

Guidelines for Offering Modules

Step 1: Login to the System

Login to the System

To begin the process of module offering, users must first log in to the Learning Management System (LMS) of the University of Moratuwa.

Accessing the LMS



- Open a web browser (*recommended: Mozilla Firefox or Google Chrome*) and navigate to the following URL:

https://lms.uom.lk/login_index.php


Entering Login Credentials

- Enter your **Username** and **Password** in the appropriate fields.
- Click the **Login** button to access the LMS dashboard.

⚠ **Note:** If you have forgotten your password, use the "*Forgot Password*" link on the login page.

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.

Username

Password

[Forgot my Password](#)

Login

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 |](#)
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[| Web-Mail |](#)
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Figure 1: LMS Login Page

Step 2: Offering Initiation

Offering Initiation

Once successfully logged into the Learning Management System (LMS), users can proceed to the **UG Coordinator Area**, where they are granted access to **Course Management** functionalities.

⚠ **Note:** If you do not see or have access to the *UG Coordinator Area*, your Director or Head of the respective Division or Department can request access from the CITEs Division by opening a ticket through the IT Helpdesk at <https://helpdesk.uom.lk>.

Navigating to Offering Initiation

- From the LMS dashboard, locate the menu on the left-hand side of the screen.
- Click on the **Offering Initiation** option to begin the process of offering modules.

