LEARNER DATA MANAGEMENT SYSTEM (LDMS)

INSTITUTION USER GUIDE

Contents

1.0 OVERVIEW

This Institution 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 an active account on LDMS.

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

- **Notification Module.**
  This is where notifications from TEVETA to institutions are posted.

- **Student Module.**
  This is where enrolment applications for different TEVETA courses are managed. Enrolment applications are created, reviewed 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 and submitting continuous assessment results.

- **Report Module.**
  This module gives you access to view information such as examination results, enrolments, examination registers and continuous assessment for your institution.

- **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 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 shown in Figure 1:
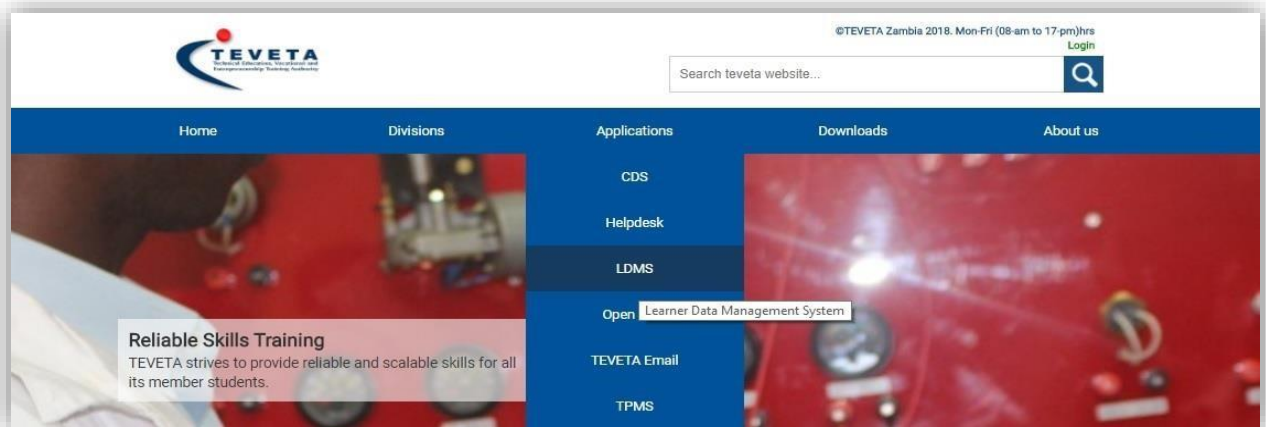

Figure 1 – Opening LDMS

- Log in to LDMS by using the email address 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. 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**.
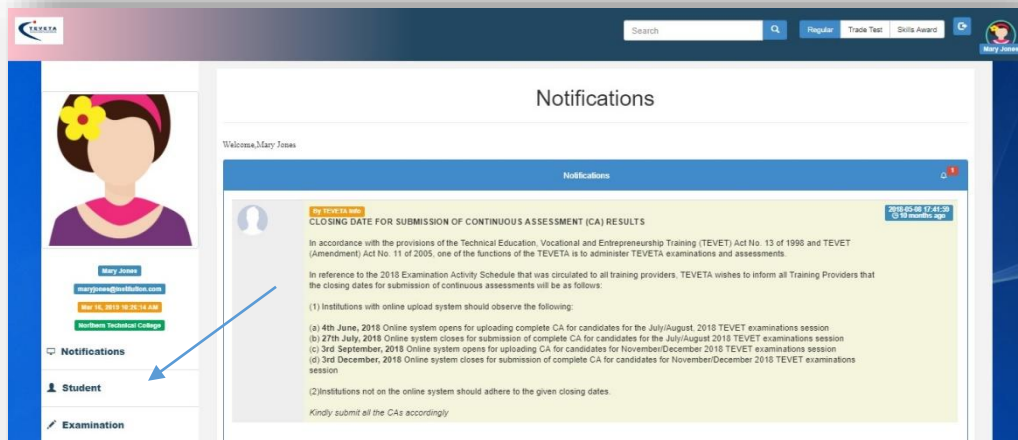

