Guidelines for Transferring Students Across Levels/Years

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.

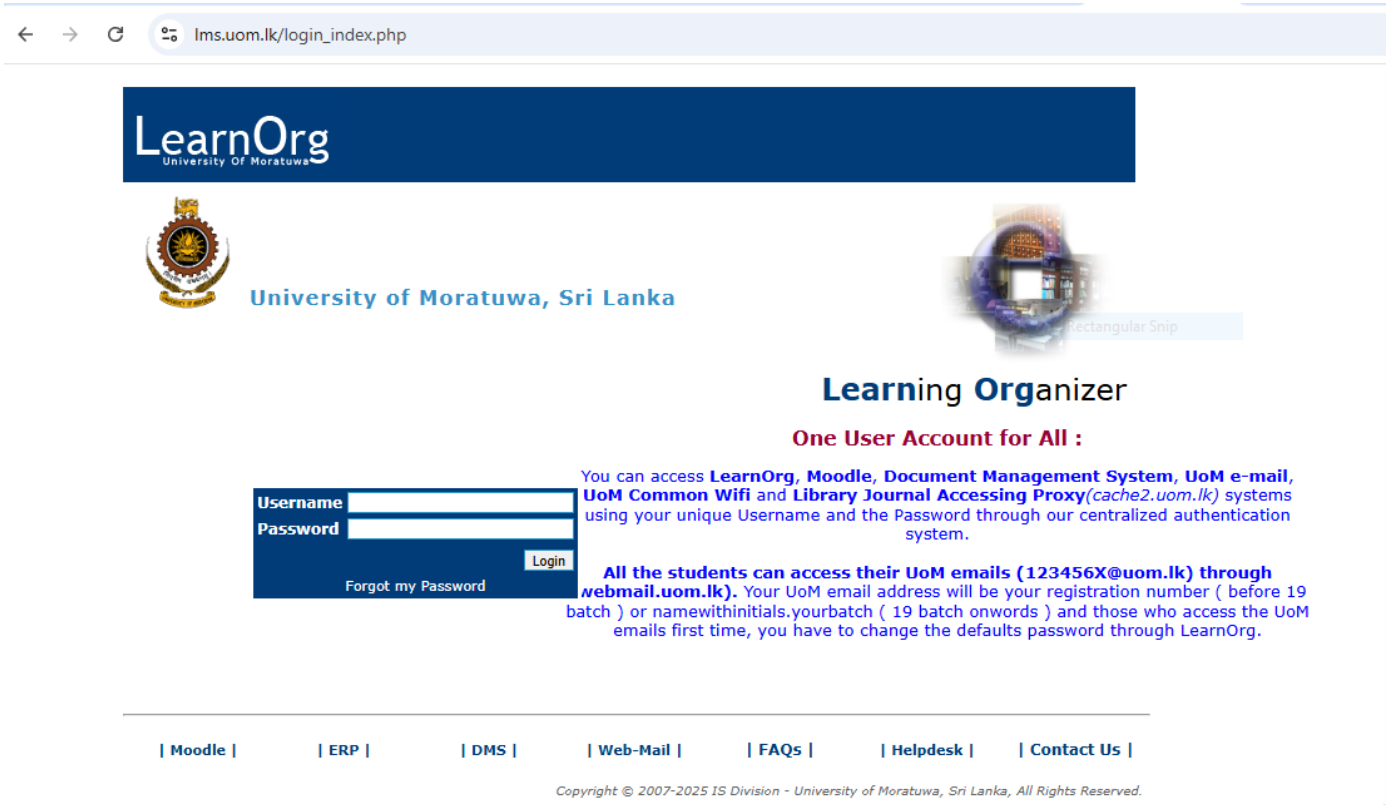


Figure 1: LMS Login Page

Step 2: Transfer All Students to a Different Academic Year/Level

Transfer All Students to a Different Academic Year/Level

Once successfully logged into the Learning Management System (LMS), users can proceed to the **Programme Admin Area**, where they are granted access to **Student Common Details** functionalities.

Navigating to Student Academic Admin

- From the LMS dashboard, locate the menu on the **left-hand side** of the screen.
- Click on the **“Student Academic Admin”** option to begin the process, as shown in **Figure 2**.

