# **Module Registration in LMS**

# Steps:

# 1. Login to the system

User can access the University of Moratuwa Management Information System (*LearnOrg*) through <u>https://lms.mrt.ac.lk</u> 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.

Welcome to LearnOrg	Welcome to LearnOrg (Moodle   Help   FAQs   Contact Us   Logout						
→ UoM	Last time you have login at : Monday 14th of November 2016 12:26:14 AM						
My LearnOrg → Edit Profile	Last time you have login from : 61.245.165.62						
5tudent Area	Change Password						
<ul> <li>→ Register New Course</li> <li>→ Enrolments History</li> </ul>	Username						
Field Selection     Hostel Management	Current Password						
Hostel Application	Confirm New Password						
Supplications     Supplication Form     Complaining & Reporting	Charge						
Complaining on Administration							
& Welfare Incidents Reporting	since now we nave implemented centralized authentication management system, now you can access LearnOrg, Moodle, e-Mail and Web-mail, Journal Access Library Proxy and Common Wi-Fi facilities using same username and the password.						
	Therefore hereafter you should use the new password to login to all these systems.						
	Password Policy :						
	Your new password must consist,						
	- do not include username - you need to include (for security reasons)						
	* at-least one number and						
	* at-least one lower-case letter and						
	* at-least one upper-case letter and * at-least one symbol (this @ it = % - %)						
	a create one symptom (ince $\varphi_{i} z_{i}, r_{i}, r_{i}, r_{i} z_{i})$						

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.

			Welcome - 🕈	OTEST   Moodle   Help	FAQs   Contact Us   Logout
Welcome to LearnOrg → UoM	My Enr	olments			
My LearnOrg → Edit Profile → Change Password	Print				
Student Area	Success	fully enrolled to FD1010 - Found	ation Studies		
<ul> <li>→ Enrolments History</li> <li>→ Field Selection</li> <li>Hostel Management</li> </ul>	Enrole	d Courses : Course Description	Credits	Semester	
Hostel Application     Supplications	FD1010	Foundation Studies	20.00	BDes (FD&PD) Term - 1	Unenrol
<ul> <li>Supplication Form</li> <li>Complaining &amp; Reporting</li> <li>Complaining on Administration &amp; Welfare</li> <li>Incidents Reporting</li> </ul>	List of CODE	Courses to Enrol : Course Description	Credits	Semester	
	FD1020	Visual Studies	20.00	BDes (FD&PD) Term - 1	Enrol
	FD1090	Learning Portfolio	5.00	BDes (FD&PD) Term - 1	Entol

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.

LearnOrg					
Curse of the second sec				Welcome - 101207	Moodle   Help   FAQs   Contact Us   Logout
Welcome to LearnOrg     → UoM	My Enrolments				
My LearnOrg → Edit Profile → Change Password	Print				
Student Area Register New Course Enrolments History Field Selection	Successfully unenrolled to FD1090 – Learning portfolio Enroled Courses :				
Hostel Management	CODE Course Description	Credits	Semester		
<ul> <li>Hostel Application</li> <li>Supplications</li> </ul>	FD1010 Foundation Studies	20.00	BDes (FD&PD) Term - 1		
→ Supplication Form	FD1020 Visual Studies	20.00	BDes (FD&PD) Term - 1 Unerrol		
Complaining a Keporting → Complaining on Administration & Welfare → Incidents Reporting	List of Courses to Enrol : CODE Course Description	Credits	s Semester		
	FD1090 Learning Portfolio	5.00	BDes (FD&PD) Term - 1		
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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.

0						welcome -	Moodle   Help   FAQs   Contact Us   Logo
rd			UNIVERISTY OF MORATUWA - STUDENT ENROLLMENTS				
	Level	Subjects	Credits	Semester	Academic year		
Course	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		
nistration	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		
	Total Level Cr	edits	36				
	Registered To	tal Credits	133				
	Effective Tota	Credits	dits dit				

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.

		Welcome -	1911971   Moodle   Help   FAQs   Contact	t Us   Logout
elcome to LearnOrg ➔ UoM	My Enrolments			
LearnOrg Edit Profile Change Password	Print Opt	ion		
udent Area	Successfully enrolled to FD1010 - Found	lation Studies		
Register New Course     Enrolments History     Enrolments History	Enroled Courses :			
Hostel Management	CODE Course Description	Credit	s Semester	
Hostel Application	FD1010 Foundation Studies	20.00	BDes (FD&PD) Term - 1 Unenrol	
→ Complaining on Administration & Welfare     → Incidents Reporting	List of Courses to Enrol : CODE Course Description	Credit	s Semester	
	FD1020 Visual Studies	20.00	BDes (FD&PD) Term - 1	
	FD1090 Learning Portfolio	5.00	BDes (FD&PD) Term - 1	
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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.