Guidelines for Registering Repeat Students (Manually)

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.

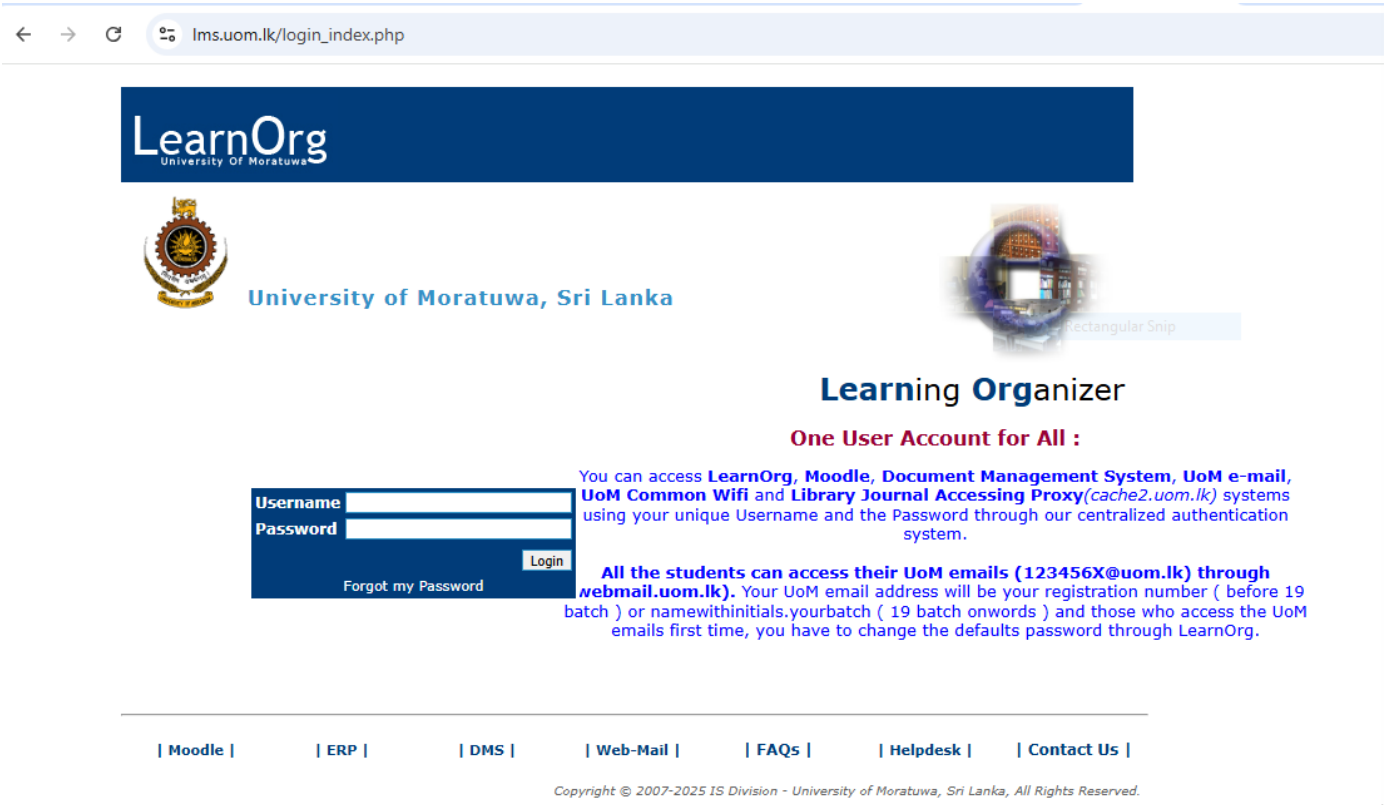


Figure 1: LMS Login Page

Step 2: Define Semester Lock Date

Define Semester Lock Date

After successfully logging into the Learning Management System (LMS), **you must define the Semester Lock Date before enrolling repeat students**. This is done via the **Semester Deadlines** functionality, accessible through the **Programme Admin Area**.

⚠ **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 Freeze

- From the LMS dashboard, locate the menu on the **left-hand side** of the screen.
- Click on the **“Semester Deadlines”** option under the **Exam** section to begin the process.

