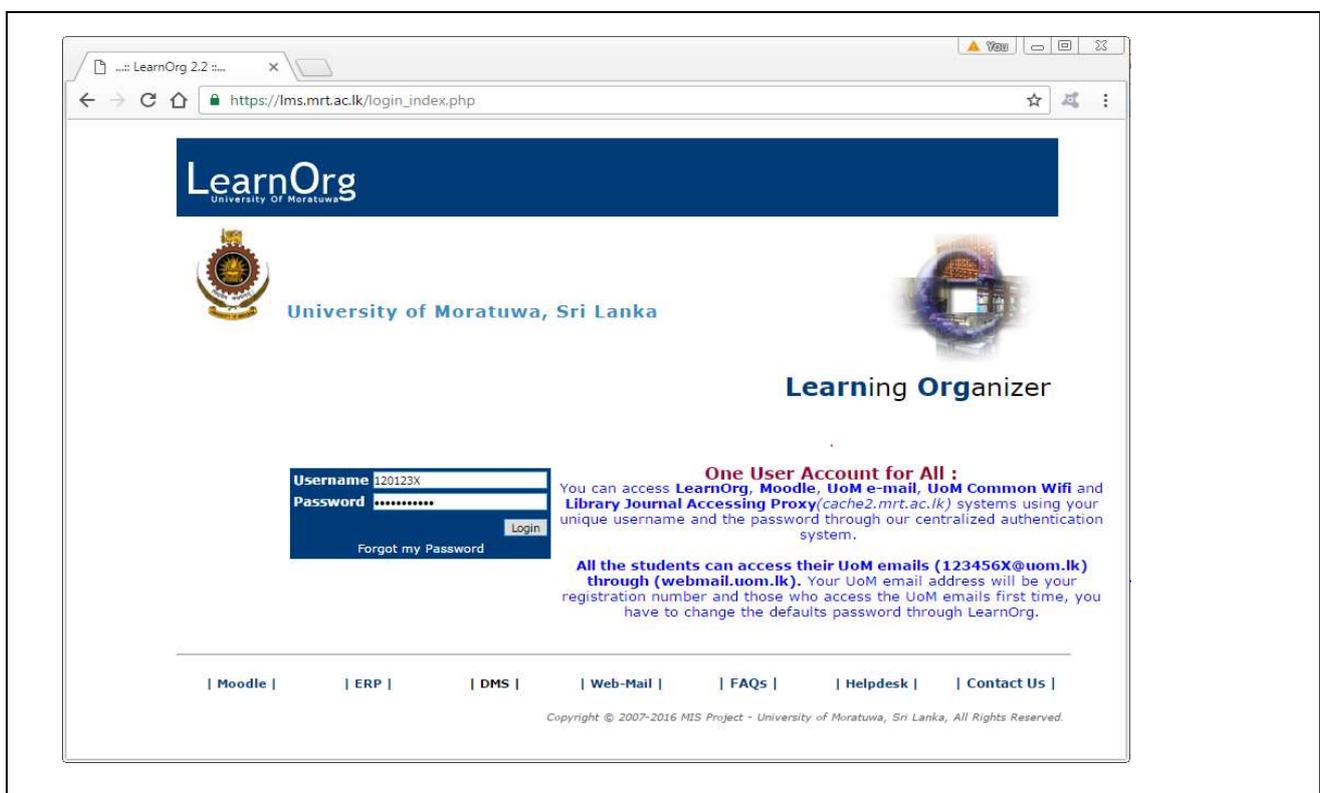


## Module Registration in LMS

### Steps:

#### 1. Login to the system

User can access the University of Moratuwa Management Information System (*LearnOrg*) through <https://lms.mrt.ac.lk> by using any Web-browser (See Figure 1). However, it is recommended to use Mozilla Firefox and Google Chrome.



