

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.



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.

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.

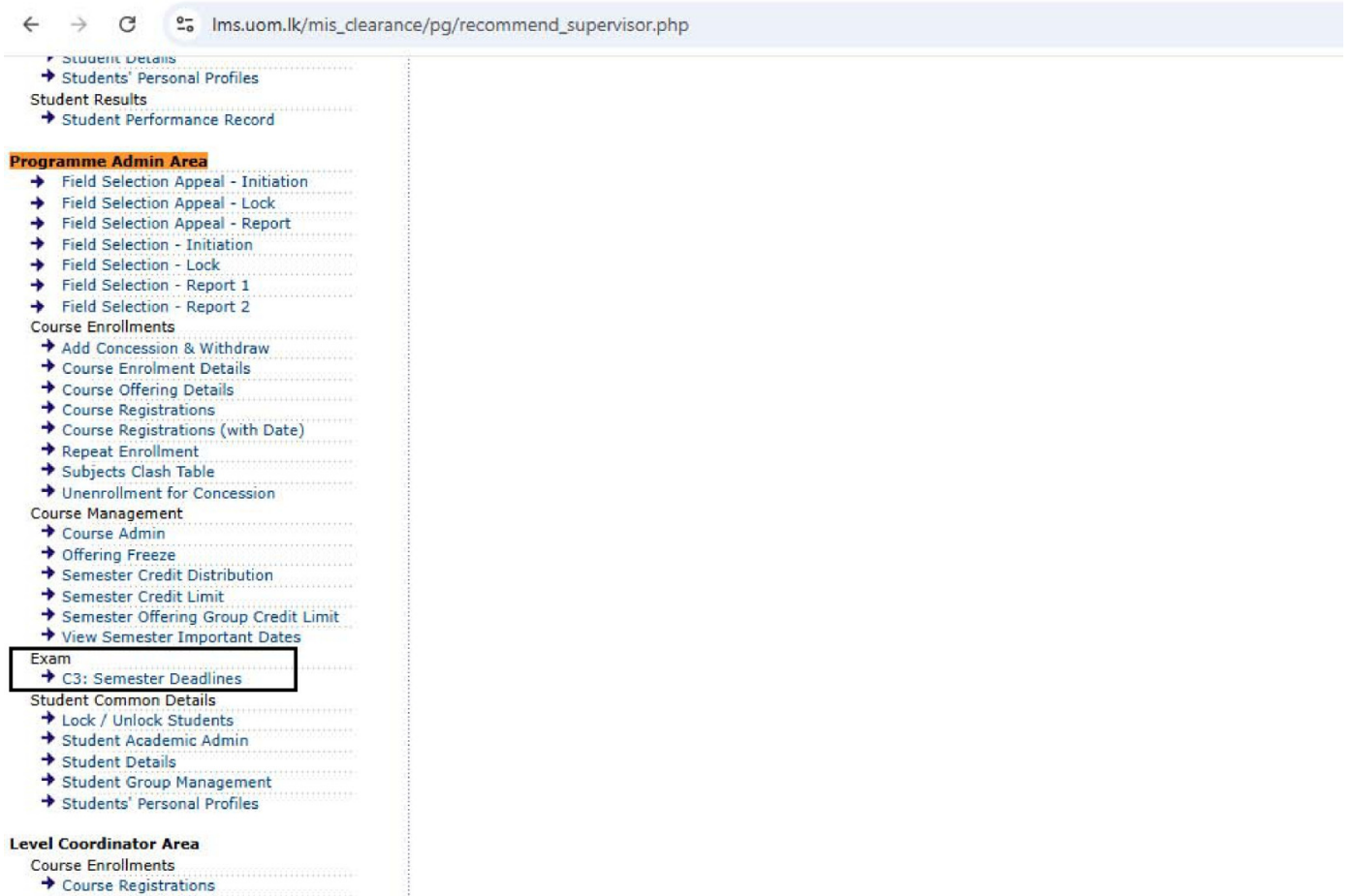


Figure 2: Programme Admin Area and Semester Deadlines

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.

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
- Field Selection - Report 2
- Course Enrollments
 - Add Concession & Withdraw
 - Course Enrolment Details
 - Course Offering Details
 - Course Registrations
 - Course Registrations (with Date)

Define Semester Management Dates

Semester Start Date	:	<input type="text" value="0000-00-00"/>
Semester End Date	:	<input type="text" value="0000-00-00"/>
Exam Dates	:	From <input type="text" value="0000-00-00"/> To <input type="text" value="0000-00-00"/>
Submission of Examiners & Moderators	:	<input type="text"/>
Submission of Final Class List to HoDs	:	<input type="text" value="0000-00-00"/>
Submission of Candidates to HoDs	:	<input type="text" value="0000-00-00"/>
Submission of Examiners & Moderators List of Senate Approval	:	<input type="text" value="0000-00-00"/>
Submission of Examination Roster to Sup/Invigilators	:	<input type="text" value="0000-00-00"/>
Submission of Marks to Moderators	:	<input type="text" value="0000-00-00"/>
Departmental Meeting on Exams within	:	From <input type="text" value="0000-00-00"/> To <input type="text" value="0000-00-00"/>
Submission of Exam Marks to Examination Division	:	<input type="text" value="0000-00-00"/>
Faculty Board of Exam Date	:	<input type="text" value="0000-00-00"/>
Senate Date (Results Related)	:	<input type="text" value="0000-00-00"/>
Semester Lock Date	:	<input type="text" value="0000-00-00"/>
Enrollment End Date	:	<input type="text" value="0000-00-00"/>
Repeat Exam Enrollment Duration	:	From <input type="text" value="0000-00-00"/> To <input type="text" value="0000-00-00"/>

****Please Fill the available informations.**

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.”**

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

Define Semester Management Dates

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.