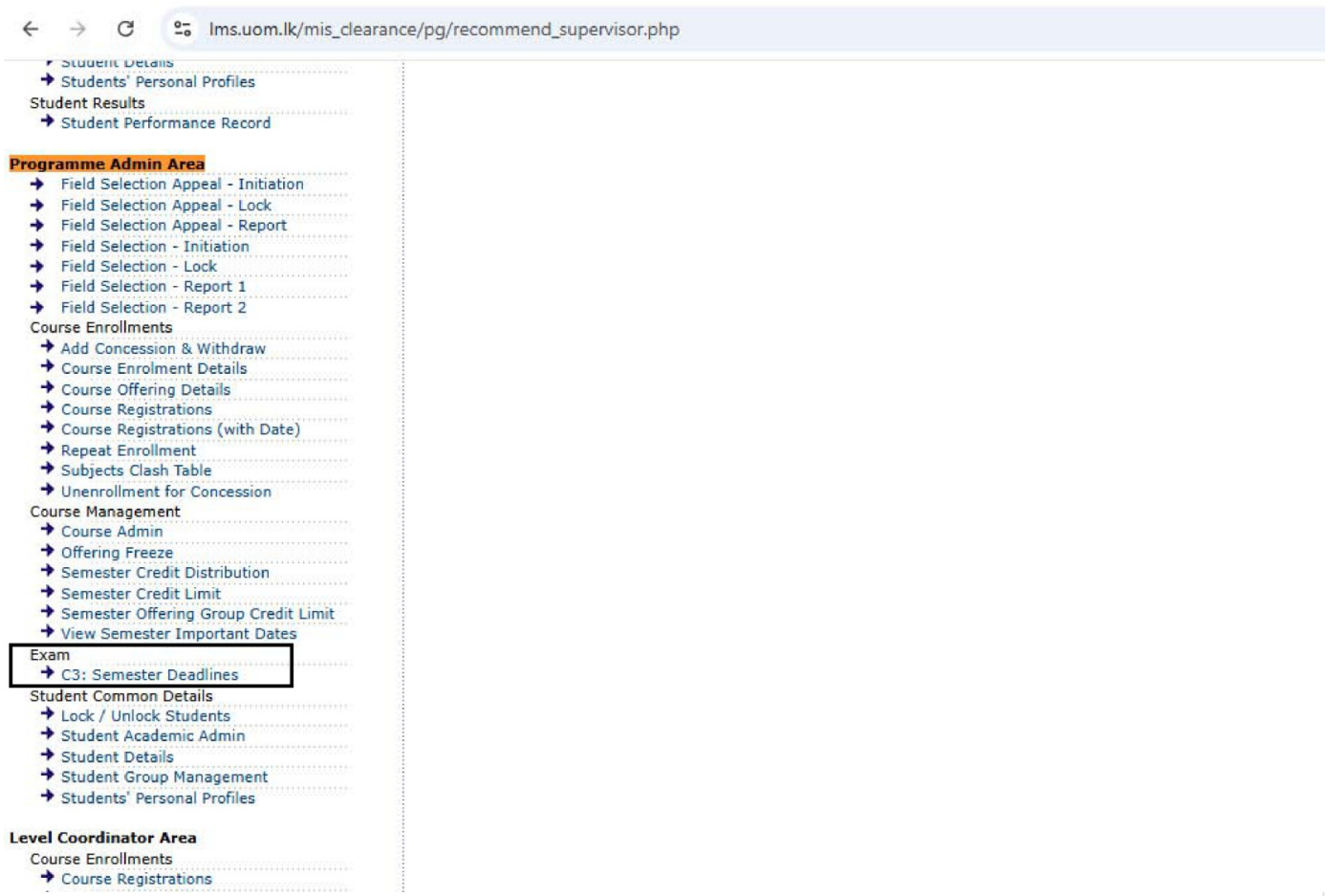


Figure 2: *Programme Admin Area and Semester Deadlines*

Selecting Degree Programme, Academic Year, Level & Semester

After clicking **Semester Deadlines**, the system will display the **Interface to Define Semester Management Dates**. Follow the steps below:

1. **Select the Degree Programme** using the first dropdown.
2. **Choose the Academic Year** using the second dropdown.
3. **Select the Level** using the third dropdown.
4. **Select the Semester** using the fourth dropdown.
5. Click the **Go** button to proceed.

