

# 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](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:

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.

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.

Username   
Password   
  
[Forgot my Password](#)

[| Moodle |](#) [| ERP |](#) [| DMS |](#) [| Web-Mail |](#) [| FAQs |](#) [| Helpdesk |](#) [| Contact Us |](#)

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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.

**My LearnOrg**

- Edit Account information
- Change Password

**Academic Staff Area**

- Course Enrollments
  - Course Enrolment Details
  - Course Offering Details
  - Course Registrations
  - Subjects Clash Table
- Course Management
  - View Semester Credits Limit
  - View Semester Group Credit Limit
- Establishment - Staff Info
  - View My Personal File Details
- Examiner appointments-PG
  - Add panel of examiners
  - View appointment status
- Examiner Moderator Details
  - Add Examiners & Moderators (Coordinator)
  - Delete Examiners & Moderators (Coordinator)
  - View Examiners & Moderators (Coordinator)
- Recommend Thesis
  - Recommend Final Thesis
  - Recommend Initial Thesis
  - View Submission Status
- Student Common Details
  - Student Details
  - Students' Personal Profiles

**Level Coordinator Area**

- Course Enrollments
  - Course Registrations
  - Course Registrations (with Date)
- Examiner Moderator Details
  - Add Examiners & Moderators (Coordinator)**
  - Delete Examiners & Moderators (Coordinator)
  - View Examiners & Moderators (Coordinator)

**PG Coordinator Area**

- Course Enrollments
  - Course Registrations
  - Course Registrations (with Date)

**\*\* This function will be automatically locked after date of "Submission of Examiners & Moderators"**

BScEngHons Eng-CHENG Intake 2020 New BSc Eng. Semester - 5 Go

**\*\* The function will be available until 2023-08-04 for selected semester !**

Not Offered (if ticked)	Course Code	Course Description	Exam Duration	CA %	Name with Initials	Coordinating Examiner	Examiners	Moderator
<input type="checkbox"/>	CH0034	Process Equipment Design	3	40		Add	Add	Add
<input checked="" type="checkbox"/>	CH0044	Plant Safety and Loss Prevention	2	40		Add	Add	Add
<input checked="" type="checkbox"/>	CH0045	Plant Safety, Health and Environment	2	30		Add	Add	Add
<input checked="" type="checkbox"/>	CH0054	Energy Efficiency and Conservation	2	40		Add	Add	Add
<input checked="" type="checkbox"/>	CH0055	Energy Systems Engineering	2	40		Add	Add	Add
<input checked="" type="checkbox"/>	CH0060	Plant and Equipment Design 1	3	40		Add	Add	Add
<input checked="" type="checkbox"/>	CH0061	Process Engineering	3	40		Add	Add	Add
<input checked="" type="checkbox"/>	CH0070	Chemical Process Synthesis and Integration	2	40		Add	Add	Add
<input checked="" type="checkbox"/>	CH4043	Process Dynamics and Control	3	40		Add	Add	Add
<input checked="" type="checkbox"/>	CH3880	Engineer and Society	5	100		Add	Add	Add

**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.

**LearnOrg**  
University Of Moratuwa

Welcome to LearnOrg

- UoM

**My LearnOrg**

- Edit Account information
- Change Password

**Academic Staff Area**

- Course Enrollments
  - Course Enrolment Details
  - Course Offering Details
  - Course Registrations
  - Subjects Clash Table
- Course Management
  - View Semester Credits Limit
  - View Semester Group Credit Limit
- Establishment - Staff Info
  - View My Personal File Details
- Examiner appointments-PG
  - Add panel of examiners
  - View appointment status
- Examiner Moderator Details
  - Add Examiners & Moderators (Coordinator)
  - Delete Examiners & Moderators (Coordinator)
- Recommend Thesis
  - Recommend Final Thesis
  - Recommend Initial Thesis
  - View Submission Status
- Student Common Details
  - Student Details

**Assign - Module Coordinators, Examiners and Moderators**

**\*\* This function will be automatically locked after date of "Submission of Examiners & Moderators"**

BScEngHons Eng-CHENG Intake 2020 New BSc Eng. Semester - 5 Go

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.

**LearnOrg**  
University of Moratuwa

Welcome to LearnOrg  
→ UoM

**My LearnOrg**  
→ Edit Account Information  
→ Change Password

**Academic Staff Area**  
Course Enrollments  
→ Course Enrollment Details  
→ Course Offering Details  
→ Course Registrations  
→ Subjects Clash Table  
Course Management  
→ View Semester Credits Limit  
→ View Semester Group Credit Limit  
Establishment - Staff Info  
→ View My Personal File Details  
Examiner appointments-PC  
→ Add panel of examiners  
→ View appointment status  
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→ Add Examiners & Moderators (Coordinator)  
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→ Recommend Final Thesis  
→ Recommend Initial Thesis  
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→ Student Details  
→ Students' Personal Profiles

