

LearnOrg User Guide

User guide for UoM LearnOrg MIS system.

- [Faculty of Engineering Examiners-Moderators appointment guidelines and information](#)
[Prepared by the EUGS Division]
- [User Manual for Students](#)

Faculty of Engineering Examiners-Moderators appointment guidelines and information [Prepared by the EUGS Division]

1. Appointment of examiners and moderators must happen prior to the commencement of a semester and should be submitted to the EUGS division within the first week of a new semester for Faculty Board, Senate and Council approval [the process usually takes 3 months].
2. The students [including repeat] will be given 4 weeks for module enrollment. [2 weeks before the commencement of semester and 2 weeks of add-drop period]. Decision on module offering should be finalized within the first week of the semester and should be informed all the enrolled students.
3. It is a must to have a Coordinating Examiner and a Moderator for each module [and there can be additional Examiner(s), as required.
4. The Coordinating Examiner and Moderator must be permanent internal staff members.
5. The Moderator must be a Senior Lecturer with the relevant subject expertise. [In the absence of Senior Lecturers in a department, the Head of Department or a confirmed lecturer with postgraduate qualifications shall be appointed as the moderator].
6. Departments must appoint Senior Lecturers or above as examiners for Semesters 7 and Semester 8 [final year] modules.
7. Lecturers on contract or visiting must have equivalent qualifications to the internal examiner appointment requirements.

8. The semester coordinators, in consultation with the relevant examiners, moderators, and the HoD, shall make the appointments of examiners and moderators through the LearnOrg system [LMS]. The manual form should be used only for amendments or discontinued modules.
9. The department shall ensure that the internal academic staff member details appear on all documentation are accurate and up-to-date, before submitting for the Senate approval.
10. All visiting staff [intended to be nominated as examiners] should be finalized in advance to appear their information correctly on the system. If not, the department should take necessary corrective action, prior to submitting their names as examiners.
11. Only the Coordinating Examiner will be permitted to insert marks to the system and displaying the provisional-results to students and submitting for moderation, will be his/her responsibility.
12. The Moderator shall be responsible for moderating the marks and submitting to the Examinations Division adhering to the deadlines enforced by the Faculty.

To access the Learning Management Systems (LMS) of the University of Moratuwa, users are required to navigate to the following URL: https://lms.uom.lk/login_index.php.

In order to gain access to the systems, users are mandated to input the assigned username and password, as illustrated in Figure 1 below:

The screenshot shows a web browser window with the URL lms.uom.lk/login_index.php. The page content includes:

- LearnOrg** logo with 'University of Moratuwa' text below it.
- University of Moratuwa crest on the left and a globe graphic on the right.
- University of Moratuwa, Sri Lanka** text below the crest.
- Learning Organizer** title.
- One User Account for All :** section.
- Text: "You can access **LearnOrg, Moodle, Document Management System, UoM e-mail, UoM Common Wifi** and **Library Journal Accessing Proxy**(*cache2.uom.lk*) systems using your unique Username and the Password through our centralized authentication system."
- Text: "All the students can access their UoM emails (123456X@uom.lk) through **webmail.uom.lk**). Your UoM email address will be your registration number (before 19 batch) or namewithinitials.yourbatch (19 batch onwards) and those who access the UoM emails first time, you have to change the defaults password through LearnOrg."
- Text: "We have successfully integrated **SMS** facility with University MIS platform. As an initial step, you will receive your temporary password to your mobile for 'Forgot my Password' feature. So, please **update your Profile** details through 'Edit Profile' option."
- Navigation links: | Moodle | | ERP | | DMS | | Web-Mail | | FAQs | | Helpdesk | | Contact Us |
- Copyright notice: Copyright © 2007-2023 IS Division - University of Moratuwa, Sri Lanka, All Rights Reserved.