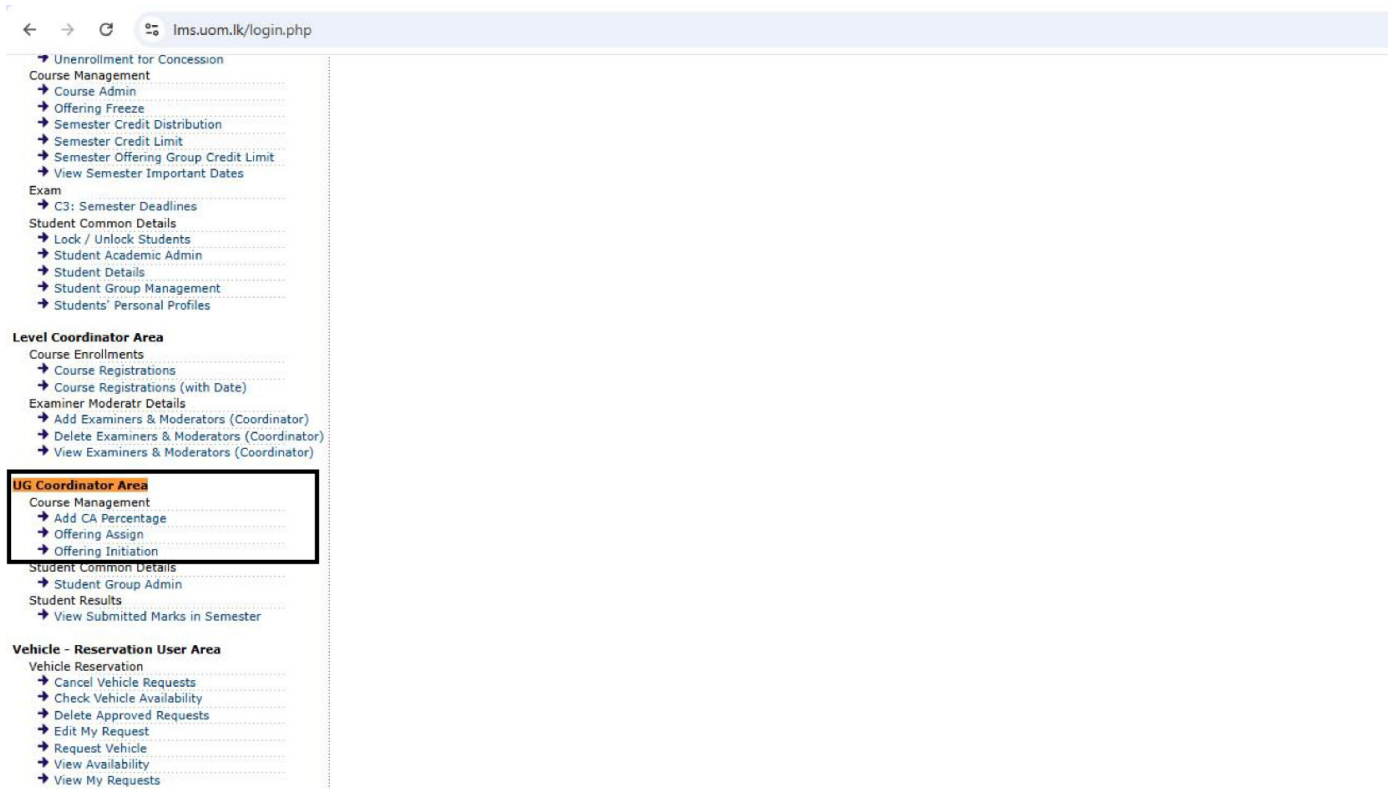


Figure 2: UG Coordinator Area and Offering Initiation Option

Searching for Course Code

After clicking on **Offering Initiation**, the system will display a search interface.

- Use the **Search Box** to enter the **Course Code** you wish to offer.
- Click the **Search** button to proceed.
- After locating the course, click on the **"Add" button** next to the relevant course listing.

This will direct you to the **Course Offering Interface**, where module offering details can be entered.

→ UoM

- ➔ Edit Account information
- ➔ Change Password

Clearance and Degree Awarding

- Clearance and Degree Awarding(PG)
- View Clearance Status(PG)

Course Enrollments

→ [Course Enrolment Details](#)

→ Course Offering Details

→ [Course Offerings Details](#)

→ [Course Registrations](#)

- ➔ [Course Registrations](#)
- ➔ [Subjects Clash Table](#)

→ Subjects Clash Table

Course Management

[➔ View Semester Credits List](#)

[➔ View Semester Group Cre](#)

Establishment - Staff Info

[➔ View My Personal File Det](#)

Examiner appointments-RG

Examiner appointments-PG
 ➔ Add panel of examiners

- ➔ Add panel of examiners
- ➔ Minor corrections to dates

➔ [View appointment status](#)

Examiner Moderatr Details

→ Add Examiners & Moderators

→ Delete Examiners & Mode

Recommend Thesis

➔ Recommend Final Thesis

➔ Recommend Initial Thesis

[➔ Recommend Initial Thesis](#)
[➔ View Submission Status](#)

[View Submission Status](#)

Student Common Details

➔ Student Details

→ Students' Personal Profile

Student Results

ACKNOWLEDGMENTS

Offering Admin > Add

Course Code

| Course Code | Subject Description | Offering |
|-------------|---|----------|
| ARV1001 | History & Principles of Heritage Conservation | ADD |
| ARV1002 | World, Immovable, Heritage of Sri Lanka | ADD |
| ARV1003 | Conservation Practice, Legislation, Charta | ADD |
| ARV1004 | Documentation in Conservation | ADD |
| ARV1005 | Urban Conservation | ADD |
| ARV1006 | Crafts in Conservation | ADD |
| ARV1007 | Iconography | ADD |
| ARV1008 | Introduction to Archaeological Investigation and Excavation | ADD |
| ARV1009 | Conservation Technology I - Construction Materials in Historic Buildings | ADD |
| ARV1010 | Conservation Technology II - Materials Science for Architectural Conservation | ADD |
| ARV1011 | Painting Conservation | ADD |
| ARV1012 | Artificial & Paper Conservation | ADD |
| ARV1013 | Color & Chemical Analysis in Conservation | ADD |
| ARV1014 | Case Studies | ADD |
| ARV1015 | Conservation Project | ADD |
| ARV1016 | Examination | ADD |

Figure 3: Course Code Search Interface

Accessing the Course Offering Interface

- Once the “Add” button is clicked, the **Course Offering Interface** will appear.
- This is where users can enter offering details.