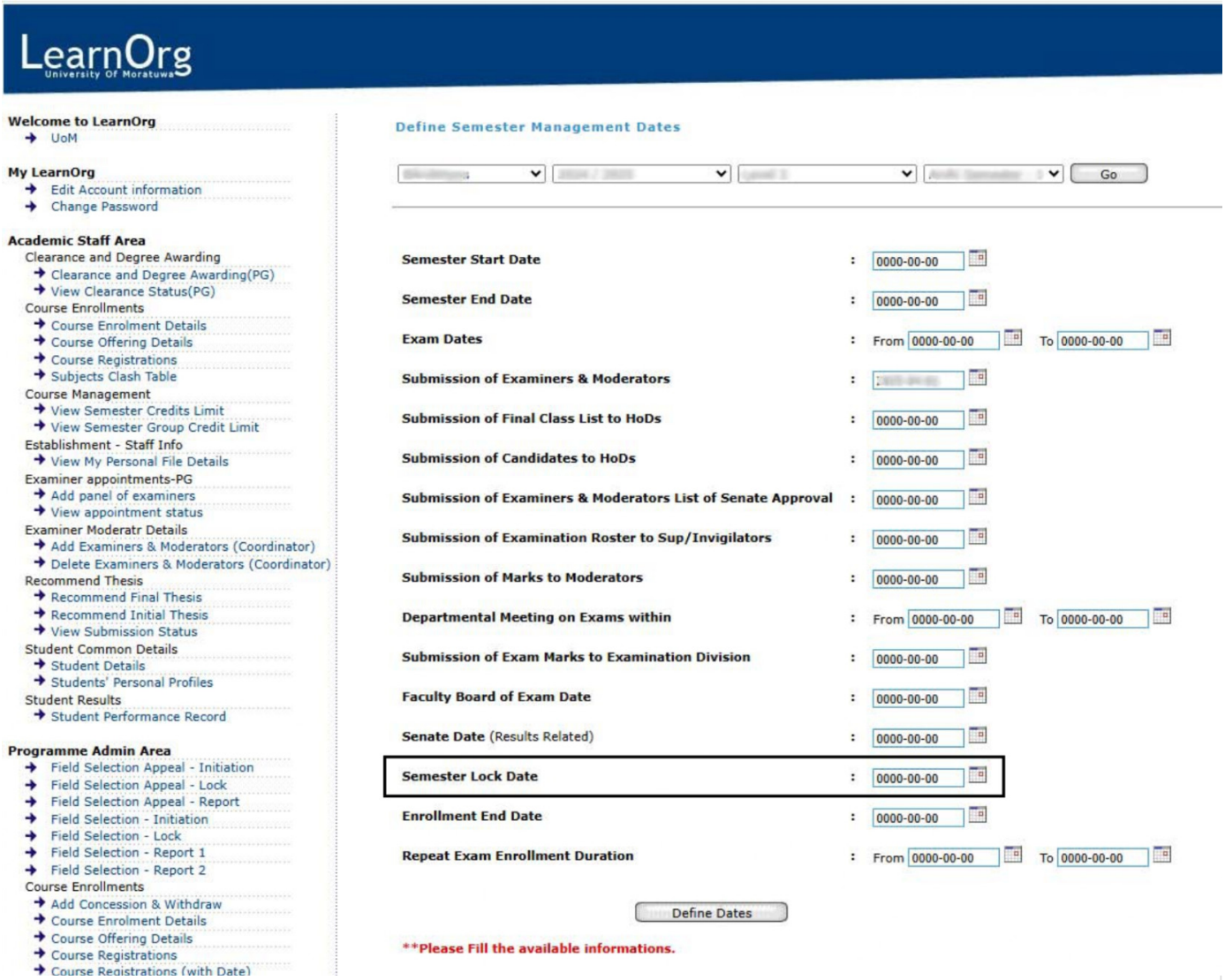


Figure 3: Interface to Define Semester Management Dates

Define the Semester Lock Date

To **enroll students as repeat candidates**, the **Semester Lock Date must be either today's date or a future date**.

⚠ **Note:** The Semester Lock Date impacts several functions handled by different departments. Please **ensure that a date has not already been set** before defining a new one.

- If the field is empty or needs to be updated, you can proceed to define the lock date.
- Click on the **"Define"** button to save the selected date.

Once defined successfully, a confirmation message will appear at the top of the screen: **" Successfully defined."**