Figure 1: Process of Providing Username and Password for System Access

Once successfully logged into the Learning Management System (LMS), users can proceed to the "Level Coordinator Area" where they have the capability to "Add Examiners & Moderators (Coordinator)". This feature is depicted in Figure 2 below:

To initiate the process of adding examiners and moderators (coordinators) to the system, users are required to click on the "Add Examiners & Moderators (Coordinator)" option located on the left side of the screen.

The screenshot shows the LMS interface with a sidebar on the left containing navigation menus. The 'Level Coordinator Area' is expanded, and the 'Add Examiners & Moderators (Coordinator)' option is highlighted with a red box. The main content area displays a table of courses with columns for 'Not Offered (if ticked)', 'Course Code', 'Course Description', 'Exam Duration', 'CA %', 'Name with Initials', 'Coordinating Examiner', 'Examiners', and 'Moderator'. Each row has an 'Add' button under the 'Examiners' and 'Moderator' columns. A red warning message at the bottom states: 'Make sure all the relevant information (Module Coordinators, Main Examiners, Examiners and Moderators) have been submitted.'

Figure 2: Adding Examiners & Moderators (Coordinator) in the Level Coordinator Area of the LMS

Figure 3 displays the interface where users can select the appropriate options for the Degree program, Department, Intake, and Semester. Once these selections are made, users must click the "GO" button adjacent to the said options.

The screenshot shows the LMS interface with the 'Assign - Module Coordinators, Examiners and Moderators' page. The top navigation bar includes the 'LearnOrg' logo and a 'Logout' button. The sidebar on the left contains navigation menus, and the 'Level Coordinator Area' is expanded. The main content area displays a form with dropdown menus for 'Degree program' (BScEngHons), 'Department' (Eng-CHENG), 'Intake' (Intake 2020), and 'Semester' (New BSc Eng. Semester - 5). A 'Go' button is located to the right of the 'Semester' dropdown. A red warning message at the top states: '** This function will be automatically locked after date of "Submission of Examiners & Moderators"'

Figure 3: interface for users can select the appropriate options.

1. In order to locate the desired Academic member, users can utilize the search function by entering the surname of the individual. in Figure 4
2. Following the identification of the Academic member, users can proceed to click on the appropriate button, whether it is for assigning them as an examiner or a moderator.
3. When it comes to updating the class limits, the following guidelines must be adhered to:
4. If the course is considered compulsory, there should be no class limit specified.
5. If the course is categorized as a faculty elective (FE), users have the flexibility to modify the class limit.
6. If the course is considered a department elective (EE), users also have the option to update the class limit.
7. In cases where the course is a faculty elective and not offered to department students, a selected checkbox will be displayed. Users are required to uncheck this checkbox, as demonstrated in Figure 5.
8. Failure to uncheck the said checkbox implies that the course is being offered to department students as well, as demonstrated in Figure 5.