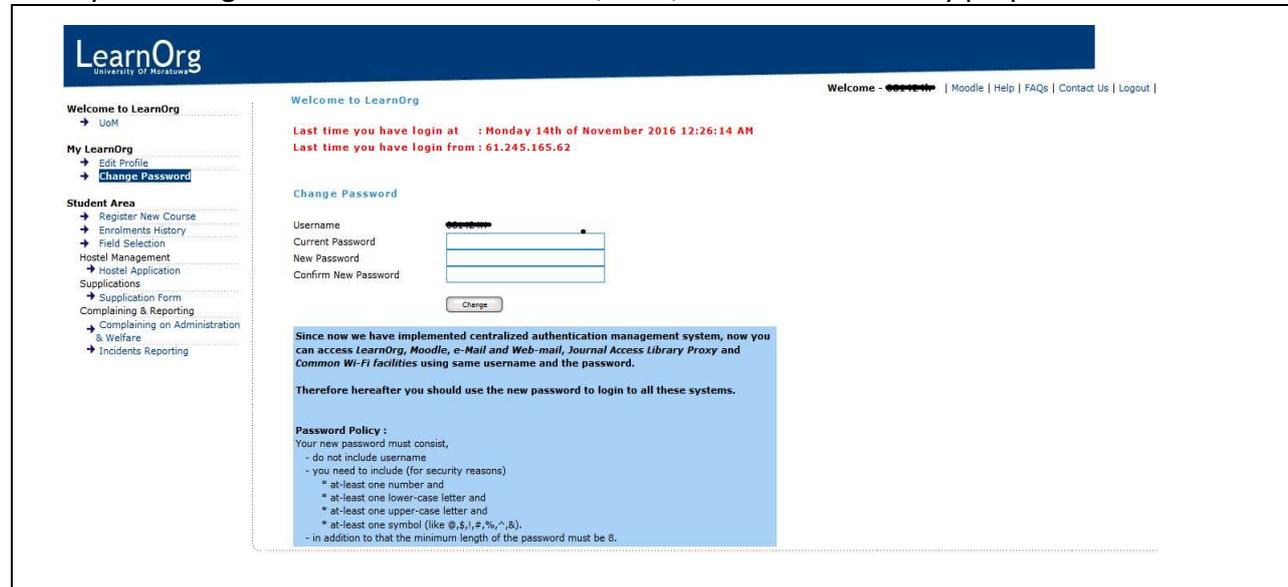
*Figure 1: Login interface of LearnOrg*

- **Username**- It is composed of your name with initials and the number of your batch.  
<name with initials>.<batch no>  
E.g. If your name with initials is Perera B.S.D. and if you are from batch 20, your username would be *pererabsd.20*
- **Password** - If you access the system for the first time, you can use the password sent by the University.

**If you cannot connect to *LearnOrg*, you must contact the Examination Division or CITEs.**

## 2. Initial Interface

When you login to the system, you will see an interface as shown in Figure 2. The system would show you last login details such as IP address, time, and date for security purposes.

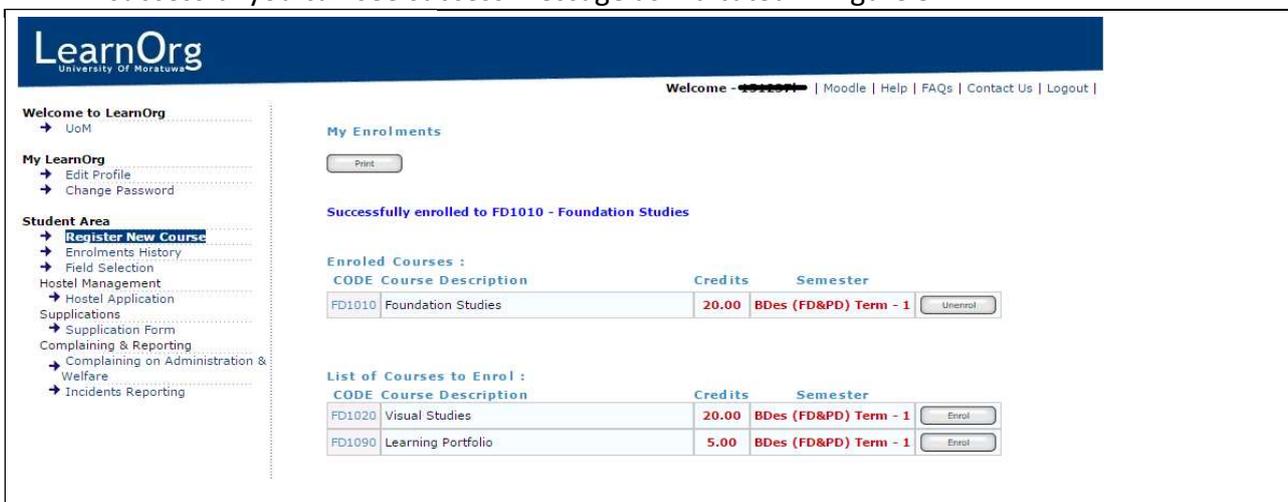


*Figure 2: Initial Interface*

- If you are using the default password, system will automatically prompt a message requesting to reset the password.  
*[Make sure that you have logged out after using the system by using “Logout” option in the top-right corner of the page.]*

## 3. Course Enrollment

- You can enroll to semester offerings by using the *LearnOrg*. It is compulsory to use *LearnOrg* system for course enrollment.
- From the left menu panel select Student Area > Register New Course. You will be able to see your enrollment details as shown in Figure 3.
- Then you can click on “Enroll” button for relevant and required course modules. If it is successful you can see success message as indicated in Figure 3.