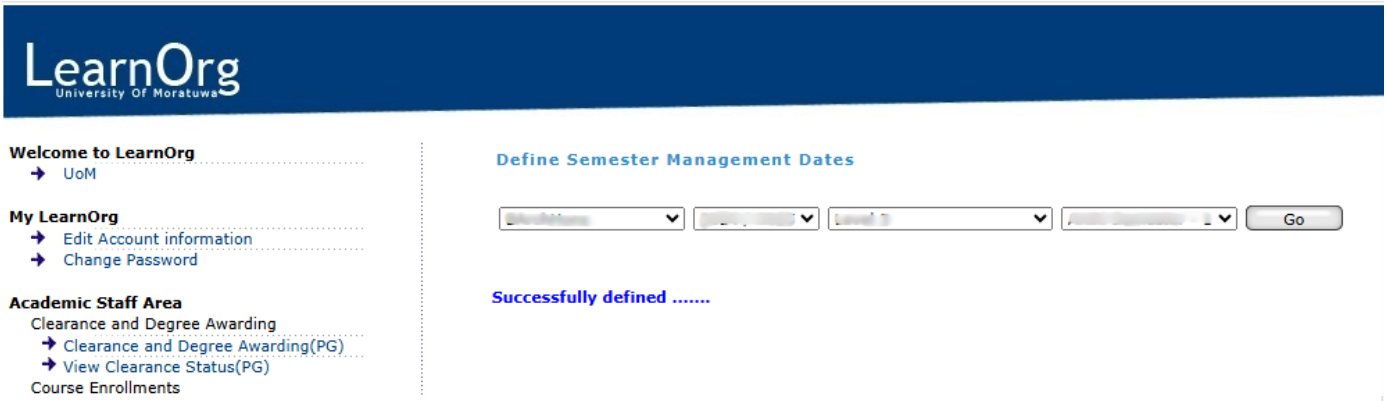


Figure 4**:** *Define Date Success Message*

Step 3: Repeat Enrollment

Repeat Enrollment

After successfully defining the **Semester Lock Date**, you can proceed to **enroll students in relevant modules as repeat candidates**.

Navigating to Repeat Enrollment

- From the LMS dashboard, locate the menu on the **left-hand side** of the screen.
- Click on the **“Repeat Enrollment”** option to begin the process, as shown in **Figure 5** .



- Unenrollment for Concession

Course Management
- Course Admin
- Offering Freeze
- Semester Credit Distribution
- Semester Credit Limit
- Semester Offering Group Credit Limit
- View Semester Important Dates

Exam
- C3: Semester Deadlines

Student Common Details
- Lock / Unlock Students
- Student Academic Admin
- Student Details
- Student Group Management
- Students' Personal Profiles

Level Coordinator Area

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

Examiner Moderatr Details
- Add Examiners & Moderators (Coordinator)
- Delete Examiners & Moderators (Coordinator)
- View Examiners & Moderators (Coordinator)

UG Coordinator Area

Course Management
- Add CA Percentage
- Offering Assign
- Offering Initiation

Student Common Details
- Student Group Admin

Student Results
- View Submitted Marks in Semester

Vehicle - Reservation User Area

Vehicle Reservation
- Cancel Vehicle Requests
- Check Vehicle Availability
- Delete Approved Requests
- Edit My Request
- Request Vehicle
- View Availability
- View My Requests

Exam - Enrollment Admin Area

Course Enrollments
- Bulk Enrollment
- Course Enrolment Details
- Course Offering Details
- Course Registrations
- Enrollments Correction
- Enrollments Display Update
- Enrollments Display Update (Bulk)
- Repeat Enrollment
- Repeat Enrollments - Edit

Student Common Details
- Student Academic Admin
- Student Details

Figure 5: Accessing Repeat Enrollment Option

Selecting Degree Programme, Intake/Academic Year, and Semester

After clicking on **Repeat Enrollment**, the system will display the interface as shown in **Figure 6**. Follow the steps below:

1. Select the **Degree Programme** using the first dropdown.
2. Select the **Department** using the second dropdown.
   ⚠ **Note:** *This will only have one option — the department code relevant to the selected degree programme.*
3. Choose the **Intake/Academic Year** using the third and fourth dropdowns.
4. Select the **Semester** using the fifth dropdown.
5. Click the **Go** button to proceed.