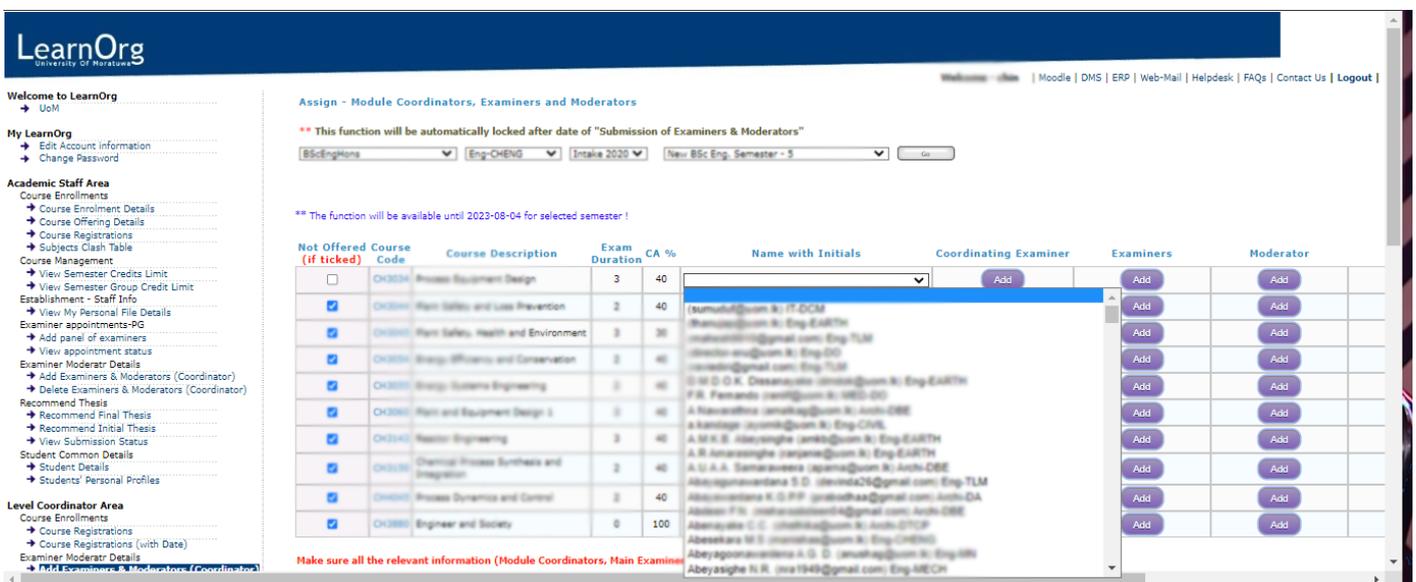


Figure 4: searching Academic member



Figure 5: Class limits for faculty electives

User Manual for Students

Login to the system

Login to the system

lms.uom.lk/login_index.php

LearnOrg
University Of Moratuwa

 **University of Moratuwa, Sri Lanka**



Learning Organizer

One User Account for All :

You can access **LearnOrg, Moodle, Document Management System, UoM e-mail, UoM Common Wifi and Library Journal Accessing Proxy**(*cache2.uom.lk*) systems using your unique Username and the Password through our centralized authentication system.

All the students can access their UoM emails (123456X@uom.lk) through webmail.uom.lk. Your UoM email address will be your registration number (before 19 batch) or namewithinitials.yourbatch (19 batch onwards) and those who access the UoM emails first time, you have to change the defaults password through LearnOrg.

Username: pererabsd.19
Password: [masked]
Login
Forgot my Password

| Moodle | | ERP | | DMS | | Web-Mail | | FAQs | | Helpdesk | | Contact Us |

Copyright © 2007-2024 IS Division - University of Moratuwa, Sri Lanka, All Rights Reserved.

