

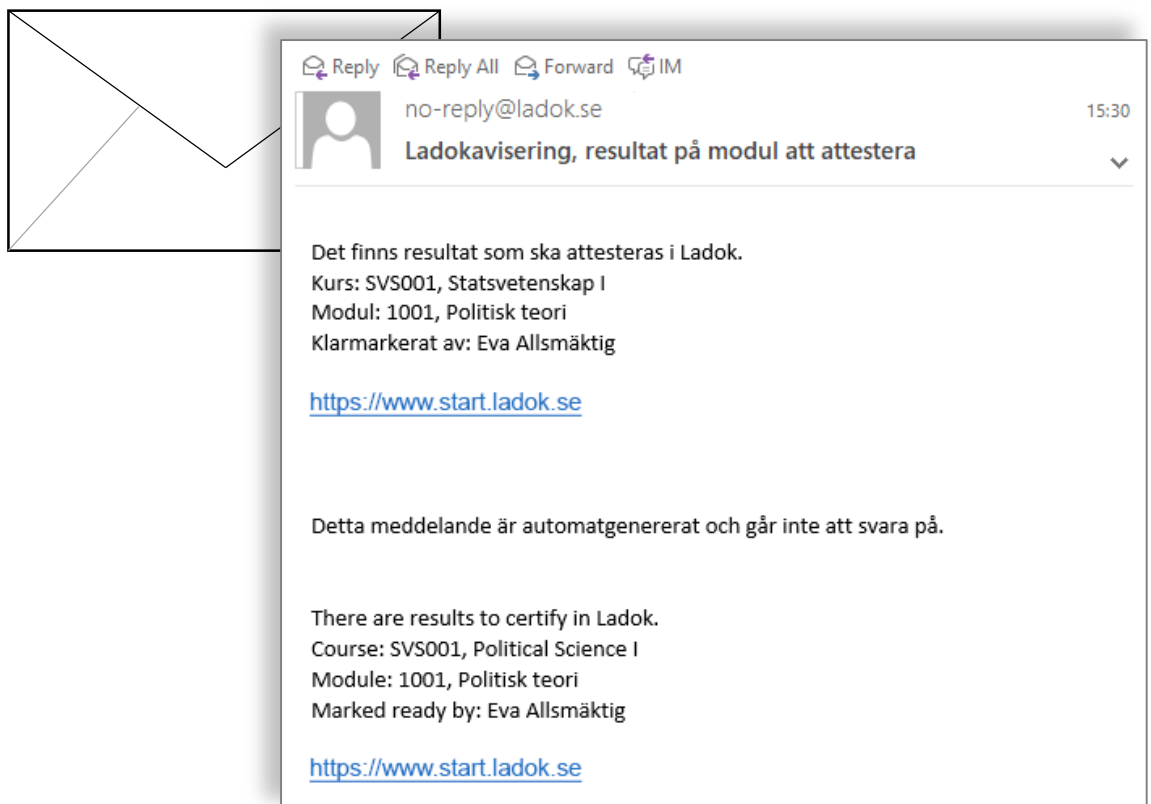
Certify results on a module or course

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Notification

You will receive an e-mail* when there are results you need to certify in Ladok.

The e-mail contains information about which course and module you should certify the results for, and who reported and marked the results as ready to be certified.



* The e-mails are sent at every full or half hour (xx:00, xx:30), so there may be some delay until you receive the e-mail after the results have been marked as ready.

Certify results on a module

1. Login to Ladok and select the tab **Certify**
2. **Click on the link** of the module you need to certify

Results that need to be certified

You can choose if only want to see results you have received notification of, or all results you have the right to certify.

The screenshot shows the Ladok interface. At the top, there is a navigation bar with tabs: 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. Below this is a secondary navigation bar with links: 'Home page', 'Student', 'Personal identity', 'Course', 'Course packaging', 'Activity sessions', and 'Reports'. The main content area is titled 'Welcome Eva Allsmäktig' and 'Testmiljö ITS - ladok'. There are search fields for 'Personal identity no.', 'Last name', 'First name', and 'Name'. Below the search fields, there are buttons for 'Certify', 'Report results', 'My ongoing cases', and 'My favourite course instances'. A callout box with the number '1' points to the 'Certify' button. Below the buttons, there are radio buttons for 'Show only results I have received notification of' and 'Show all results that I have the right to certify'. A callout box with the number '2' points to the 'Show all results that I have the right to certify' option. Below this, there is a table with columns: 'To certify', 'Course/Module', 'Date', and 'User'. The table contains two rows of data. A callout box with the number '2' points to the 'To certify' column of the second row.