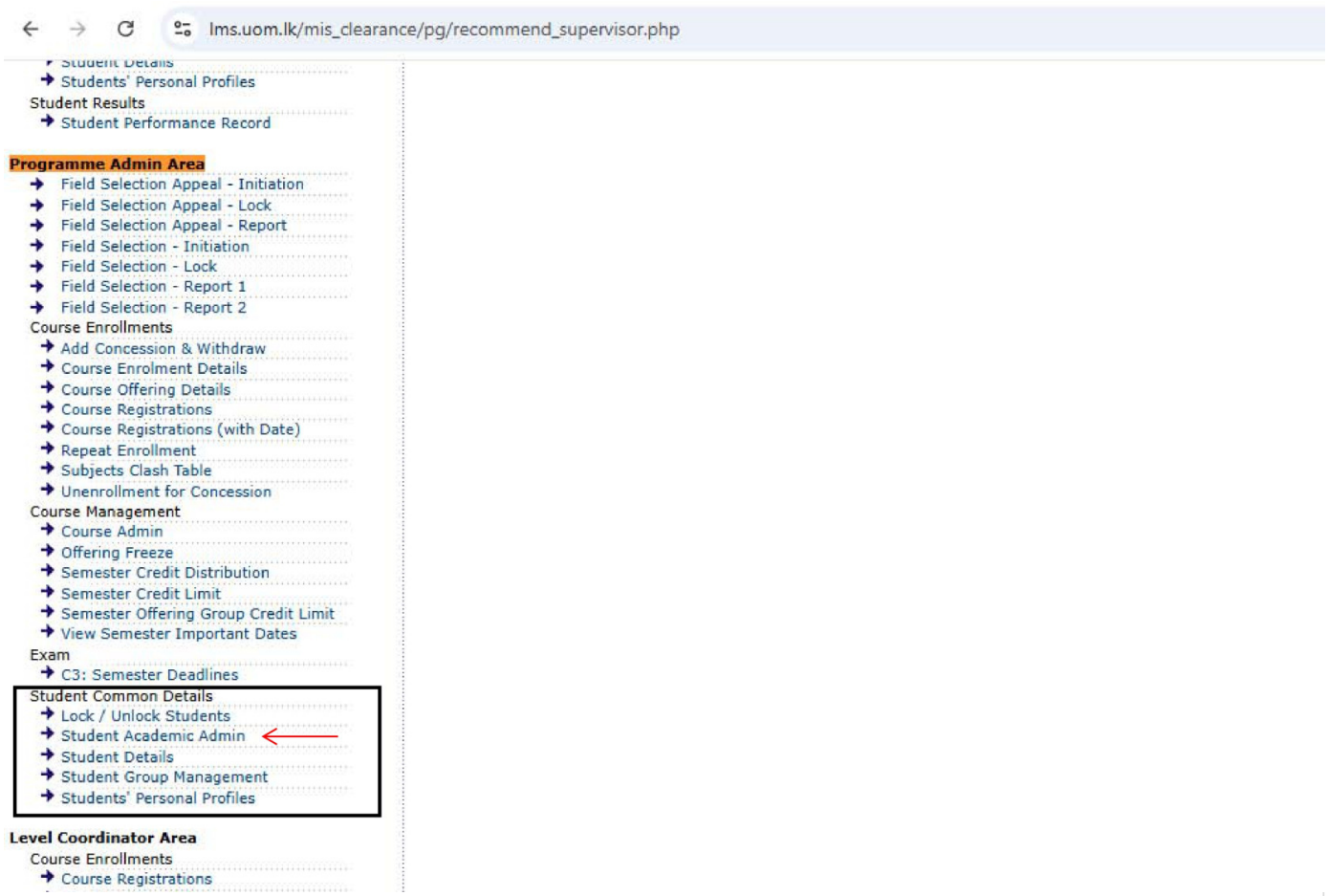


Figure 2: Programme Admin Area and Student Academic Admin

Selecting Degree Programme, Intake/Academic Year

After clicking on **Student Academic Admin**, the system will display the interface as shown in **Figure 3**. 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. Click the **Go** button to proceed.

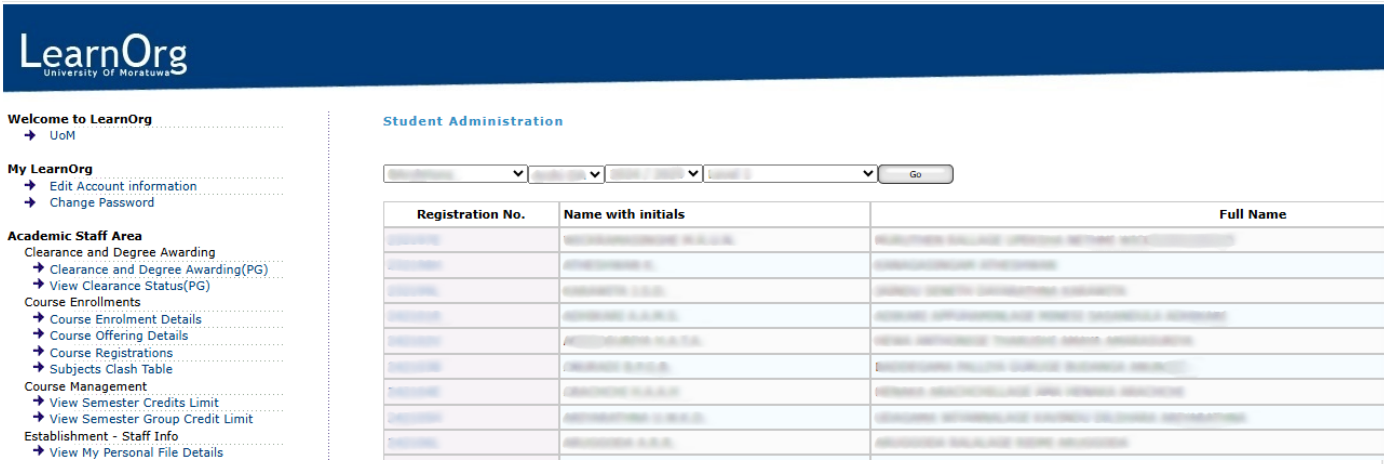


Figure 3: Student Academic Admin Interface

Accessing the Student Transferring Section

After clicking the **Go** button, the **Student Transferring Section** for the selected batch will appear beneath the student list, as shown in **Figure 4**. This interface allows users to transfer all students to a different **level** or **academic year**.