Welcome to LearnOrg

→ UoM

My LearnOrg

→ Edit Account information
→ Change Password

Academic Staff Area

Clearance and Degree Awarding
→ Clearance and Degree Awarding(PG)
→ View Clearance Status(PG)
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 Moderatr 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
→ Students' Personal Profiles
Student Results
→ Student Performance Record

Programme Admin Area

→ Field Selection Appeal - Initiation
→ Field Selection Appeal - Lock
→ Field Selection Appeal - Report
→ Field Selection - Initiation
→ Field Selection - Lock
→ Field Selection - Report 1

Offering Admin

Offering Admin > Add

| | |
|------------------------|-------------------------------------|
| Course Code | SPS 1001 |
| Course Name | Introduction to Planning & Design |
| Course Description | Introduction to Planning & Design |
| Credits | 2.00 |
| Offerd By | Audis-SPSP |
| Academic Year | 2024-2025 |
| Level | 1st Level |
| Semester | 1st Semester |
| CA Percentage | 0.00 |
| Exam Duration | 0 |
| Repeaters or Normal | Both Repeaters and Normal Batch |
| Faculty Elective | No |
| Lecture Hours Per Week | 0.00 |
| Lab Hours Per Session | 0.00 |
| No Of Lab Sessions | 0.00 |
| Class Limit | 0.00 |
| Create Moodle Course | <input checked="" type="checkbox"/> |

Course Code

(Currently you can see only selected list of courses. Please click on "Search All" button to view all courses.)

| Course Code | Subject Description | Offering |
|-------------|-----------------------------------|----------|
| SPS 1001 | Introduction to Planning & Design | ADD |

Figure 4: Course Offering Interface

Enter Offering Details

Once inside the **Course Offering Interface**, proceed to fill in the required fields with accurate information.

Required Fields

Fill in the following fields as per the course requirements:

| Field Name | Description |
|----------------------|--|
| Academic Year | Select the appropriate academic year for the offering. |
| Level | Choose the level of study (e.g., Level 1, Level 2). |

| Field Name | Description |
|-------------------------------|---|
| Semester | Select the relevant semester (e.g., Semester 1, Semester 2). |
| CA Parentage | Enter the percentage allocated for Continuous Assessment. |
| Exam Duration | Specify the duration of the final exam in hours or minutes. |
| Repeat or Normal | Dropdown options: – Both Repeaters and Normal Batch – Normal Batch Only – Repeaters Only |
| Faculty Elective | Dropdown options: – No – Yes |
| Lecture Hours Per Week | Number of lecture hours per week. |
| Lab Hours Per Session | Number of hours per lab session. |
| No. of Lab Sessions | Total number of lab sessions. |
| Class Limit | Use this if the course needs to be limited to fewer students. |
| Create Moodle Course | <input type="checkbox"/> Ensure this checkbox is selected before clicking Add . |

Table 1: Required Fields

⚠ **Note:** All fields are mandatory. Leaving any field blank may prevent the submission from being processed correctly.

Once all the fields have been filled:

- Double-check all fields for completeness and accuracy.
- Confirm the **Create Moodle Course** checkbox is ticked.
- Click the **Add** button to complete the offering.

Once successfully submitted, a confirmation message will be displayed at the top of the screen:
“The Offering has been successfully saved.”