To certify	Course/Module	Date	User
Course result	BKURS1 Biologi kurs grund (ver 4) 30.0 hp	2020-09-02	Resultatrapportör, J
ENG_Laboration 1.5 hp 0115	1MA006 ENG_Algebra II 7.5 hp	2020-09-03	Allsmäktig, Eva

Module

You can see the name of the module in the column "To certify", and the column "Course/Module" shows the course or the module that has a result that needs to be certified.

Certify results on a module (cont.)

3. You are re-directed to the results that needs to be certified on the module.
4. **Check the results** and then handle them:
 - ✓ **Certify the results** by marking them and clicking “Certify”.
The students will not see any comments that you write in the dialogue box that opens now.
For security reasons Ladok may require that you log in again.
 - ✗ **Reject the results** by marking them and clicking “Remove ready mark for results”
 - ↻ **Change** an incorrect grade or examination date in the row of a student. Save (keyboard shortcut: Ctrl + S) and then certify the result.

Political Science I 30.0 hp SVS001

Report

Certify

Results follow-up

Participation

Activity sessions

Results annotations

Overview / Political theory 7.5 hp 1001

Display participants for instance

42555 | 2019-01-21 - 2019-06-09 | 100% | Normal teaching

Display from all instances in

Save (Ctrl+S) Certify Remove ready mark for results Display compressed mode Number of search results: 9

<input type="checkbox"/>	Personal identity no.	Name	Grade	Ex.date	Status	
<input type="checkbox"/>	19410331-9036	Andersson, Hanan	B	2019-06-04	Marked as ready	Select
<input checked="" type="checkbox"/>	19410126-7013 R	Andersson, Sofia	D	2019-06-10	Marked as ready	Select
<input checked="" type="checkbox"/>	19400721-9142	Carlson, Pontus	D	2019-06-04	Marked as ready	Select
<input type="checkbox"/>	19401201-9149 T	Ferm, Anna	C	2019-06-04	Marked as ready	Select
<input checked="" type="checkbox"/>	19400617-8307	Jonason, Matilda	FX	2019-06-04	Marked as ready	Select
<input checked="" type="checkbox"/>	19400927-9169	Laike, Alexandra	D	2019-06-04	Marked as ready	Select
<input checked="" type="checkbox"/>	19400613-9184	Nilsson, Rasmus	A	2019-06-04	Marked as ready	Select

To certify or reject one result: click on select in the row of the student.

The student will automatically be notified when the result has been certified.

Once you have certified the results, the link to the examination will disappear from the tab "To certify" on the home page. Thus you will always have an updated list there of what you need to certify.

Certify a course result

You will get an e-mail when you need to certify the course result.

1. Log in to Ladok and select the tab **Certify**
2. Click on the link "Course result" in the list

Results that need to be certified

You can choose if only want to see results you have received notification of or all results you have the right to certify.

The screenshot shows the Ladok user interface. At the top, there are navigation tabs: "Study documentation", "Course information", "Follow-up", and "System administration". Below these are search filters for "Personal identity", "Course", and "Course instance". The user is logged in as "Eva Allsmächtig".

Under the "Certify" tab, there are buttons for "Report results", "My ongoing cases", and "My favourite course instances". Below these buttons, there are two radio buttons: "Show only results I have received notification of" (unselected) and "Show all results that I have the right to certify" (selected). A notification box on the right says "There are course results ready to be reported. 1".

To certify	Course/Module	Date	User
Course result	BKURS1 Biologi kurs grund (ver 4) 30.0 hp	2020-09-02	Resultatrapportör, Janne
<input checked="" type="checkbox"/> ENG_Laboration 1.5 hp 0115	1MA006 ENG_Algebra II 7.5 hp	2020-09-03	Allsmächtig, Eva
<input checked="" type="checkbox"/> Course result	BKURS6 Social work 30.0 hp	2020-09-03	Allsmächtig, Eva

Course results

You will see "Course result" in the column "To certify", and the name of the course in the column "Course/Module".

Certify a course result (cont.)

3. You are re-directed to the certifying list of the course result. You can see the results you need to certify, and also:

- See the results reported on the modules of the course. Select which modules to be shown by clicking **"Show modules"**
- See any examination points reported on a module by ticking the box **"Show examination points"**.

4. **Check the results** and then handle them:



Certify the results by marking them and clicking "Certify".

The students will not see any comments that you write in the dialogue box that opens now.

For security reasons Ladok may require that you log in again.



Reject the results by marking them and clicking "Remove ready mark for results"



Change an incorrect grade or examination date in the row of a student. Save (keyboard shortcut: Ctrl + S) and then certify the result.

