS. In addition, submitted applications cannot be edited. Therefore, perform corrections during the review phase before you submit.

### 2.2.5.2 APPLYING FOR EXAMINATION ENTRY ON BEHALF OF STUDENTS.

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 examination entry application form will be displayed as shown in Figure 14.

The screenshot shows a web browser window with the URL [teveta.org.zm/dms-uat/#/exam-registration](http://teveta.org.zm/dms-uat/#/exam-registration). The page title is 'Examination Entry Form'. On the left, there is a sidebar menu with options: Notifications, Student, Course, Examination, Report, and Finance. The main content area is divided into four sections:

- SECTION 1: GENERAL INFORMATION**
  - Student Number\*: 726163
  - Student Name: Malambo Chibesakunda
  - NRC/Temp NRC: 2232142102
- SECTION 2: ENROLMENT HISTORY**
  - INSTITUTION: Training of Trainers School
  - COURSE: GENERAL AGRICULTURE TRADE TEST LEVEL 3 (46TTL3)
- SECTION 3: COURSE INFORMATION**
  - Course\*: GENERAL AGRICULTURE TRADE TEST LEVEL 3 (46TTL3)
  - Year of Exam\*: 2023
  - Exam Series\*: September/October
- SECTION 3: ATTACHMENTS**
  - Optional Attachment(PDF,JPEG,PNG,GIFF): Choose file | 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
  - Buttons: Clear, Create Application

Figure 14 - Enrolment Application Form

Complete all **four (4) sections** of the form and submit. Each created examination entry application will be assigned a unique examination entry application ID. The next step is to review and submit created applications to TEVETA as explained in **section 2.2.5.1** of this guide.

### 2.2.5 REPORT MODULE

This is the fourth option on the **main menu**. This module is used to view the following information.

1. Results.
2. Examination Registers.
3. Enrolments.
4. Examination Entry Slips.

When you click on *Report* on the main menu, LDMS will display a list of options as shown in Figure 19.