Welcome to LearnOrg

→ UoM

My LearnOrg

→ Edit Account information
→ Change Password

Academic Staff Area

Clearance and Degree Awarding
→ Clearance and Degree Awarding(PG)
→ View Clearance Status(PG)
Course Enrollments
→ Course Enrolment Details
→ Course Offering Details
→ Course Registrations
→ Subjects Clash Table
Course Management
→ View Semester Credits Limit
→ View Semester Group Credit Limit

The Offering has been successfully saved.
Offering Admin

Offering Admin > Add

Course Code

Search All

(Currently you can see only selected list of courses. Please click on "Search All" button to view all courses.)

| Course Code | Subject Description | Offering |
|-------------|-----------------------------------|------------|
| SPH001 | Introduction to Planning & Design | ADD |

Figure 5: Success Message After Submission

Step 3: Offering Assign

Offering Assign

After successfully initiating the module, you need to **assign the module to the relevant student group**.

Navigating to Offering Assignment

- From the LMS dashboard, locate the menu on the **left-hand side** of the screen.
- Click on the **"Offering Assign"** option to begin the assignment process from the area highlighted in **Figure 2**.

Selecting Degree Programme, Intake/Academic Year, and Semester

After clicking **Offering Assign**, the system will display the assignment interface. Follow the steps below:

1. **Select the Degree Programme** using the **first dropdown**.
2. **Choose the Intake/Academic Year** using the **second dropdown**.
3. **Select the relevant Semester** using the **third dropdown**.
4. Click the **Search** button to proceed.

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→ 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 Moderatr Details
→ Add Examiners & Moderators (Coordinator)
→ Delete Examiners & Moderators (Coordinator)
Recommend Thesis
→ Recommend Final Thesis
→ Recommend Initial Thesis

Offering Admin

Offering Admin > Assign

| Offering ID | Course Code | Course Description | Offering | |
|-------------|-------------|--|----------|--------|
| 1000001 | PL1001 | Introduction to Planning | EDIT | ASSIGN |
| 1000002 | PL1002 | Planning and Design Studio I | EDIT | ASSIGN |
| 1000003 | PL1003 | Economics for Spatial Planning | EDIT | ASSIGN |
| 1000004 | PL1004 | Ecology for Spatial Planning | EDIT | ASSIGN |
| 1000005 | PL1005 | Society, Culture and Space | EDIT | ASSIGN |
| 1000006 | PL1006 | Communication Technologies | EDIT | ASSIGN |
| 1000007 | PL1007 | Statistical and Quantitative Methods in Planning | EDIT | ASSIGN |
| 1000008 | PL1008 | Effective Communication and Writing I | EDIT | ASSIGN |
| 1000009 | SP1001 | Introduction to Planning & Design | EDIT | ASSIGN |
| 1000010 | SP1002 | Communication Through Drawing | EDIT | ASSIGN |

Figure 6: Offering Assign Selection Interface

Completing the Assignment

Once the list of courses appears, click on the **“Assign”** button next to the relevant course.

This will take you to the **Course Assigning Interface**, where assignment details can be specified.

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Clearance and Degree Awarding

→ Clearance and Degree Awarding(PG)
→ View Clearance Status(PG)

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
→ Students' Personal Profiles

Student Results

→ Student Performance Record

Programme Admin Area

→ Field Selection Appeal - Initiation
→ Field Selection Appeal - Lock
→ Field Selection Appeal - Report

Offering Admin

Offering Admin > Create Offering List

Course Code: 08P1001
Course Name: Introduction to Planning & Design
Course Description: Introduction to Planning & Design
Credits: 2.00
Offerd By: Anura Kumara

Degree: BSc(Hons) (PLANNING)
Academic Year: Semester 2020
Level: 100 Level
Semester: 100 Semester - 1
Category (if Short term): -

Lecture Hours Per Week: 0
Lab Hours Per Session: 0.0
No Of Lab Sessions: 0
Exam Duration: 0
Common Class Limit: 20

(To offer the same course for multiple degrees please use **Offering Initiation** and define a separate offering for each degree.

Further, the same course offered to students at deferent levels at the same time also should be considered as a separate offering. In such cases please use **Offering Initiation** to define separate offerings. Same offering can be used to include multiple departments if the students of these departments are to register for a subject offered at the same level, in the same degree and in the same semester.