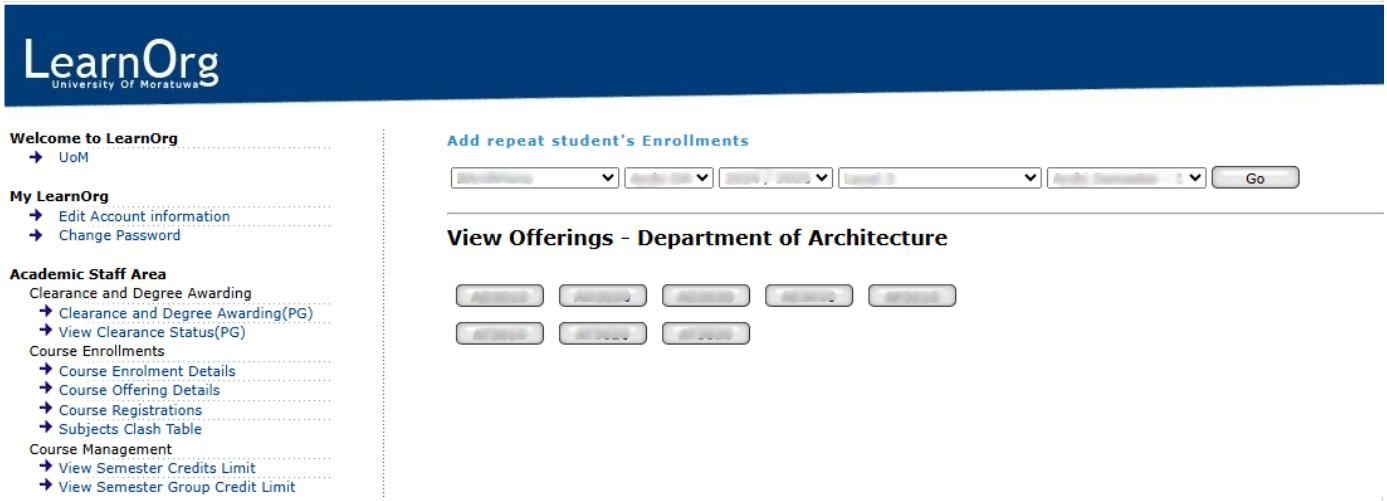


Figure 6: Repeat Enrollment Interface

Selecting the Course and Searching for a Student

- Click on the relevant module to enroll repeat candidates.
- The system will display a search interface as shown in **Figure 7**.
- Use the **Search Box** to enter the **Student Registration Number**.
- Click the **Display** button to proceed.

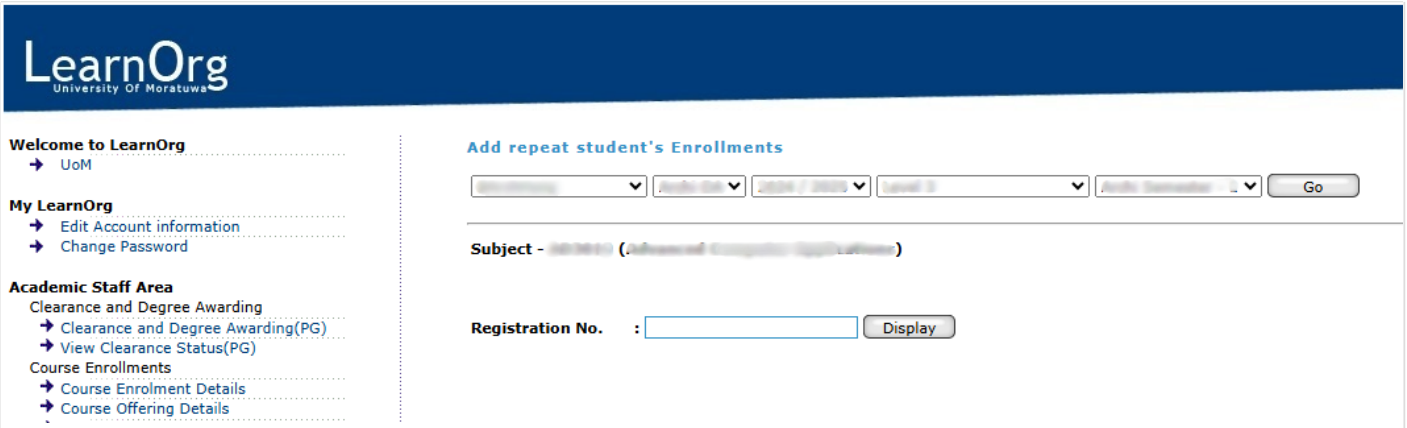


Figure 7: Search Interface for Student Enrollment

Accessing the Repeat Enrollment Interface for a Specific Student

Once the **Display** button is clicked, the **Repeat Enrollment Interface for the specific student** will appear, as shown in **Figure 8**. This interface allows users to enter enrollment details.