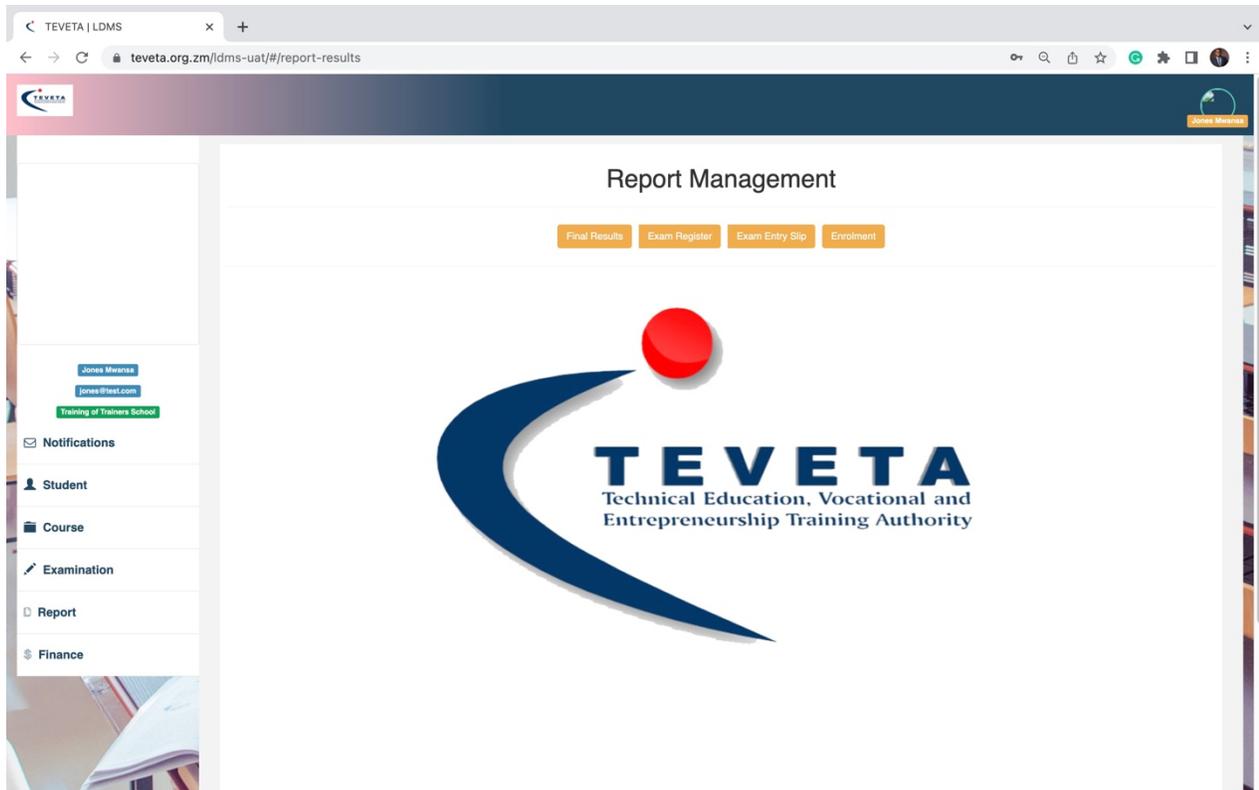


Figure 19 - Report Module

#### 2.2.5.1 VIEWING RESULTS.

LDMS allows you to view published examination results. Results are presented in two main formats.

1. **Statements of Results** – Showing examination results for individual students for a given examination session and course.
2. **College Statements** – Showing examination results for all the students for a given examination session and course.

To view a statement of results, Click *Results* on the report sub-menu. A drop-down menu will appear under results, select *Statement of Results*. The window will be updated and appear as shown in Figure 20.