The screenshot shows the 'Repeat Enrollment' interface. At the top left is the 'LearnOrg University Of Moratuwa' logo. Below it is a navigation menu with the following items:

- 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 main content area is titled 'Add repeat student's Enrollments' and contains five dropdown menus for selecting Degree Programme, Department, Intake, Academic Year, and Semester, followed by a 'Go' button. Below this is a section titled 'View Offerings - Department of Architecture' with a grid of buttons for selecting specific offerings.

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.

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 - Clearance and Degree Awarding(PG)
 - View Clearance Status(PG)
- Course Enrollments
 - Course Enrolment Details
 - Course Offering Details

Add repeat student's Enrollments

Subject - **INF1001** (Advanced Computer Applications)

Registration No. :

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.

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 - 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

Add repeat student's Enrollments

Subject - **INF1001**

Name : **CHANDANA S.S.**
E-mail : **chandana@uom.lk**

Status :
 Registering for :
 Attempt consider as :
 Print Semester :
 Print Academic Year / Intake :
 Print level :
 Previous enrolled module : (Only for discontinued courses)
 File Ref. :

Comment :

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 (<i>Default value can be kept</i>)
Print Academic Year / Intake	The academic year of the student's first attempt (<i>Default value can be kept</i>)
Print Level	Select the relevant level (<i>Default value can be kept</i>)
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...**”

The screenshot shows the LearnOrg website interface. On the left, there is a navigation menu with sections: 'Welcome to LearnOrg' (with a link to 'UoM'), 'My LearnOrg' (with links to 'Edit Account information' and 'Change Password'), and 'Academic Staff Area' (with links to 'Clearance and Degree Awarding', 'Clearance and Degree Awarding(PG)', and 'View Clearance Status(PG)'). The main content area is titled 'Add repeat student's Enrollments' and contains a form with several dropdown menus and a 'Go' button. Below the form, a blue message reads 'Successfully enrolled'. The top of the page features the 'LearnOrg University Of Moratuwa' logo.

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**.



→ Unenrollment for Concession

Course Management

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

Exam

→ C3: Semester Deadlines

Student Common Details

- Lock / Unlock Students
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- Student Details
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- 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)

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.

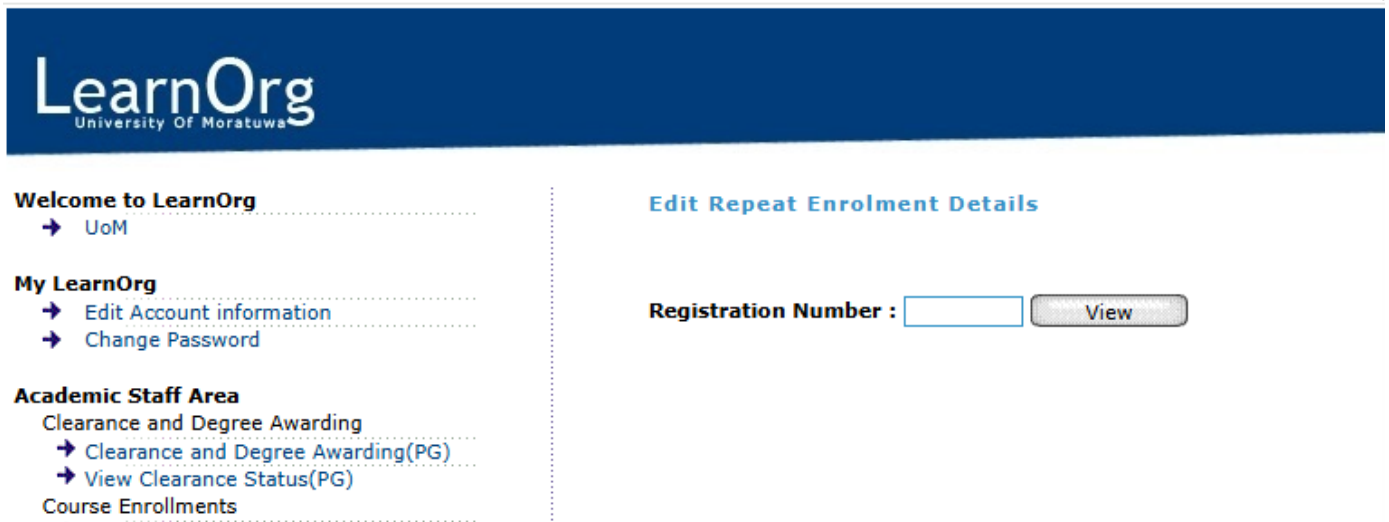


Figure 11: Search Interface for Student Enrollment

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.