**Level Coordinator Area**  
Course Enrollments  
→ Course Registrations  
→ Course Registrations (with Date)  
Examiner Moderator Details  
→ Add Examiners & Moderators (Coordinator)

**Assign - Module Coordinators, Examiners and Moderators**

**\*\* This function will be automatically locked after date of "Submission of Examiners & Moderators"**

BScEngHons Eng-CHENG Intake 2020 New BSc Eng. Semester - 5

**\*\* The function will be available until 2023-08-04 for selected semester !**

Not Offered (if ticked)	Course Code	Course Description	Exam Duration	CA %	Name with Initials	Coordinating Examiner	Examiners	Moderator
<input type="checkbox"/>	CH3024	Process Equipment Design	3	40		Add	Add	Add
<input checked="" type="checkbox"/>	CH3026	Plant Safety and Loss Prevention	2	40		Add	Add	Add
<input checked="" type="checkbox"/>	CH3040	Plant Safety, Health and Environment	3	30		Add	Add	Add
<input checked="" type="checkbox"/>	CH3050	Energy Efficiency and Conservation	2	40		Add	Add	Add
<input checked="" type="checkbox"/>	CH3055	Energy Systems Engineering	2	40		Add	Add	Add
<input checked="" type="checkbox"/>	CH3060	Plant and Equipment Design I	2	40		Add	Add	Add
<input checked="" type="checkbox"/>	CH3045	Reactor Engineering	2	40		Add	Add	Add
<input checked="" type="checkbox"/>	CH3058	Chemical Process Synthesis and Integration	2	40		Add	Add	Add
<input checked="" type="checkbox"/>	CH3065	Process Dynamics and Control	2	40		Add	Add	Add
<input checked="" type="checkbox"/>	CH3080	Engineer and Society	0	100		Add	Add	Add

Make sure all the relevant information (Module Coordinators, Main Examiners)

Figure 4: searching Academic member

<input type="checkbox"/>	CS3413	Advanced Networking	2	40		Rafiqueul H.M.S.	Add	Fernando M.S.D.
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CS - Computer Science 0

CS - Cyber Security 0

CS - Integrated Computer 0

Update Class Limit

As a Faculty Elective

Faculty Elective limit 30 Update Faculty Limit

As a faculty elective, also offered to:

CS - Data Science Yes ☒

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 :**

Username

pererabsd.19

Password

\*\*\*\*\*

Forgot my Password

Login

You can access **LearnOrg, Moodle, Document Management System, UoM e-mail, UoM Common Wifi** and **Library Journal Accessing Proxy**([cache2.uom.lk](https://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](https://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.

| Moodle |

| ERP |

| DMS |

| Web-Mail |

| FAQs |

| Helpdesk |

| Contact Us |

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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 'LearnOrg' initial interface. On the left is a navigation menu with sections: 'Welcome to LearnOrg' (linking to 'UoM'), 'My LearnOrg' (linking to 'Edit Profile' and 'Change Password'), and 'Student Area' (containing links for 'Register New Course', 'Enrolments History', 'Field Selection', 'Hostel Management', 'Hostel Application', 'Supplications', 'Supplication Form', 'Complaining & Reporting', 'Complaining on Administration & Welfare', and 'Incidents Reporting'). The main content area is titled 'Welcome to LearnOrg' and shows 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 the 'Change Password' form with fields for 'Username', 'Current Password', 'New Password', and 'Confirm New Password', followed by a 'Change' button. A blue box contains a message about centralized authentication and a 'Password Policy' section. The policy 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 includes '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



### 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.**

[Moodle](#) |

[ERP](#) |

[DMS](#) |

[Web-Mail](#) |

[FAQs](#) |

[Helpdesk](#) |

[Contact Us](#) |


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**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 \* :  

### 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 \*

:

860975

New Password\*

:

.....

Retype New Password\*

:

.....

Reset my 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

Print

Successfully enrolled to FD1010 - Foundation Studies

Enroled Courses :

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

List of Courses to Enrol :

CODE	Course Description	Credits	Semester	
FD1020	Visual Studies	20.00	BDes (FD&PD) Term - 1	Enrol
FD1090	Learning Portfolio	5.00	BDes (FD&PD) Term - 1	Enrol

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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

LearnOrg  
University of Moratuwa

Welcome to LearnOrg | 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  
Print

Successfully unenrolled to FD1090 – Learning portfolio

Enroled Courses :

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

List of Courses to Enrol :

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

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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

**LearnOrg**  
University of Moratuwa

Welcome to LearnOrg  
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**My LearnOrg**  
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**Student Area**  
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→ Hostel Application  
→ Supplications  
→ Supplication Form  
→ Complaining & Reporting  
→ Complaining on Administration & Welfare  
→ Incidents Reporting

**UNIVERISTY 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
<b>Total Level Credits</b>		<b>36</b>		
<b>Registered Total Credits</b>		<b>36</b>		
<b>Effective Total Credits</b>		<b>36</b>		

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