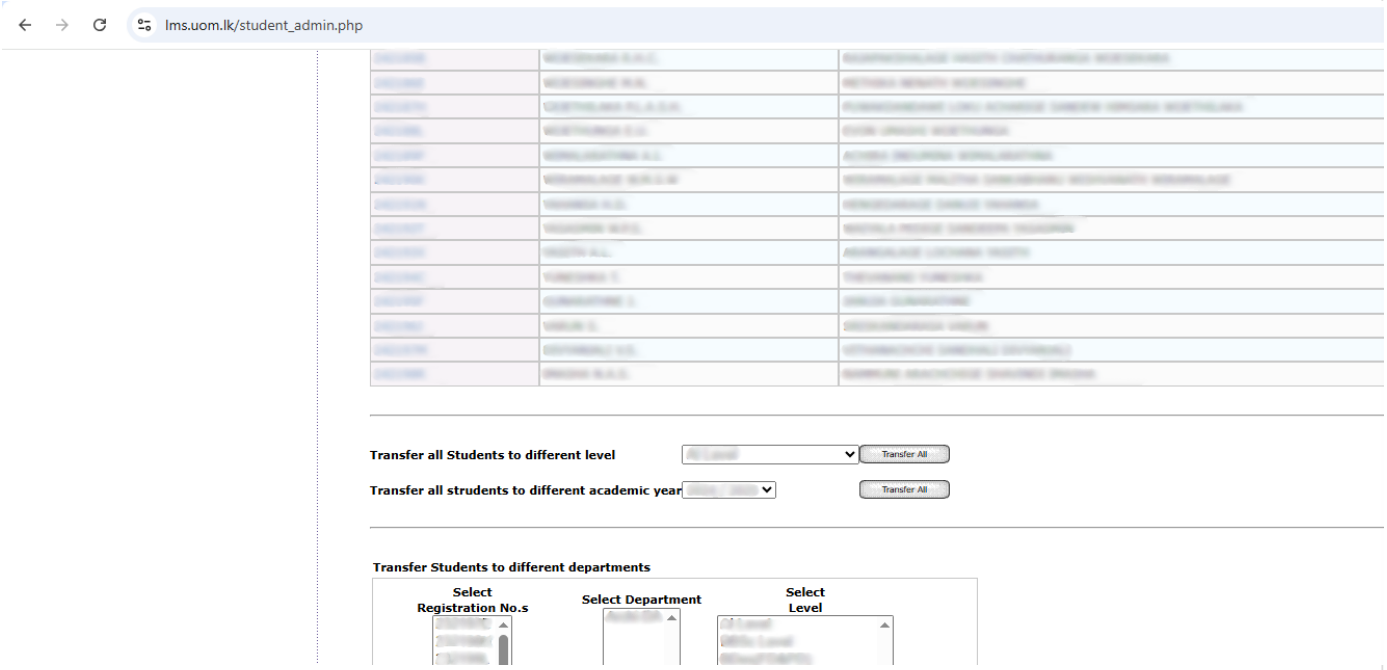


Figure 4: Student Transferring Section

Transferring All Students to Level 6 (Temporary Step)

> **Important Note:** *Not all students progress to the next level simultaneously. Use "Level 6" as a **temporary supportive level** to avoid potential inconsistencies or system conflicts.*

1. Select **“Level 6”** from the **Transfer all Students to different level** dropdown.
2. Click on the **"Transfer All"** button.

All students will be moved to **Level 6** while keeping their **current academic year** unchanged.

Transferring Students to the Correct Academic Year

1. In the **Student Academic Admin** interface (see Figure 3), search for students who are currently at **Level 6** with their current academic year.
2. From the **Transfer all Students to different academic year** dropdown, select the **correct academic year**.
3. Click on the **"Transfer All"** button.

Students will now be assigned to the **correct academic year**, while still remaining at **Level 6**.

Transferring Students to the Correct Level

1. Again, use the dropdowns in the **Student Academic Admin** interface to search for students with the **updated academic year** and **Level 6**.
2. From the **Transfer all Students to different level** dropdown, select the **correct level**.
3. Click on the **"Transfer All"** button.

Students will now be fully transferred to the **correct academic year and correct level**.

Final Verification

To ensure the transfer process is completed correctly:

- Use the dropdown filters in **Figure 3** to search for students with the updated academic year and level.

- Confirm that all records have been updated accordingly.

Revision #11
Created 2025-05-28 05:01:24 UTC by Pasan
Updated 2025-06-04 05:40:45 UTC by Eranga Fernando