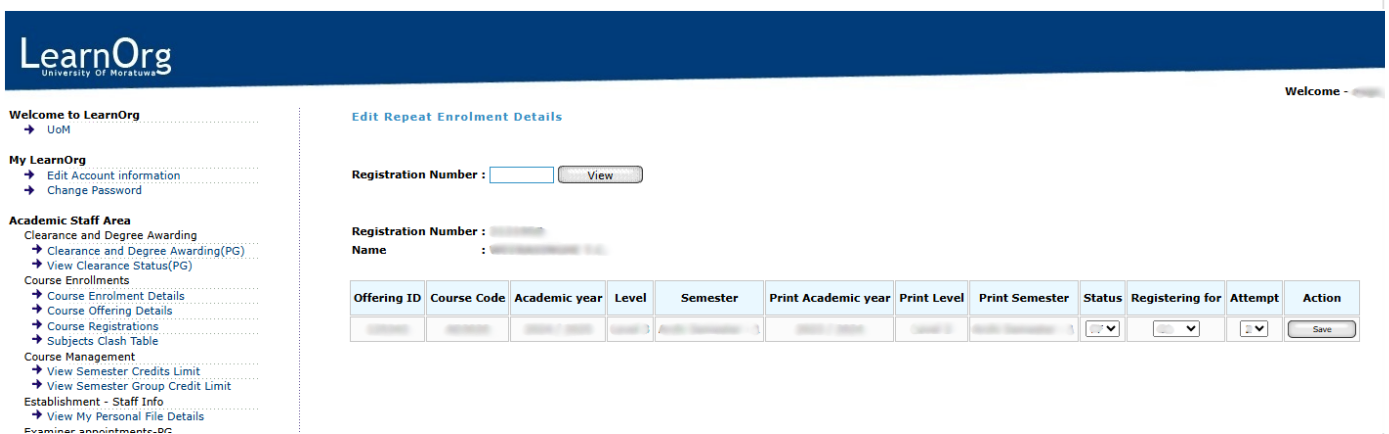


Figure 12: Edit Interface for Repeat Enrollment

Confirmation of Successful Update

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

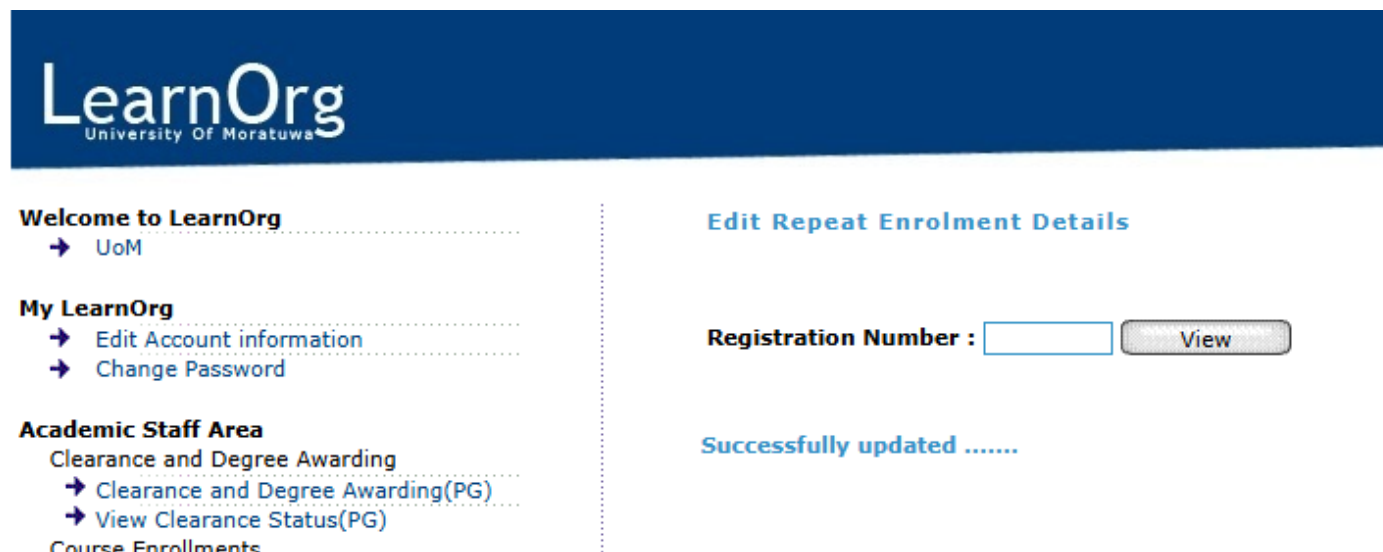


Figure 13: Success Message After Repeat Enrollment Edit

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Created 28 May 2025 05:01:43 by Pasan

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