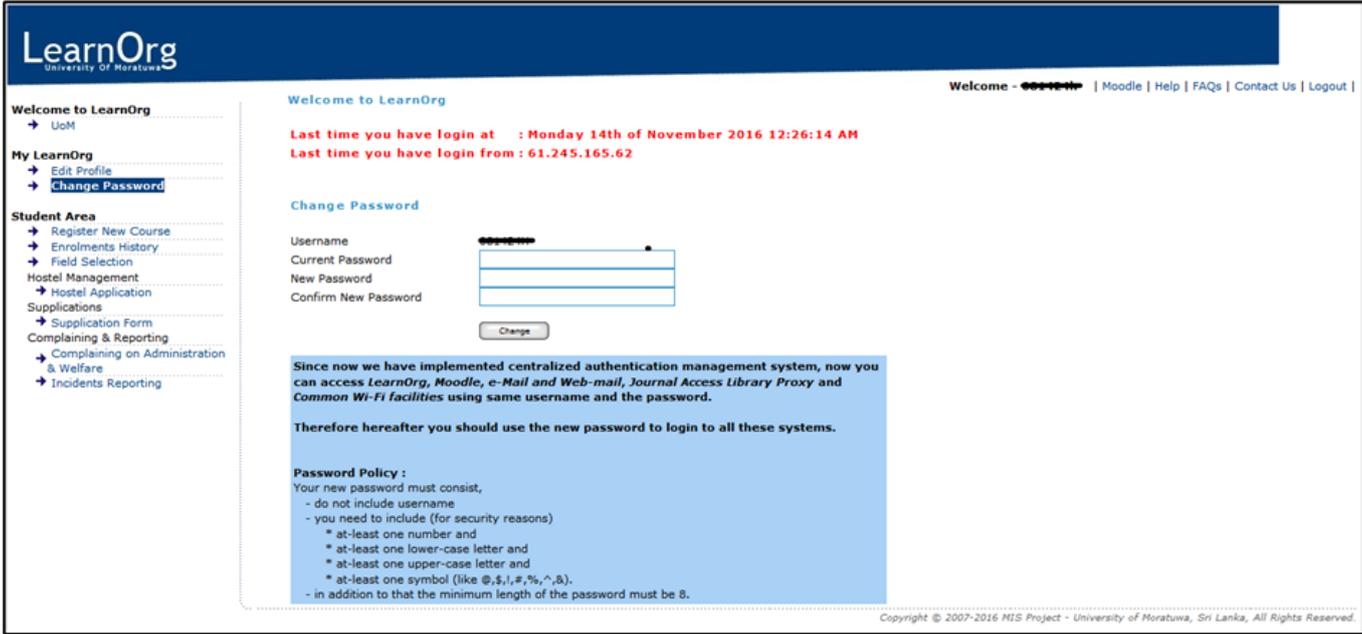
User can access the University of Moratuwa Management Information System (LearnOrg) through <https://lms.uom.lk> by using any Web-browser (however recommend to Mozilla Firefox and Google Chrome) or any Operating System.

Username- surname-with-initials.<batch> without spaces (ex:- If you are Intake 19 and your name is Perera B.S.J, username is pererabsd.19) (**You should have received your username from the examinations division.**)

Password - If you access the system first time you can use “Index Number” as the default password. You can contact the Examination division or CITEs helpdesk (<https://helpdesk.uom.lk>) for any issues.

Initial Interface

Initial Interface



The screenshot displays the initial interface of the LearnOrg system. The header includes the 'LearnOrg University of Moratuwa' logo and navigation links: 'Welcome - [user icon] | Moodle | Help | FAQs | Contact Us | Logout |'. The main content area is titled 'Welcome to LearnOrg' and shows the user's last login details: 'Last time you have login at : Monday 14th of November 2016 12:26:14 AM' and 'Last time you have login from : 61.245.165.62'. Below this is a 'Change Password' form with fields for 'Username', 'Current Password', 'New Password', and 'Confirm New Password', and a 'Change' button. A blue box contains a message: 'Since now we have implemented centralized authentication management system, now you can access LearnOrg, Moodle, e-Mail and Web-mail, Journal Access Library Proxy and Common Wi-Fi facilities using same username and the password. Therefore hereafter you should use the new password to login to all these systems.' Below the message is the 'Password Policy' section, which states: 'Your new password must consist, - do not include username - you need to include (for security reasons) * at-least one number and * at-least one lower-case letter and * at-least one upper-case letter and * at-least one symbol (like @,\$,!,#,%,&^,~). - in addition to that the minimum length of the password must be 8.' The footer contains the copyright notice: 'Copyright © 2007-2016 NIS Project - University of Moratuwa, Sri Lanka, All Rights Reserved.'

When you login to the system you also will an interface as shown above. The system shows you last login details such as IP address, time and date for security purposes.

If you still using default password, system will automatically prompt password resetting options.

[If it is a public computer (such as a lab computer), make sure that you have logged out after using the system by using top-right corner “Logout” option.]