It is highly recommended to select only the required Specialization Groups.)

Offering List

| Specialization | Type | Specialization Class Limit |
|---------------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> Anura Kumara | <input type="text" value=""/> | <input type="text" value=""/> |

Figure 7: Course Assigning Interface

At the bottom of the Course Assigning Interface, you will find the **“Offering List”** section.

Follow the steps below to complete the assignment:

- **Check the checkbox** next to the appropriate course. This will activate the **Type** dropdown.
- From the **Type** dropdown, select one of the following:
 - Compulsory
 - Elective
 - Optional
 - Faculty Elective
- Enter the **Class Limit**, using the same value as provided during the course initiation.
- Click the **Save** button to finalize the assignment.

Once saved successfully, the following confirmation message will appear at the top of the screen: **“The Offering List has been successfully updated.”**

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→ Course Registrations
→ Subjects Clerk Table

Offering Admin

Offering Admin > Assign

The Offering List has been successfully updated.

Figure 8: Offering Assignment Success Message

Step 4: Adding Examiners and Moderators

Adding Examiners and Moderators

After successfully assigning the modules, you need to add **Examiners and Moderators** to the relevant modules.

You can follow the detailed user guide for this process by accessing the link below:

[Click here to view the User Guide for Adding Examiners and Moderators](#)

Step 5: Offering Freeze

Offering Freeze

After successfully assigning lecturers to modules as **Examiners or Moderators**, the modules will become visible to students, allowing them to enroll in the relevant courses.

The **Module Registration period** is defined by the respective **Performance Criteria** for each degree programme. At the end of this registration period, **module registrations must be frozen** to finalize the offering.

Navigating to Offering Freeze

- From the LMS dashboard, locate the menu on the **left-hand side** of the screen.
- Click on the **“Offering Freeze”** option under the **Course Management** section to begin the process.