Figure 3- Home with Left Side Menu

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

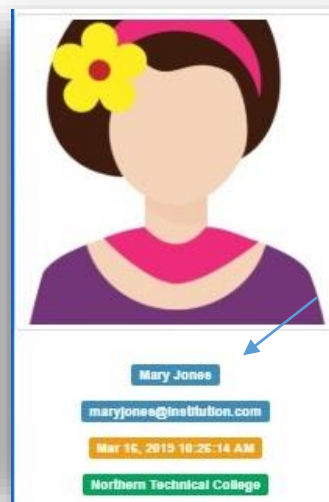Your user information (or account information) is displayed above the **main menu** as shown in Figure 4.

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.
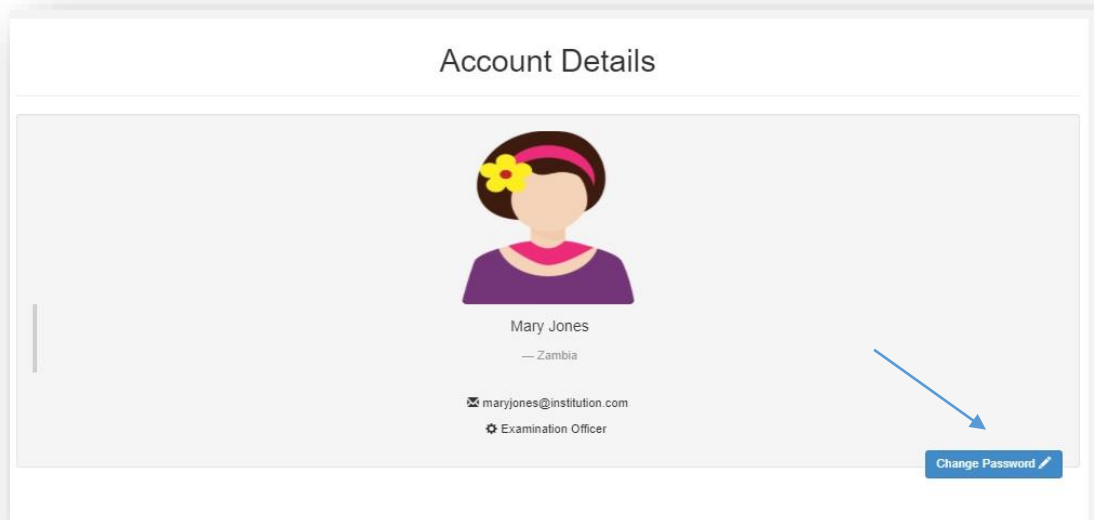
Figure 5 - Account Page

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

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 BASIC SEARCH, SWITCHING BETWEEN PROGRAMME LEVELS AND LOGOUT

The top navigation bar is used to perform basic operations such as **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 buttons on the navigation bar. 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 and processing of enrolment applications.
2. Applying for enrolments on behalf of students.
3. Checking student bio data.