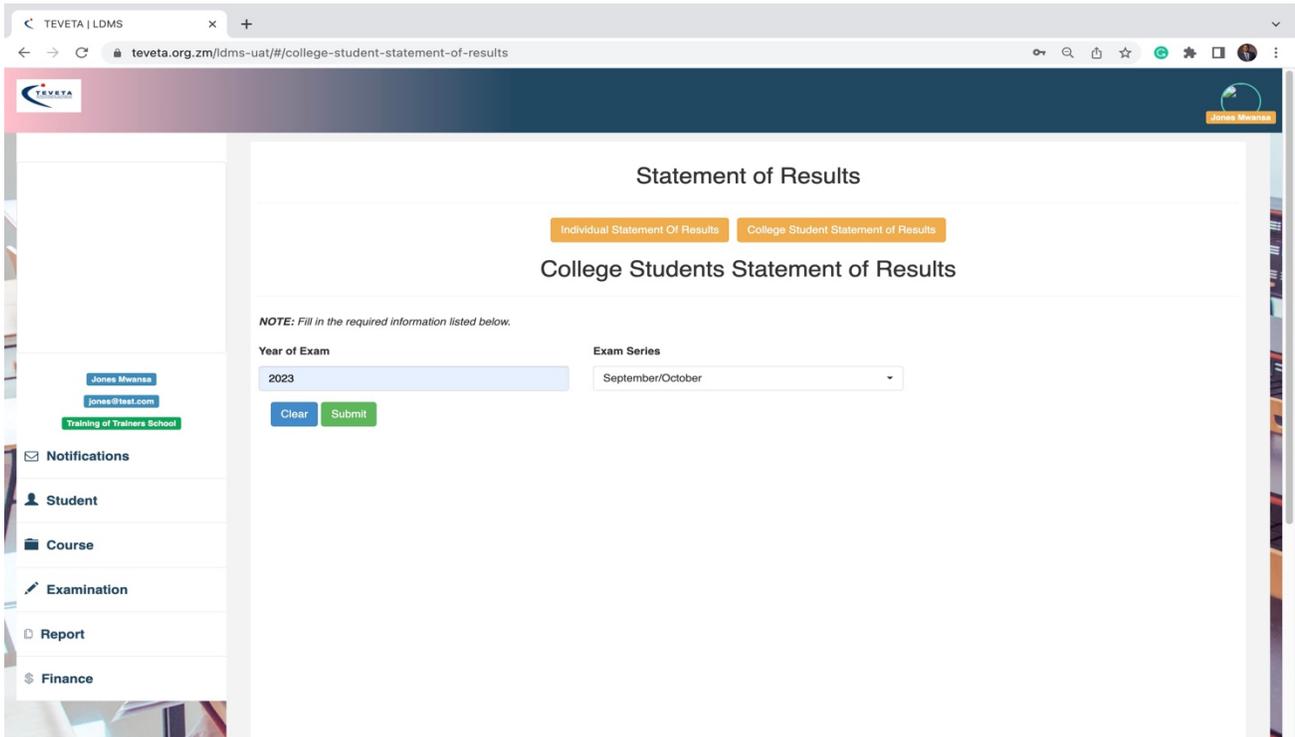


Figure 20 - Statement of Results

Individual statement of results allows you to view the statement for a single student under a given course and examination session while *College Student Statement of Results* allows you to view statements for all the students under a given course and examination session. Select the option you wish to use between the two, complete the form and press submit to view. The statement will be displayed as shown in Figure 21.

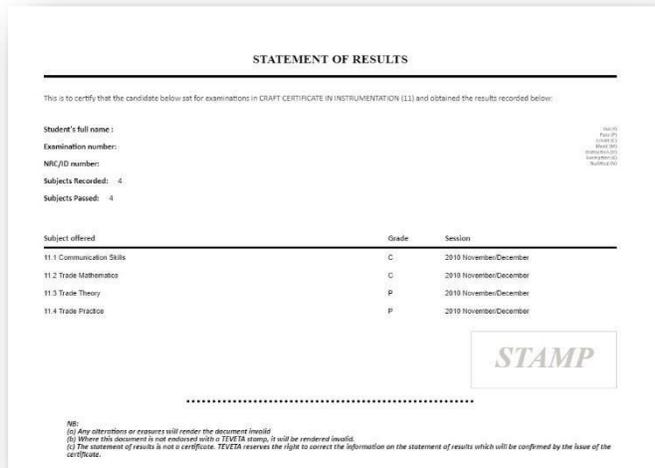


Figure 21 - Statement of Results

To view college statements, Click *Report* on the left navigation menu. A drop-down menu will appear under results, select *First-Attempt Results for College* or *Re-sit Results for College*. *First-Attempt Results for College* shows results for first attempt students while *Re-sit Results for*

College show results for re-sit students. Select the results you wish to view, complete the form and press submit. The results will be displayed as shown in Figure 22.

  
 Northern Technical College  
 TVANO.: 35  
 14 CRAFT CERTIFICATE IN RIGGING  
 College results for examination

No.	Exam No.	Full Name	Subject Code	Subject Name	Grade
1	0990P	Saulo de Almeida Arnold	14.1	Communication Skills	N
			14.2	Trade Mathematics	C
			14.3	Trade Theory	E
			14.4	Trade Practice	M
					Passed: 3 Failed: 0 Exempted: 0 Nullified: 1
2	64622	Peter Othman Kennedy	14.1	Communication Skills	D
			14.2	Trade Mathematics	M
			14.3	Trade Theory	C
			14.4	Trade Practice	C
					Passed: 4

Figure 22 - College Statement

### 2.2.5.2 VIEWING EXAMINATION REGISTERS.

To view examination registers, Click *Report* on the **main menu**. Select *Exam Registers* on the report submenu. Complete the form and press submit to view the examination register. The register will be displayed as shown in Figure 23.