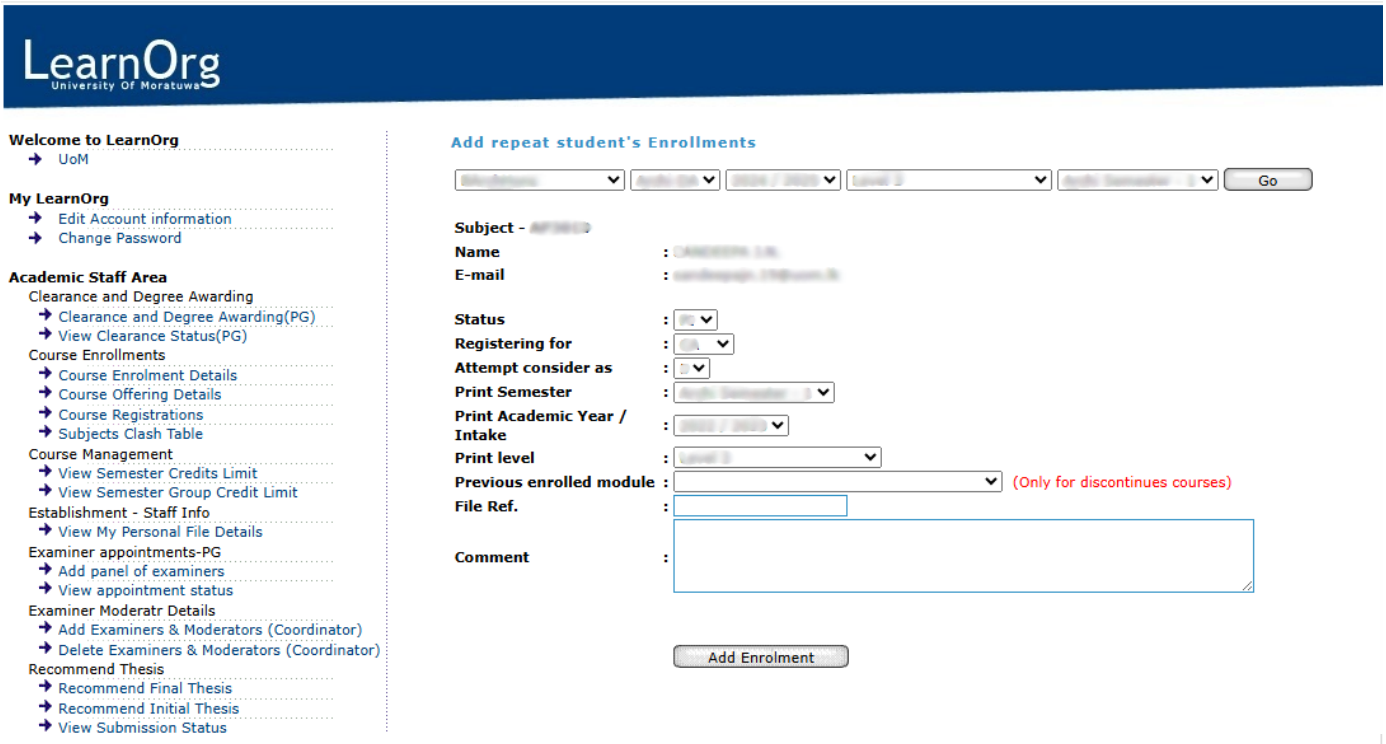


Figure 8: Repeat Enrollment Interface for Specific Student

Entering Repeat Enrollment Details

Fill in the following required fields accurately:

Field Name	Description
Status	Dropdown options: • **PF** – Previous attempt result is 'Fail' • **PI** – Previous attempt result is 'Incomplete' • **U** – Request to update previous result • **N** – Approved concession for the module • **W** – Previously withdrawn module
Registering for	Dropdown options: • **CA** – Continuous Assessments only • **FE** – Final Examination only • **Both** – Both CA and FE
Attempt Considered As	Select the appropriate attempt (e.g., 2nd, 3rd, etc.) ⚠ *If the student has an approved concession, select "1st"*
Print Semester	Select the relevant semester (*Default value can be kept*)
Print Academic Year / Intake	The academic year of the student's first attempt (*Default value can be kept*)
Print Level	Select the relevant level (*Default value can be kept*)
Previous Enrolled Module	Fill this if registering for a discontinued module
File Ref.	Optional field for future reference
Comment	Optional comments for internal reference

Table 1: Required Fields for Repeat Enrollment

Finalizing Enrollment

- Double-check all entered information for accuracy.
- Click the **Add Enrollment** button to complete the repeat registration.

Once submitted successfully, the following message will appear at the top of the screen: **" Successfully enrolled..."**