2.2.4.1 REVIEWING AND PROCESSING OF ENROLMENT APPLICATIONS.

LDMS allows you to review enrolment applications made by your students/applicants 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.
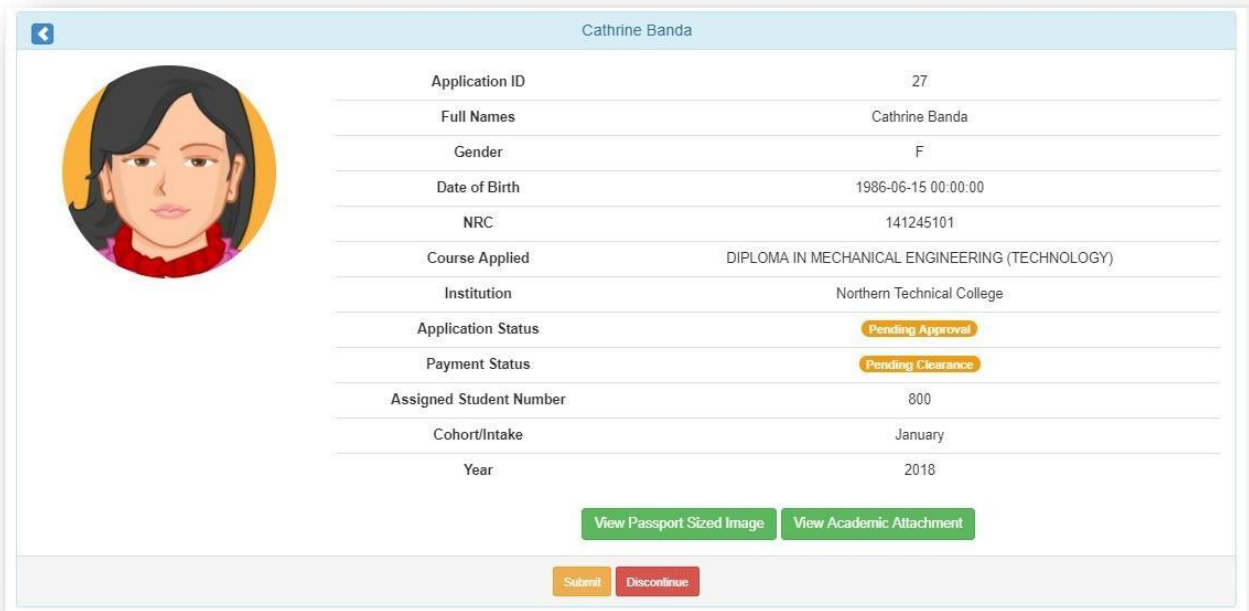
Figure 8 - List of Enrolment Applications

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 button 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 institution.
2. **Submitted to TEVETA** – This means that the application has been reviewed by your institution and submitted 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** – This means the application has been withdrawn either by the applicant or by your institution.

Currently, LDMS does not support online payments. However, it produces **control sheets** that support the traditional payment method. The control sheet shows the list of approved applications, amount expected for each application and the summative amount. Press *Print Full Control Sheet* and the system will issue a control sheet for the selected intake/cohort.

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.

2.2.4.2 APPLYING FOR ENROLMENT ON BEHALF OF STUDENTS.
LDMS allows you to apply on behalf of your students who may not be able to apply for themselves.

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.
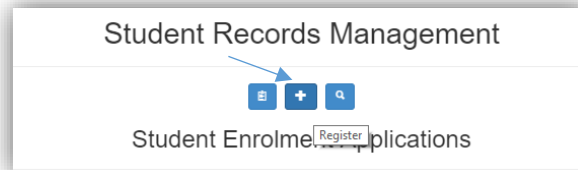

Figure 10 - Student Sub Menu

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

Figure 11 - Enrolment Application Form

Complete all **6 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 and submit created applications to TEVETA as explained in **section 2.2.4.1** of this guide.

2.2.4.3 VIEWING STUDENT BIO DATA

LDMS allows you to view bio data for your students. To view bio data for any of your students, select the third option on the student **sub menu**. 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 bio data 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 of 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 students/applicants under different TEVETA courses. When you click on the examination option on the main menu, the examination module will open. 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.
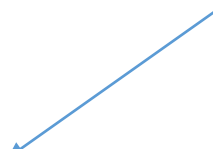
Figure 12 - List of Examination Entry Applications

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 button 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 withdrawn either by the applicant or the institution.

Currently. LDMS does not support online payments. However, it produces control sheets that support the traditional payment method. The control sheet shows the list of approved applications, amount expected for each application and the summative amount. Press *Print Full Control Sheet* and the system will issue a control sheet for the selected year and examination series.