  
 Examination Attendance Register  
 Northern Technical College  
 TVANO.: 35  
 November/December 2014

Prn.	Candidate's Name	Exam No.	Exam Date	Attn	Present/absent
1	Arnold Saulo de Almeida	0990P	20140909	ATN	ATN
2	Arnold Saulo de Almeida	0990P	20140909	ATN	ATN
3	Arnold Saulo de Almeida	0990P	20140909	ATN	ATN
4	Arnold Saulo de Almeida	0990P	20140909	ATN	ATN
5	Arnold Saulo de Almeida	0990P	20140909	ATN	ATN
6	Arnold Saulo de Almeida	0990P	20140909	ATN	ATN
7	Arnold Saulo de Almeida	0990P	20140909	ATN	ATN
8	Arnold Saulo de Almeida	0990P	20140909	ATN	ATN
9	Arnold Saulo de Almeida	0990P	20140909	ATN	ATN
10	Arnold Saulo de Almeida	0990P	20140909	ATN	ATN
11	Arnold Saulo de Almeida	0990P	20140909	ATN	ATN
12	Arnold Saulo de Almeida	0990P	20140909	ATN	ATN
13	Arnold Saulo de Almeida	0990P	20140909	ATN	ATN
14	Arnold Saulo de Almeida	0990P	20140909	ATN	ATN
15	Arnold Saulo de Almeida	0990P	20140909	ATN	ATN

Figure 23 - Examination Register

### 2.2.5.3 VIEWING ENROLMENTS.

To view enrolments, Click *Report* on the main menu. Select *Enrolment* on the report sub-menu. A drop-down menu will appear under enrolments, select *Per-Institution* or *Per-Institution-per Course*. *Per Institution* allows you to view enrolments for your entire institution based on the year and intake (optional) while *Per-Institution-per-course* allows you to view enrolments for your institution under a particular course. Select the enrolments you wish to view, complete the form and press submit. The enrolments will be displayed as shown in Figure 24.

**STUDENTS ENROLMENT REPORT 2016**

TVANO 35

Institution Name : Northern Technical College  
 Physical Address: Kwacha Road, Kansenhi  
 Post code: P.O. Box 250093, Ndola

**CRAFT CERTIFICATE IN METAL FABRICATION**

No.	Student no	Title	Surname	First Name	Other Names	Gender	DOB	NRC	Town	Province	Course Code
1	27204	MR.	Susiku	Mabote		M	12/02/1980	225838841	Ndola	Copperbelt	4
2	83874	Mr	Shipota	Kamata		M	01/06/1993	183638911	Ndola	Copperbelt	4
3	87513	MR.	Kasanda	Musonda	Hanson	M	13/10/1983	124180581	Ndola	Copperbelt	4
4	90100	Mr	Alutuli	David		M	02/10/1992	245394421	Kapiri Mposhi	Central	4
5	94484	Mr	Mulenga	Victor		M	25/08/1993	420030811	Ndola	Copperbelt	4
6	94495	Mr	Lubabo	Maybin		M	11/12/1994	387069951	Ndola	Copperbelt	4
7	94498	Mr	Chibuye	Patrick		M	08/07/1993	448888111	Ndola	Copperbelt	4
8	94479	Mr	Banda	Blackson		M	24/11/1983	383797811	Ndola	Copperbelt	4
9	94478	Mr	Bubala	Beisen		M	21/10/1991	408032741	Ndola	Copperbelt	4

Figure 24 - Viewing enrolments

#### 2.2.5.4 VIEWING EXAMINATION ENTRY SLIPS.

To view examination entry slips, Click *Report* on the main menu. Select *Exam Entry Slips* on the report submenu. Complete the form and press submit to view the examination entry slips. The slips will be displayed as shown in Figure 25.

**Examination Entry Slip**

Candidate's name : Kayola Timothy  
 NRC number : 796468111  
 Exam number : 9521  
 Programme : DIPLOMA IN MECHANICAL ENGINEERING (TECHNOLOGY) (5)  
 Institution : Northern Technical College (35)  
 Year : 2016  
 Exam series : November/December

Subject Code	Subject Name	Candidate Signature	Invigilator Signature
5.1	Mechanics Of Machines I		

Figure 25 - Viewing examination Entry Slips

Figure 26 - Viewing Submitted CA

#### 2.2.6 FINANCE MODULE

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