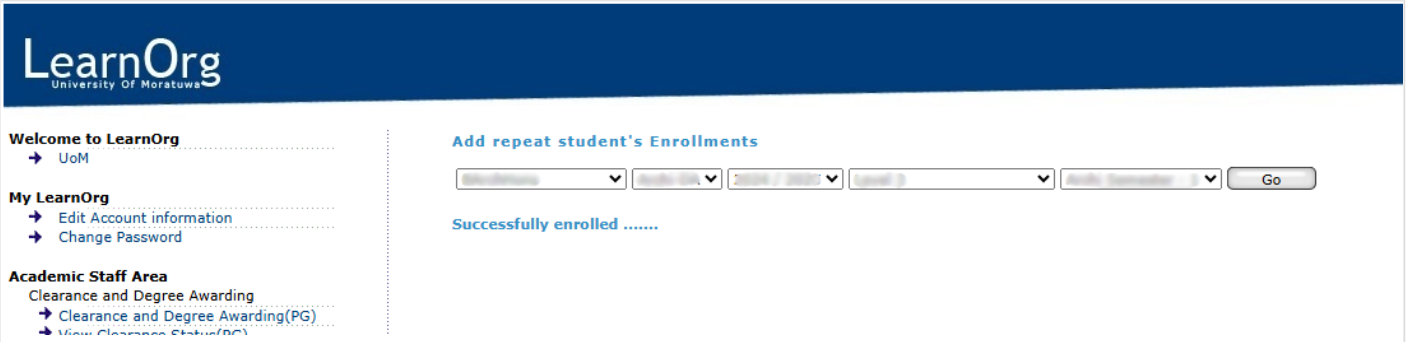


Figure 9: Success Message After Repeat Enrollment

Repeat Enrollments – Edit

After completing a repeat enrollment, if you need to modify any of the fields previously entered, such as **Status**, **Registering for**, or **Attempt**, you can do so using the **Repeat Enrollments – Edit** feature.

Once successfully logged into the Learning Management System (LMS), users can navigate to the **Exam – Enrollment Admin Area**, where they are granted access to the **Repeat Enrollments – Edit** functionalities.

Navigating to Repeat Enrollments – Edit

- From the LMS dashboard, locate the menu on the **left-hand side** of the screen.
- Click on the **“Repeat Enrollment – Edit”** option to begin the editing process, as shown in **Figure 10**.

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- Enrollments Display Update (Bulk)

Figure 10: Accessing Repeat Enrollment – Edit Option

Searching for a Student

- After clicking on **Repeat Enrollment – Edit**, the system will display a search interface, as shown in **Figure 11**.
- Use the **Search Box** to enter the **Student Registration Number**.
- Click the **View** button to proceed.

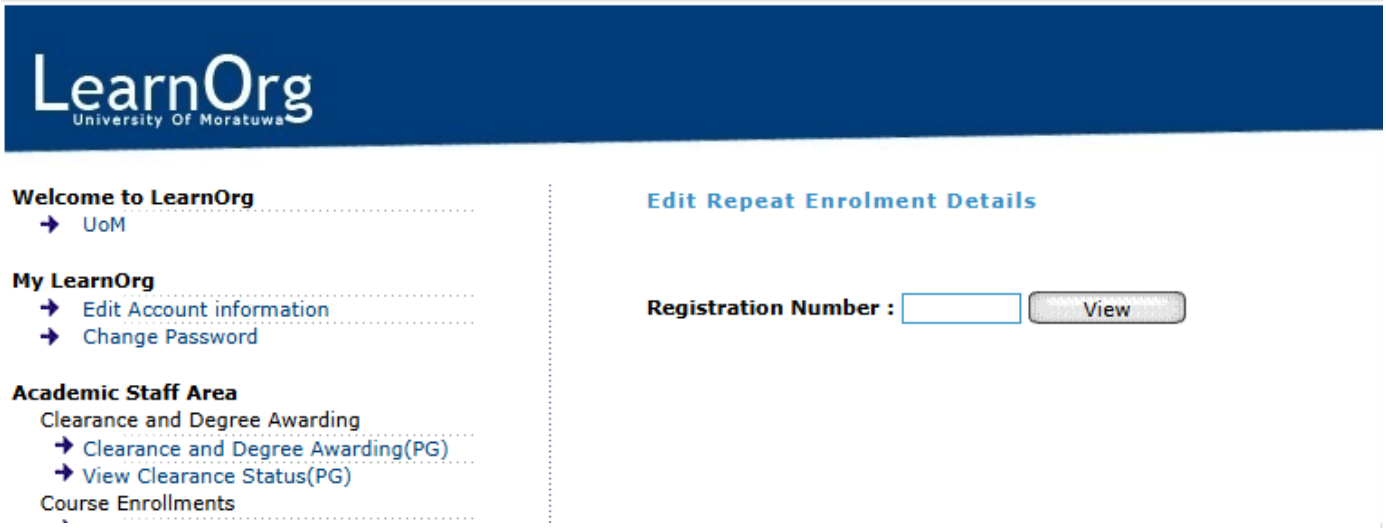


Figure 11: Search Interface for Student Enrollment

Editing Repeat Enrollment Details

- Once the **View** button is clicked, an interface like **Figure 12** will appear.
- From this interface, you can edit the following fields:
  - **Status**
  - **Registering for**
  - **Attempt**
- After making the necessary changes, click the **Save** button to apply the updates.