Change profile information

Change profile information

- Welcome to LearnOrg
 - UoM
- My LearnOrg
 - [Edit Profile](#)
 - Change Password
- Student Area
 - Register New Course
 - Enrolments History
 - Field Selection
 - Hostel Management
 - Hostel Application
 - Supplications
 - Supplication Form
 - Complaining & Reporting
 - Complaining on Administration & Welfare
 - Incidents Reporting

Edit My Profile

Username: [Redacted]

TITLE:

Name with initials: [Redacted]

Full Name:

Primary Email:

First Name:

Last Name:

Date Of Birth:

Gender:

Current Contact Details

Current Address:

Home Telephone No:

Mobile No:

Secondary e-mail: (Contact/ Recovery e-mail)

Permanant Contact Details

Permanent Address:

Telephone:

Users are allowed to change basic information such as Title, First Name, Last Name, Date of Birth, Gender, Current Address, Current Home Telephone number, Mobile Number, Permanent Home Telephone number and Personal e-Mail address. User has to click on "Update" button to apply the changes.

[It is recommended to keep these information up to date.]

Change Password

Change Password

Step 1: Click on "Forgot my password."



Learning Organizer

One User Account for All :

Username
Password
[Forgot my Password](#)

You can access **LearnOrg, Moodle, Document Management System, UoM e-mail, UoM Common Wifi** and **Library Journal Accessing Proxy(cache2.uom.lk)** systems using your unique Username and the Password through our centralized authentication system.

All the students can access their UoM emails (123456X@uom.lk) through webmail.uom.lk. Your UoM email address will be your registration number (before 19 batch) or namewithinitials.yourbatch (19 batch onwards) and those who access the UoM emails first time, you have to change the defaults password through LearnOrg.

Step 2: Read the instructions first, and then enter the requested details in the given text boxes. Then press "Send OTP."

[Reset Your Password - LearnOrg, Moodle, Document Management System, UoM e-Mail, Library Proxy and Common Wi-Fi facilities](#)

1 Read this first

Please provide the required information in the designated fields below and proceed by clicking Send OTP. **Kindly note that if the mobile number provided does not match the records in our system, this functionality will not be operational.** In such a case, University of Moratuwa staff members are advised to reach out to CITeS through their respective department heads. Students have the option to update their information independently or through the examination and registration division. It's important to note that this password change will impact your access to LearnOrg, Moodle, email, Wi-Fi, and various other services.

Username * :
Secondary E-mail Or Mobile number * :
NIC No. : (Only compulsory for student. *)
What is in image * : **93fb3e**

2 Fill your details here

Step 4: Wait for the OTP. An OTP will be sent to your secondary email and to your mobile number.

New LearnOrg Password External Inbox x



MIS-Mailer <mis-mailer@uom.lk>

to: [redacted] me

Your OTP for LearnOrg Password reset : 860975

This is a system-generated e-mail and please do not reply to the sender address of this e-mail.

Thank you,
MIS Team

↩ Reply

➦ Forward

Your OTP
for LearnOrg
Password reset :
860975

3:39 PM

Step 5: Set a new password for your account. Make sure to read the password policy first.

Enter OTP and New Password

OTP * :

New Password* :

Retype New Password* :

Enter the OTP
Enter your password
Re-Type your password
Click reset password

Password Policy :

Your new password must consist,

- do not include username
- you need to include (for security reasons)
 - * at-least one number and
 - * at-least one lower-case letter and
 - * at-least one upper-case letter and
 - * at-least one symbol (like @,\$,!,#,%).
- in addition to that the minimum length of the password must be 8.

If you still have any issue, you can find a way-out from [FAQs](#) page.

Course Enrolment

Course Enrolment

LearnOrg
University Of Moratuwa
Welcome - ~~*****~~ | Moodle | Help | FAQs | Contact Us | Logout |

Welcome to LearnOrg

- UoM

My LearnOrg

- Edit Profile
- Change Password

Student Area

- **Register New Course**
- Enrolments History
- Field Selection
- Hostel Management
 - Hostel Application
- Supplications
 - Supplication Form
- Complaining & Reporting
 - Complaining on Administration & Welfare
 - Incidents Reporting

My Enrolments

Successfully enrolled to FD1010 - Foundation Studies

Enroled Courses :