*Figure 3: Enroll new course modules*

- Students are responsible to enroll for semester offering within the permitted period.
- Students are responsible to enroll for compulsory modules.
- Check whether your number of enrolled credits is within the required and permitted credit limit.
- Also, the student must follow the University, Faculty and Department guidelines.
- Students may contact the Undergraduate Studies (UGS) Division for any registration related inquiries (ugs-it@uom.lk).

#### 4. Course Un-enrollment

- Students can un-enroll (de-register) from registered semester offerings by using the *LearnOrg* within the permitted period.
- From the left menu panel select Student Area > Register New Course. You will be able to see your enrollment details as shown in Figure 4.
- You can click on “Unenroll” button for required course modules. If it is successful, you can see a message as in Figure 4.
- Check whether your number of enrolled credits is within the required and permitted credit limit.
- Also, the student must follow the University, Faculty and Department guidelines.

The screenshot displays the 'My Enrollments' page in the LearnOrg system. The page title is 'My Enrollments' and it shows a 'Successfully unenrolled to FD1090 – Learning portfolio' message. Below this, there are two tables: 'Enrolled Courses' and 'List of Courses to Enrol'. The 'Enrolled Courses' table lists two courses: FD1010 (Foundation Studies) and FD1020 (Visual Studies), both with 20.00 credits and 'BDes (FD&PD) Term - 1' semester. Each row has an 'Unenroll' button. The 'List of Courses to Enrol' table lists one course: FD1090 (Learning Portfolio) with 5.00 credits and 'BDes (FD&PD) Term - 1' semester, with an 'Enroll' button. The left sidebar contains a navigation menu with 'Student Area' > 'Register New Course' highlighted. The top right corner shows 'Welcome - [username]' and links for Moodle, Help, FAQs, Contact Us, and Logout. The bottom right corner has a copyright notice: 'Copyright © 2007-2016 MIS Project - University of Moratuwa, Sri Lanka, All Rights Reserved.'

*Figure 4: Un-enroll course modules*

#### 5. Enrollment History

Here, you will be able to see your enrollment history with regards to a particular academic year. From the left menu panel select Student Area > Enrollments History. You will be able to see your enrollment history as shown in Figure 5.

**UNIVERSITY OF MORATUWA - STUDENT ENROLLMENTS**

Level	Subjects	Credits	Semester	Academic year
Level 1	TL1910	0.50	TLM Term	2008 / 2009
Level 1	TL1960	1.50	TLM Term	2008 / 2009
Level 1	DE2280	2.00	TLM Term	2008 / 2009
Level 1	DE2300	2.00	TLM Term	2008 / 2009
Level 1	CS1010	2.00	TLM Semester - 1	2008 / 2009
Level 1	DE1950	1.00	TLM Semester - 1	2008 / 2009
Level 1	MA1110	2.00	TLM Semester - 1	2008 / 2009
Level 1	TL1010	3.00	TLM Semester - 1	2008 / 2009
Level 1	TL1050	2.00	TLM Semester - 1	2008 / 2009
Level 1	TL1060	2.00	TLM Semester - 1	2008 / 2009
Level 1	TL1090	2.00	TLM Semester - 1	2008 / 2009
Level 1	CS1020	1.00	TLM Semester - 2	2008 / 2009
Level 1	MA1120	2.00	TLM Semester - 2	2008 / 2009
Level 1	MN1020	3.00	TLM Semester - 2	2008 / 2009
Level 1	TL1070	2.00	TLM Semester - 2	2008 / 2009
Level 1	TL1080	3.00	TLM Semester - 2	2008 / 2009
Level 1	TL1100	3.00	TLM Semester - 2	2008 / 2009
Level 1	TL1950	2.00	TLM Semester - 2	2008 / 2009
<b>Total Level Credits</b>		<b>36</b>		
<b>Registered Total Credits</b>				
<b>Effective Total Credits</b>				

Figure 5: Enrollment History

## 6. Printing the Module Registration Form

After the completion of the enrollment, print the Module Registration Form using the Print Option as shown in Figure 6.

**My Enrolments**

**Print option**

Successfully enrolled to FD1010 - Foundation Studies

**Enroled Courses :**

CODE	Course Description	Credits	Semester
FD1010	Foundation Studies	20.00	BDes (FD&PD) Term - 1

**List of Courses to Enrol :**

CODE	Course Description	Credits	Semester
FD1020	Visual Studies	20.00	BDes (FD&PD) Term - 1
FD1090	Learning Portfolio	5.00	BDes (FD&PD) Term - 1

Figure 6: Print Module Registration Form

Get the signature from your academic advisor on the Module Registration Form and submit to the UGS Division on or before the given deadline.