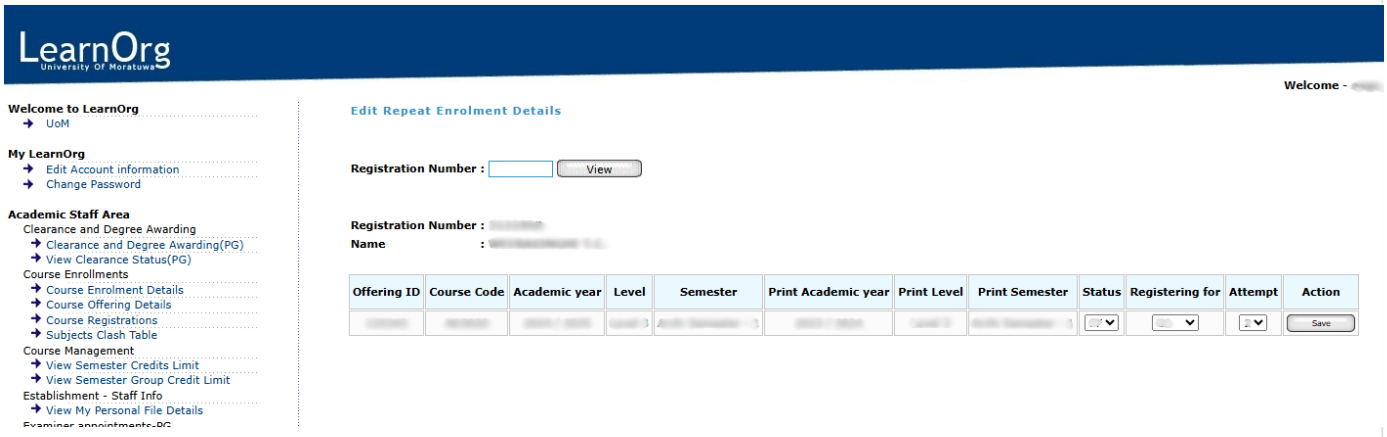


Figure 12: *Edit Interface for Repeat Enrollment*

Confirmation of Successful Update

Once the details are successfully updated, a confirmation message will appear at the top of the screen: **“***Successfully updated...***”**

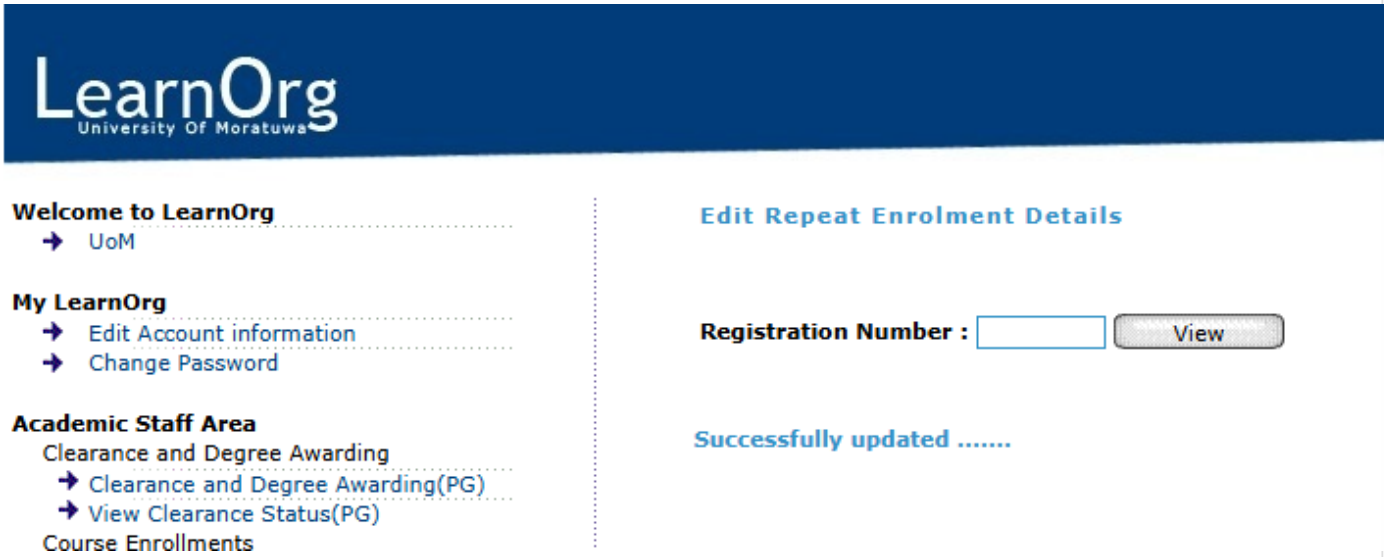


Figure 13: *Success Message After Repeat Enrollment Edit*

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