CODE	Course Description	Credits	Semester	
FD1010	Foundation Studies	20.00	BDes (FD&PD) Term - 1	<input type="button" value="Unenrol"/>

List of Courses to Enrol :

CODE	Course Description	Credits	Semester	
FD1020	Visual Studies	20.00	BDes (FD&PD) Term - 1	<input type="button" value="Enrol"/>
FD1090	Learning Portfolio	5.00	BDes (FD&PD) Term - 1	<input type="button" value="Enrol"/>

Copyright © 2007-2016 MIS Project - University of Moratuwa, Sri Lanka, All Rights Reserved.

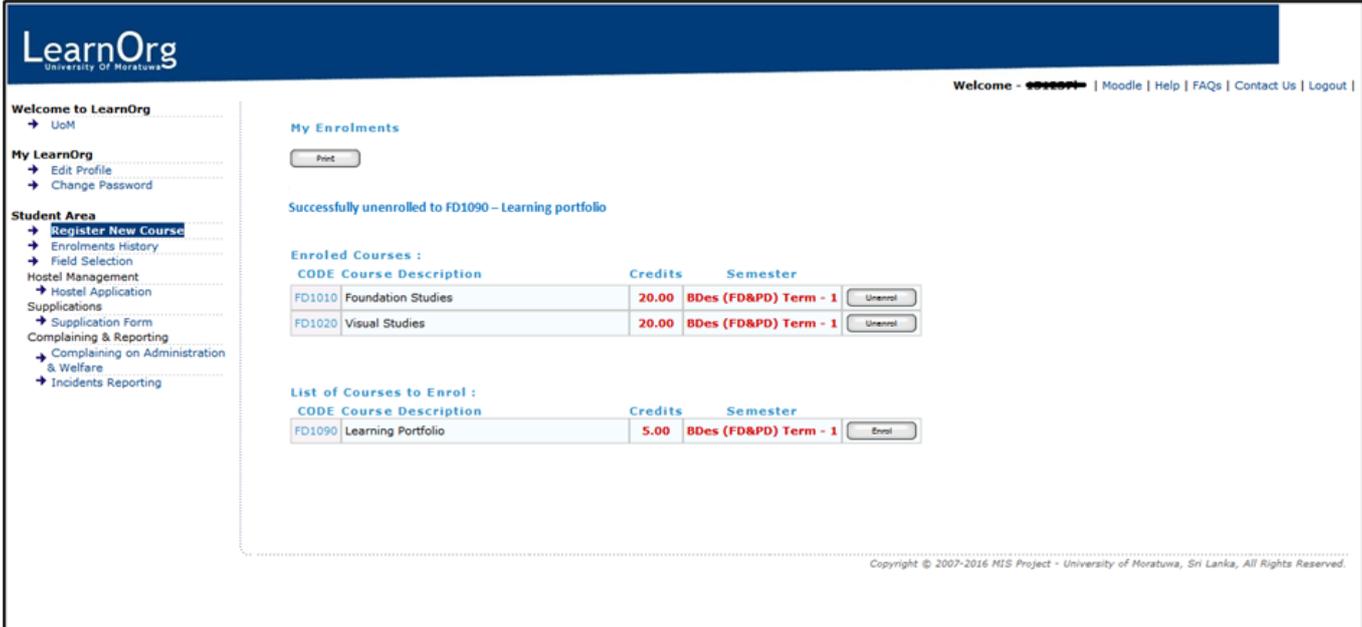
Student should enroll to semester offerings by using the LearnOrg system. Click on “Enrol” button for relevant and required course modules. If it is successful you will see success message top of the page.

