

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.

LearnOrg
University Of Moratuwa



University of Moratuwa, Sri Lanka



Rectangular Snip

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 |](#)

Copyright © 2007-2025 IS Division - University of Moratuwa, Sri Lanka, All Rights Reserved.

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.

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

Offering Admin

Offering Admin > Add

Course Code

Course Code	Subject Description	Offering
A1000	Philosophy & Principles in Heritage Conservation	ADD
A1000	Language, Literatures, Heritage of Sri Lanka	ADD
A1000	Conservation Practice, Legislation, Studies	ADD
A1000	Introduction to Conservation	ADD
A1000	Other Conservation	ADD
A1000	Heritage in Conservation	ADD
A1000	Cartography	ADD
A1000	Introduction to Archaeological Investigation and Excavation	ADD
A1000	Conservation Technology I: Construction Materials in Historic Buildings	ADD
A1000	Conservation Technology II: Materials Science for Architectural Conservation	ADD
A1000	Building Conservation	ADD
A1000	Archival & Paper Conservation	ADD
A1000	Lighting & Thermal Analysis in Conservation	ADD
A1000	Site Studies	ADD
A1000	Conservation Project	ADD
A1000	Conservation	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

Course Name

Course Description

Credits

Offerd By

Academic Year

Level

Semester

CA Percentage

Exam Duration

Repeaters or Normal

Faculty Elective

Lecture Hours Per Week

Lab Hours Per Session

No Of Lab Sessions

Class Limit

Create Moodle Course

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
SP1001	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
010101	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.

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

Offering Admin

Offering Admin > Assign

Offering ID	Course Code	Course Description	Offering	
220201	PL1101	Introduction to Planning	EDIT	ASSIGN
220202	PL1102	Planning and Design Studio I	EDIT	ASSIGN
220203	PL1103	Economics for Spatial Planning	EDIT	ASSIGN
220204	PL1104	Ecology for Spatial Planning	EDIT	ASSIGN
220205	PL1105	Society, Culture and Space	EDIT	ASSIGN
220206	PL1106	Communication Technologies	EDIT	ASSIGN
220207	PL1107	Statistical and Quantitative Methods in Planning	EDIT	ASSIGN
220208	PL1108	Effective Communication and Writing I	EDIT	ASSIGN
220209	SP1109	Introduction to Planning & Design	EDIT	ASSIGN
220210	SP1110	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.

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

Offering Admin

Offering Admin > Create Offering List

Course Code: 081010
Course Name: Introduction to Planning & Design
Course Description: Introduction to Planning & Design
Credits: 2.00
Offerd By: Anika 0810

Degree: BSc(Hons) (2019)
Academic Year: Semester 2019
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"/> Anika 0810	<input type="text" value=""/>	<input type="text" value=""/>

Save

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.”**

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 Clerk Table

Offering Admin

Offering Admin > Assign

The Offering List has been successfully updated.

Offering ID: [dropdown] Module ID: [dropdown] UoM Department: [dropdown] Search Print

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.