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.

LDMS allows you to apply on behalf of your students who may not be able to apply for themselves.

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.

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.

2.2.5.3 SUBMITTING CONTINIOUS ASSESSMENT RESULTS

LDMS allows you to submit continuous assessment (CA) results to TEVETA. Open the **CA submission form** by selecting the **third option** on the examination **sub-menu** as shown in Figure 15.

Figure 15 - CA Submission form

You're required to complete the form in Figure 14 and attach a copy of the file containing CA results. The attached CA file should conform to the **TEVETA CA template**.

2.2.5.3.1 HOW TO DOWNLOAD THE TEVETA CA TEMPLATE.

As you complete the **CA Submission form**, LDMS will present a link that allows you to download the CA template as shown in Figure 15.
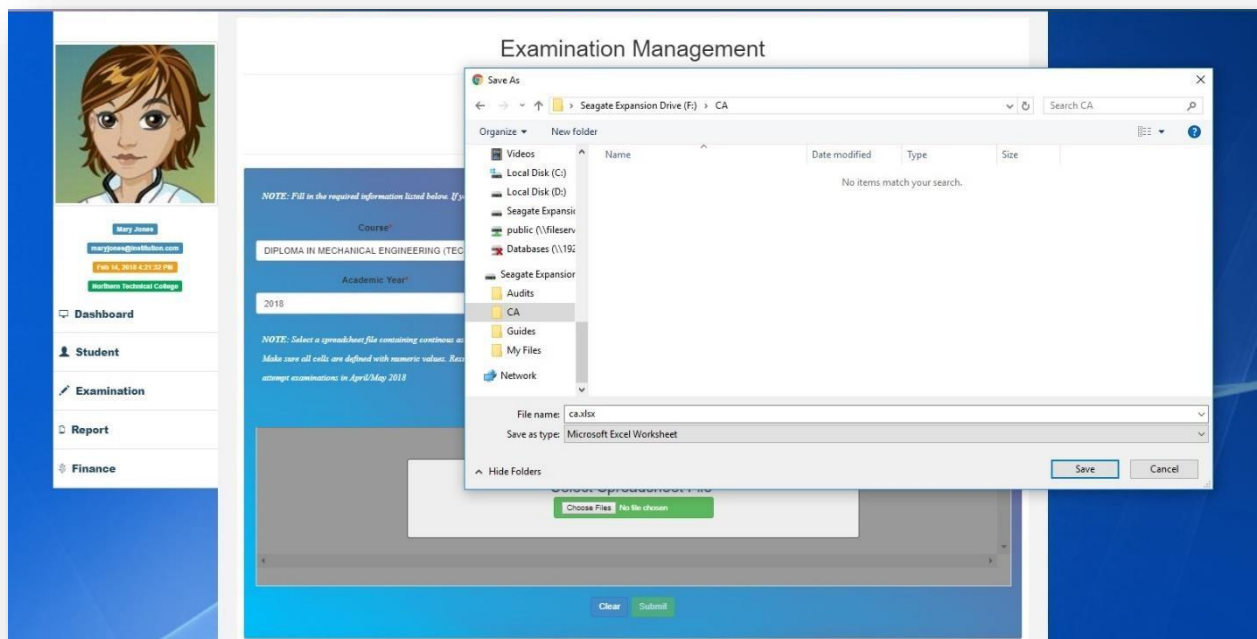

Figure 16 - Downloading TEVETA CA Template

Download the template, insert the CA results and save. If the option to download the CA template is unavailable, you can download it from the TEVETA website http://www.teveta.org.zm/downloads .Figure 17 shows how the **CA template** looks once opened in excel.