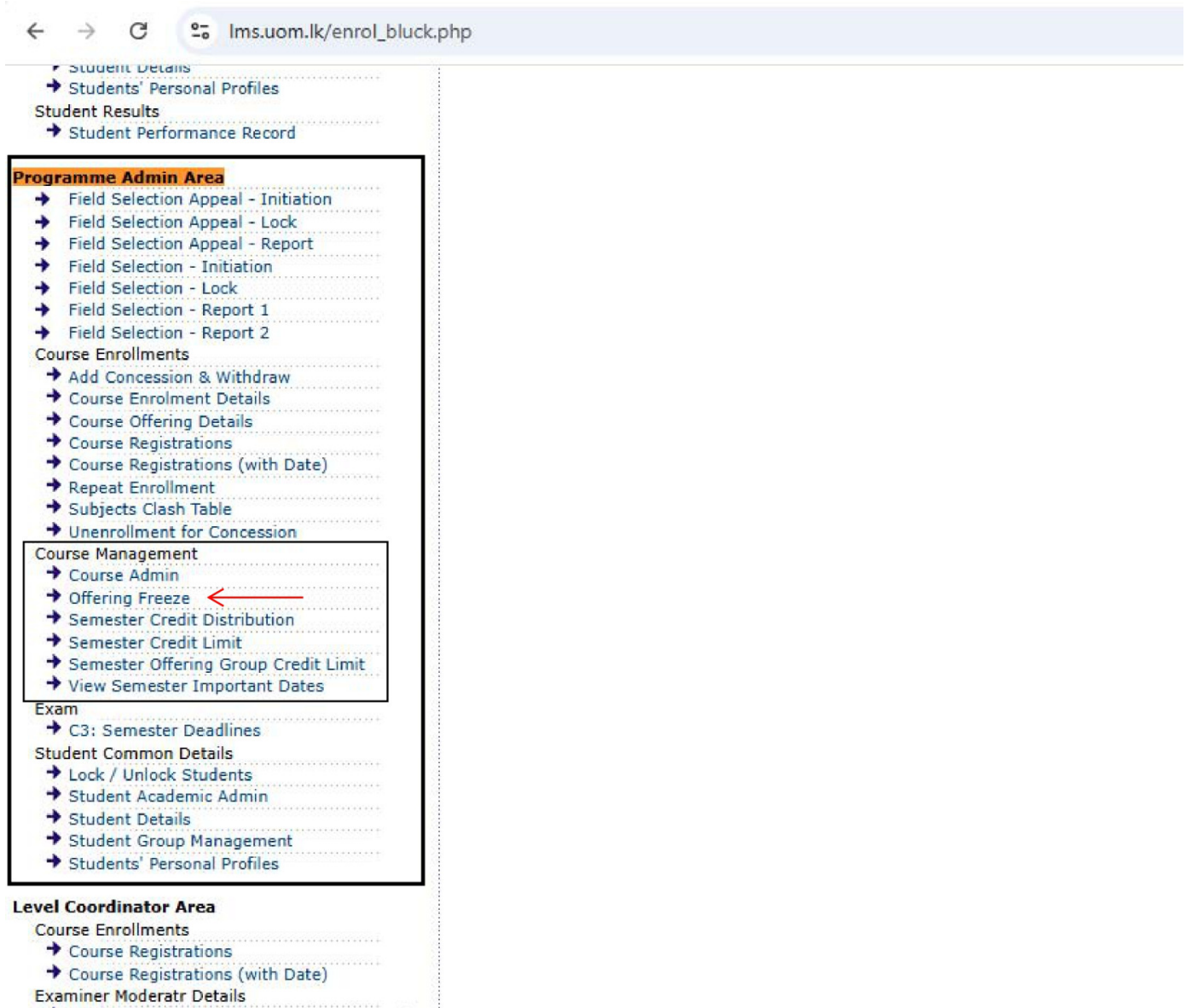
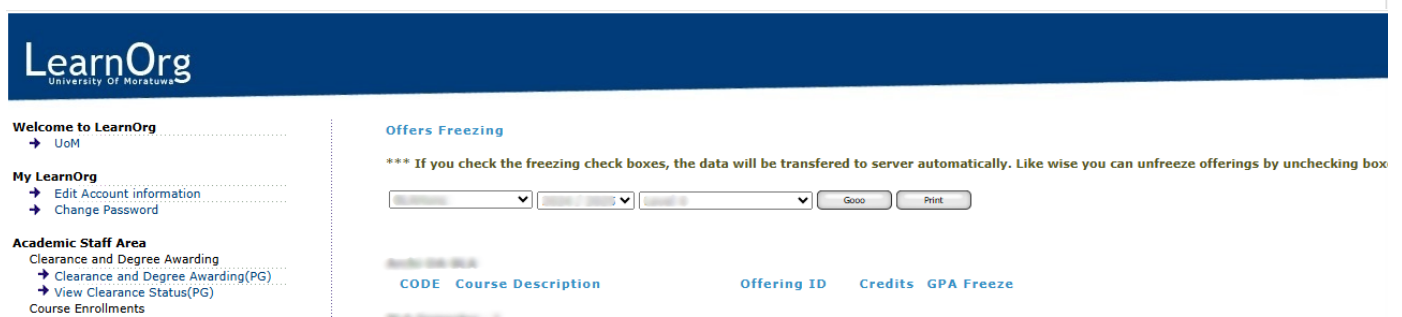


Figure 9: Programme Admin Area and Offering Freeze Option

Selecting Degree Programme, Intake/Academic Year

After clicking **Offering Freeze**, the system will display the offering freeze interface. Follow the steps below:

1. **Select the Degree Programme** using the **first dropdown**.
2. **Choose the Intake/Academic Year** using the **second dropdown**.
3. The **third dropdown** will appear only for degree programmes that follow the **Academic Year system**. Use this to select the relevant **Semester**.
4. Click the **Go** button to proceed.