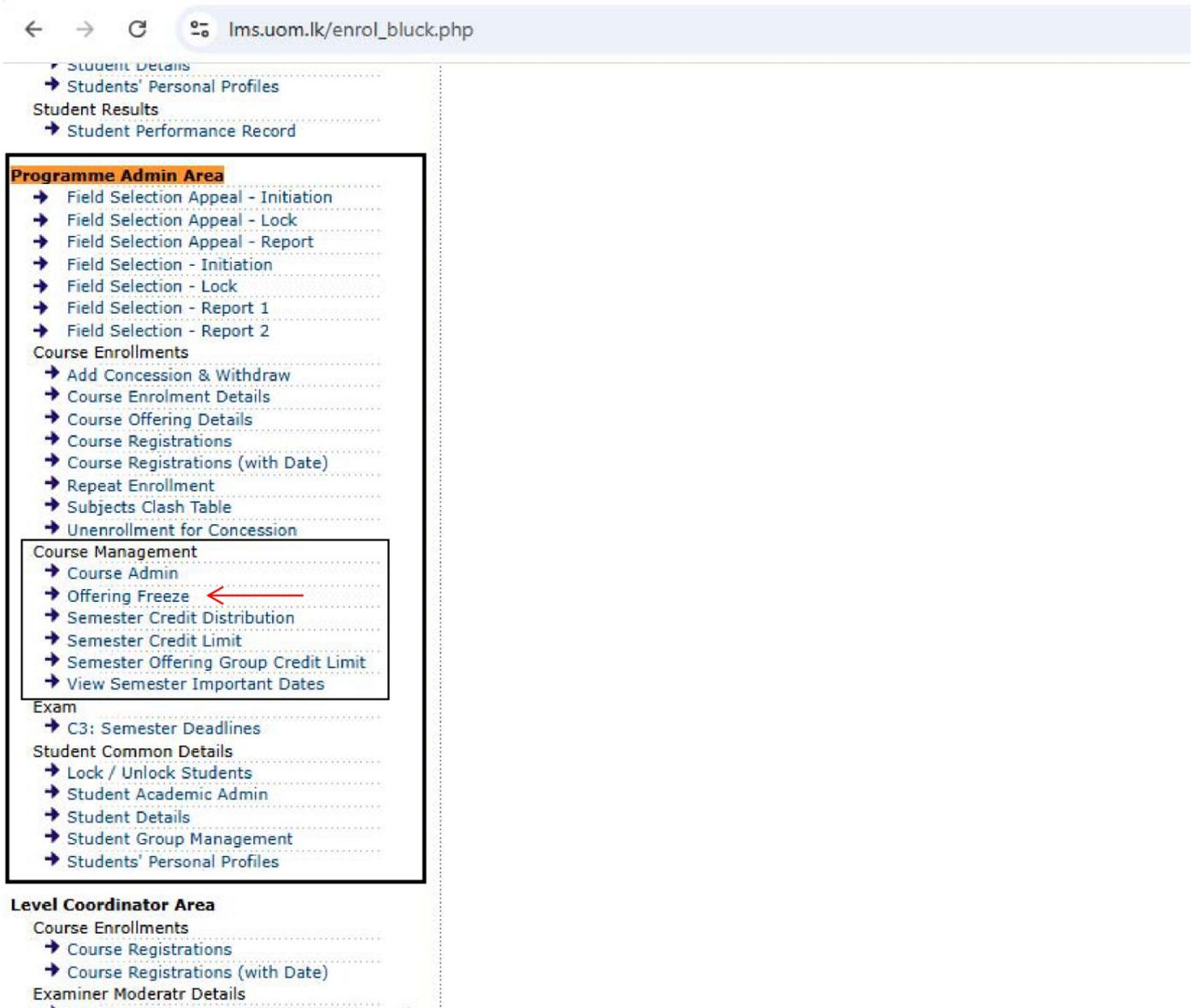
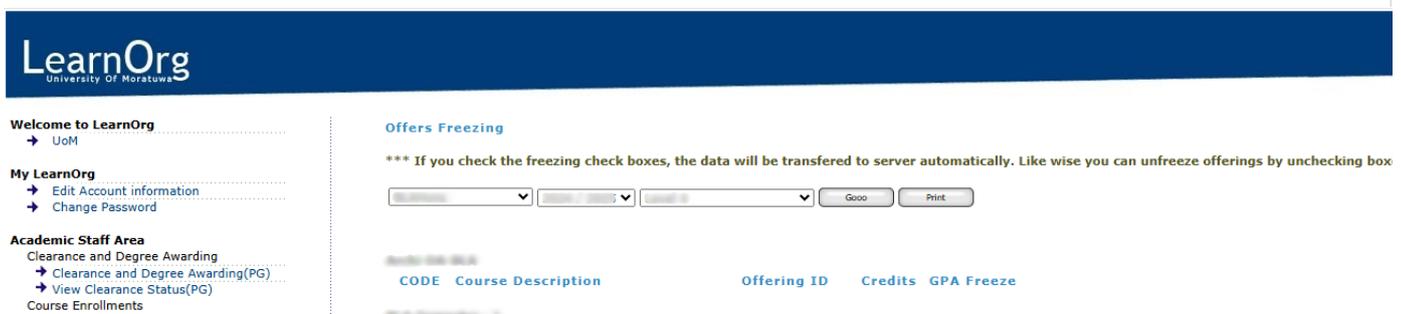


Figure 9: Programme Admin Area and Offering Freeze Option

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.”**

LearnOrg
University Of Moratuwa

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

Offers Freezing

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

[Semester 2022] [Intake 2022] [Go] [Print]

Offering [12345] was frozen...

Academic Staff

CODE	Course Description	Offering ID	Credits	GPA	Freeze
12345	Introduction to Planning	12345	3.00	Yes	Froze
12345	Planning and Design Studio 1	12345	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	125660	2.00	Yes	Froze
SP1102	Communication Through Drawing	125660	2.00	Yes	Froze

Freeze All 125 Semester Freeze all

All the Offerings in 125 Semester in 2024/2025 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.

LearnOrg

University Of Moratuwa

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

Offers Freezing

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

125 Semester 2024/2025 Go Print

125 Semester - 1

CODE	Course Description	Offering ID	Credits	GPA	Freeze
PL1101	Introduction to Planning	125251	3.00	Yes	Froze
PL1102	Planning and Design Studio 1	125252	3.00	Yes	Froze
PL1103	Economics for Spatial Planning	125253	2.00	Yes	Froze
PL1104	Geology for Spatial Planning	125254	2.00	Yes	Froze
PL1105	Society, Culture and Space	125255	2.00	Yes	Froze
PL1106	Communication Technologies	125256	3.00	Yes	Froze
PL1107	Statistical and Quantitative Methods in Planning	125257	2.00	Yes	Froze
PL1108	Effective Communication and Writing 1	125258	1.00	No	Froze
SP1101	Introduction to Planning & Design	125660	2.00	Yes	Froze
SP1102	Communication Through Drawing	125660	2.00	Yes	Froze

Freeze All 125 Semester 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