Figure 17 - TEVETA CA Template

2.2.5.3.2 HOW TO USE THE TEVETA CA TEMPLATE.

To avoid errors when submitting continuous assessment results, you're advised to use the CA template provided to you by LDMS and follow the 4 rules listed below;

1. Do not delete or edit the first row (Row 1) of the CA Template (Refer to Figure 17)
2. Use valid TEVETA **subject codes** in **column A**. You can use one template to submit CA for one or many subjects belonging to the same course. The subject codes will distinguish C.A for one subject from the other.
3. Use valid TEVETA **student numbers/examination numbers** in **column B**.
4. Enter Valid CA scores between **Column C** and **Column M**. All scores should be between **0** and **100**.

Do not leave any cell undefined. Replace all blank cells with the value 0 when you're done inserting the CA results. This template is used to capture results for all three terms;

- T1a1 for Term 1 assignment 1
- T1a2 for Term 1 assignment 2
- T1a3 for Term 1 assignment 3
- T1e for Term 1 end of term
- And so forth

Figure 18 shows an example of a complete CA file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Subject Code	Student No	T1a1	T1a2	T1M	T1E	T2a1	T2a2	T2M	T2E	T3a1	T3a2	T3M	
2	14.1	93664	75	65	58	70	60	68	90	77	62	85	78	
3	14.1	93661	70	73	0	77	55	60	57	0	0	53	0	
4	14.1	93662	0	0	0	0	56	75	70	92	52	65	52	
5	14.1	93663	55	65	67	70	60	68	77	78	51	66	65	
6	14.1	93655	67	67	65	58	50	68	80	70	52	65	56	
7	14.1	93660	45	60	56	70	75	70	73	97	70	85	88	
8	14.1	93673	50	65	0	40	0	55	47	38	55	65	45	
9	14.1	93672	60	67	70	53	85	70	60	52	50	63	45	
10	14.1	93658	65	50	45	53	90	65	67	56	45	63	40	
11	14.1	93654	90	85	80	70	70	65	63	72	50	63	57	
12	14.1	93653	77	70	87	90	90	90	77	72	50	67	67	
13	14.1	44825	0	0	0	0	70	65	40	44	0	70	50	
14	14.1	93671	55	65	50	50	0	60	50	62	60	67	50	
15	14.1	93650	48	55	56	58	0	68	57	78	51	60	60	
16	14.1	93651	52	68	65	70	54	73	43	55	60	67	60	
17	14.1	93674	60	55	32	57	93	90	63	66	53	57	40	
18	14.1	93690	53	56	56	65	0	75	73	58	48	0	0	
19	14.1	93688	0	0	0	0	90	60	60	54	45	60	35	
20	14.1	93649	51	50	75	64	56	56	80	0	64	70	56	
21	14.1	93686	50	67	47	55	95	65	60	65	65	60	45	
22	14.1	93692	49	56	65	69	50	56	60	80	46	67	48	
23	14.1	93689	50	56	65	65	54	68	43	78	46	60	54	
24	14.1	93648	57	45	65	60	52	68	97	82	66	70	58	
25	14.1	93687	67	60	47	53	85	65	63	46	70	63	40	
26	14.1	93669	45	67	45	50	85	65	55	30	55	60	40	
27	14.1	93647	0	0	0	0	50	65	67	66	40	60	51	
28	14.1	93685	73	60	67	40	85	70	57	50	0	55	40	
29	14.1	93684	50	59	67	60	60	70	63	83	54	65	54	
30	14.1	93691	0	0	0	0	50	56	73	73	64	78	51	
31	14.1	43898	40	55	60	68	58	73	30	53	68	69	67	
32	14.1	93679	45	0	56	68	50	75	23	30	54	0	47	
33	14.1	93680	50	56	66	60	54	73	40	40	62	65	58	

Figure 18 - Complete CA file

2.2.5.3.3 ADDITIONAL INFORMATION ON CA SUBMISSION

LDMS only accepts CA results for first-attempt registered students. CA for unregistered students and re-sit students will be rejected by LDMS. CA submitted after the specified **deadline** will also be **rejected**. Once you have submitted CA, you will not have access to make changes/corrections to the submitted CA. Therefore, make necessary changes/corrections before submission. TEVETA will take your submission as **FINAL**.