*[Students are responsible for enrolling to semester offerings within the permitted period. **Make sure that your number of enrolled credits within the required credit limit.** Student is responsible to enroll for required compulsory modules. Students should follow the University, Faculty or Department guidelines when enrolling for modules.]*

[Contact relevant Undergraduate Studies Division-for UG students/Postgraduate Studies Division-for PG students regarding repeat registrations or any other registration related inquiry]

Course Un-enrollment

Course Unenrollment



The screenshot displays the LearnOrg user interface. At the top left is the 'LearnOrg University of Moratuwa' logo. A navigation menu on the left includes sections for 'Welcome to LearnOrg', 'My LearnOrg', and 'Student Area'. The main content area is titled 'My Enrolments' and features a 'Print' button. A success message states 'Successfully unenrolled to FD1090 – Learning portfolio'. Below this, there are two tables: 'Enroled Courses' and 'List of Courses to Enrol'. The 'Enroled Courses' table lists two courses: 'Foundation Studies' (20.00 credits) and 'Visual Studies' (20.00 credits), both for 'BDes (FD&PD) Term - 1', with 'Unenrol' buttons. The 'List of Courses to Enrol' table lists 'Learning Portfolio' (5.00 credits) for 'BDes (FD&PD) Term - 1' with an 'Enrol' button. A copyright notice is visible at the bottom right of the interface.

CODE	Course Description	Credits	Semester	
FD1010	Foundation Studies	20.00	BDes (FD&PD) Term - 1	Unenrol
FD1020	Visual Studies	20.00	BDes (FD&PD) Term - 1	Unenrol

CODE	Course Description	Credits	Semester	
FD1090	Learning Portfolio	5.00	BDes (FD&PD) Term - 1	Enrol

Students can un-enroll (de-register) from registered semester offerings by using the LearnOrg within the permitted period. Click on “Unenrol” button for course modules that you need to unenrol. If it is successful you will see the success message top of the page.

[Make sure that your number of enrolled credits is within the required credit limit. Students are required to follow the University, Faculty or Department guidelines]

Enrollment history

Enrollment history



Welcome - ********* | Moodle | Help | FAQs | Contact Us | Logout |

Welcome to LearnOrg

- UoM

My LearnOrg

- Edit Profile
- Change Password

Student Area

- **Register New Course**
- Enrolments History
- Field Selection
- Hostel Management
 - Hostel Application
- Supplications
 - Supplication Form
- Complaining & Reporting
 - Complaining on Administration & Welfare
 - Incidents Reporting



UNIVERSITY OF MORATUWA - STUDENT ENROLLMENTS

Level	Subjects	Credits	Semester	Academic year
Level 1	TL1910	0.50	TLM Term	2008 / 2009
Level 1	TL1960	1.50	TLM Term	2008 / 2009
Level 1	DE2280	2.00	TLM Term	2008 / 2009
Level 1	DE2300	2.00	TLM Term	2008 / 2009
Level 1	CS1010	2.00	TLM Semester - 1	2008 / 2009
Level 1	DE1950	1.00	TLM Semester - 1	2008 / 2009
Level 1	MA1110	2.00	TLM Semester - 1	2008 / 2009
Level 1	TL1010	3.00	TLM Semester - 1	2008 / 2009
Level 1	TL1050	2.00	TLM Semester - 1	2008 / 2009
Level 1	TL1060	2.00	TLM Semester - 1	2008 / 2009
Level 1	TL1090	2.00	TLM Semester - 1	2008 / 2009
Level 1	CS1020	1.00	TLM Semester - 2	2008 / 2009
Level 1	MA1120	2.00	TLM Semester - 2	2008 / 2009
Level 1	MN1020	3.00	TLM Semester - 2	2008 / 2009
Level 1	TL1070	2.00	TLM Semester - 2	2008 / 2009
Level 1	TL1080	3.00	TLM Semester - 2	2008 / 2009
Level 1	TL1100	3.00	TLM Semester - 2	2008 / 2009
Level 1	TL1950	2.00	TLM Semester - 2	2008 / 2009
Total Level Credits		36		
Registered Total Credits		36		
Effective Total Credits		36		

Copyright © 2007-2016 MIS Project - University of Moratuwa, Sri Lanka, All Rights Reserved.

Students may view their total enrollment and enrollment history by using this function.