Completing Offering Freeze

Once the list of courses appears, you can complete the offering freeze process using one of the following methods:

- **Individually:** Check the **freezing checkbox** next to each relevant course to freeze them one by one.
- **Bulk Action:** Use the **dropdown below the module list** to freeze **all modules** belonging to a specific semester.

⚠ **Note:** When you check the freezing checkboxes, the data is automatically transferred to the server. Once a module is frozen, it cannot be unfrozen by unchecking the box.

If any changes are required after freezing, please contact the MIS Division by opening a ticket through the IT Helpdesk at <https://helpdesk.uom.lk>.

Once the modules are successfully frozen, a confirmation message will appear depending on the method used:

- **Individually:** A message will appear at the top of the screen stating: **“Offering [.....] was frozen.”**

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→ Subjects Clash Table
Course Management

Offers Freezing

*** If you check the freezing check boxes, the data will be transferred to server automatically. Like

Offering 123456 was frozen...

Module 12345

| CODE | Course Description | Offering ID | Credits | GPA | Freeze |
|--------|------------------------------|-------------|---------|-----|--------|
| 123456 | Introduction to Planning | 123456 | 3.00 | Yes | Froze |
| 123457 | Planning and Design Studio I | 123457 | 3.00 | Yes | Froze |

Figure 11A: Offering Freeze Success Message (Individually)

- **Bulk Action:** A message will appear at the bottom of the screen stating: **“All the offerings in [.....] in Intake [.....] were frozen.”**

- Add Examiners & Moderators (Coordinator)
- Delete Examiners & Moderators (Coordinator)
- Recommend Thesis
 - Recommend Final Thesis
 - Recommend Initial Thesis
 - View Submission Status
- Student Common Details
 - Student Details
 - Students' Personal Profiles
- Student Results
 - Student Performance Record

| | | | | | |
|--------|-----------------------------------|--------|------|-----|-------|
| SP1101 | Introduction to Planning & Design | 110101 | 2.00 | Yes | Froze |
| SP1102 | Communication Through Drawing | 110102 | 2.00 | Yes | Froze |

Freeze All

All the Offerings in **2025 Semester 1** in **2025-2026** were frozen...

Figure 11B: Offering Freeze Success Message (Bulk Action)

Additionally, the interface will display the **frozen status** next to each course, confirming that the offerings have been finalized for the selected semester.

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➤ 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 Moderatr 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

➤ Students' Personal Profiles

Student Results

Offers Freezing

*** If you check the freezing check boxes, the data will be transferred to server automatically. Lik

Academic Staff Area

CODE Course Description Offering ID Credits GPA Freeze

2025 Semester - 1

| | | | | | |
|--------|--|--------|------|-----|-------|
| PL1101 | Introduction to Planning | 110101 | 3.00 | Yes | Froze |
| PL1102 | Planning and Design Studio 1 | 110102 | 3.00 | Yes | Froze |
| PL1103 | Economics for Spatial Planning | 110103 | 2.00 | Yes | Froze |
| PL1104 | Ecology for Spatial Planning | 110104 | 2.00 | Yes | Froze |
| PL1105 | Society, Culture and Space | 110105 | 2.00 | Yes | Froze |
| PL1106 | Communication Technologies | 110106 | 3.00 | Yes | Froze |
| PL1107 | Statistical and Quantitative Methods in Planning | 110107 | 2.00 | Yes | Froze |
| PL1108 | Effective Communication and Writing 1 | 110108 | 1.00 | No | Froze |
| SP1101 | Introduction to Planning & Design | 110101 | 2.00 | Yes | Froze |
| SP1102 | Communication Through Drawing | 110102 | 2.00 | Yes | Froze |

Freeze All

Figure 12: Frozen Modules Display Interface

Revision #38

Created 23 May 2025 05:59:07 by Pasan

Updated 5 June 2025 05:22:49 by Eranga Fernando