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.
5. Submitted Continuous Assessment.

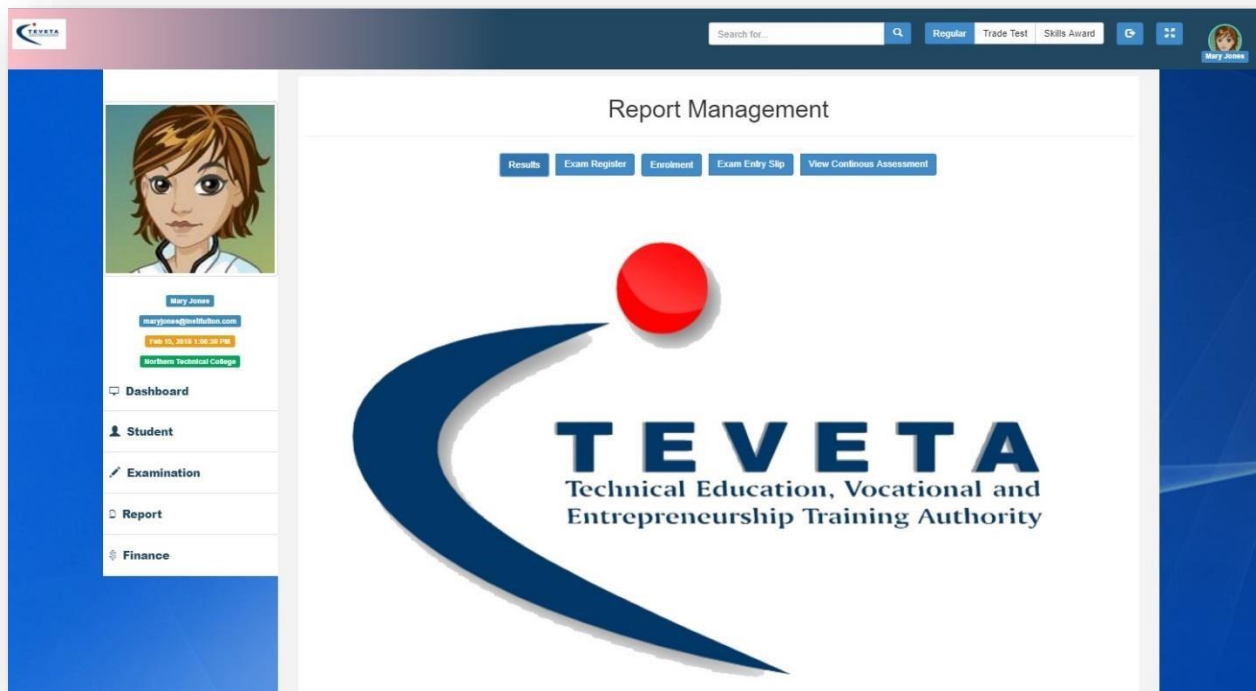When you click on *Report* on the main menu, LDMS will display a list of options as shown in Figure 19.

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 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.

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 sub-menu. Complete the form and press submit to view the examination register. The register will be displayed as shown in Figure 23.

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.

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 sub-menu. Complete the form and press submit to view the examination entry slips. The slips will be displayed as shown in Figure 25.

Figure 25 - Viewing examination Entry Slips

2.2.5.5 VIEWING SUBMITTED CONTINIOUS ASSESSMENT.

LDMS allows you to view Continuous Assessment (CA) that you submitted to TEVETA. To view CA, Click *Report* on the main menu. Select *View Continuous Assessment* on the report sub-menu. Complete the form and press submit to view the submitted CA. The CA will be displayed as shown in Figure 26.

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.