Methods in the Study of Politics 15.0 hp SV7086

Report Certify Results follow-up Participation Activity sessions Results annotations Employee

Overview / Methods in the Study of Politics 15.0 hp SV7086

Display participants for instance

42606 | 2019-03-25 - 2019-06-09 | 100% | Normal teaching

Display from all instances in current course

Save (Ctrl+S) Certify Remove ready mark for results Show module (2 / 2) Display compressed mode Show examination points

<input checked="" type="checkbox"/>	Personal identity no. ^	Name ^	Qualitativ... 15.0 hp	Quantitati... 15.0 hp	Grade	Ex.date	Status
<input checked="" type="checkbox"/>	19400228-7086	Bergström, Tove	B	A	B	2019-06-04	Marked as r
<input checked="" type="checkbox"/>	19340617-8313	Boström, Carl	A	C	B	2019-06-09	Marked as r
<input checked="" type="checkbox"/>	19340624-8827	Granström, Ava	Excluded	A	B	2019-06-09	Marked as r
<input checked="" type="checkbox"/>	19340720-7020	Hultberg, Ida	C	A	B	2019-06-09	Marked as r
<input checked="" type="checkbox"/>	19340813-8877	Kinnå, Frida	B	B	B	2019-06-04	Marked as r

"Excluded"

In case a module is marked with "Excluded" it means that the student has received a result on another version of the course (with another set of modules). You can see the results by:

- Clicking on the student's personal identity number. You will then be re-directed to another page to view the results.
- Clicking on the "i"-symbol next to the student's grade. The student's results will show up on the screen.

The student will automatically be notified when the result has been certified.

Once you have certified the results, the link to the examination will disappear from the tab "To certify" on the home page. Thus you will always have an updated list there of what you need to certify.



Results annotations = your notes

Results annotations are notes that can support the work with reporting and certifying results in Ladok. They can, for instance, be used to keep track of students' achievements in the course during the semester.

Results annotations are never mandatory to fill in, and does not give any credits.

Results annotations are shown to...

All staff working in Ladok can see the results annotations.

It is elective to make the annotation visible to the student or not. If the annotation is made visible to the student, the student will see the annotation after the result is certified.

Any results annotations are listed between the student's name and grade in the certifying list.

Report Certify Results follow-up Participation Activity sessions Results annotation

Overview / Laboratory work 5.0 hp 170A

Display participants for instance

MIFRI | 2017-08-28 - 2018-01-14 | -1% | Distance education Display from all inst


Save Certify Remove ready mark for results Display compressed mode Nur

Personal identity no.	Name	Field visit	Hand-in paper	Grade	Ex.date	Status
19410110-6393	Lazar, Malin	2017-12-03	<input checked="" type="checkbox"/>	G	2017-12-03	Marked
19500505-0975 R	Lorenzen, Andreas	2017-12-03	<input checked="" type="checkbox"/>	G	2017-12-03	Marked
19551216-2784	Nilsson, Gustaf	2017-12-04	<input checked="" type="checkbox"/>	G	2017-12-04	Marked
19410203-3877	Nygren, Frida	2017-12-04	<input checked="" type="checkbox"/>	G	2017-12-04	Marked
19850522-9891	Persson, Tove	2017-12-03	<input type="checkbox"/>	U	2017-12-03	Marked
19300620-8197	Pettersson, Isabell	Date	<input type="checkbox"/>	U	2017-12-04	Marked
19820211-9296	Sahlman, Oskar	2017-12-03	<input checked="" type="checkbox"/>	G	2017-12-03	Marked

View any annotation that the student has received from a previous semester by clicking on the "R" symbol.

Results annotations that will become visible to the students are marked with an eye in the menu bar. The annotations are visible after you have certified the results.

Any titles (e.g. the title of a paper, thesis or a project) that have been reported on a module or a course are shown in the certifying list.

Click on  to see the complete title and alternative title before you certify the result. You can change any inaccuracies in the dialogue box before you certify the result*.





Report Certify Results follow-up Participation Activity sessions Results annot

Overview / Degree Project 15.0 hp A001

Display participants for instance

HT159 | 2016-11-06 - 2017-01-15 | 100% | Normal teaching Display from all

Save Certify Remove ready mark for results Display compressed mode

<input type="checkbox"/>	Personal identity no. ^	Name ^	Title / Alternative title *	Grade	Ex.date
<input type="checkbox"/>	19410801-9052	Andersson, Frida	Lorem ipsum dolor sit amet, consectetur adi... 	VG	2017-01-
<input type="checkbox"/>	19810405-9293	Berg, Sture	Praesent tempus viverra tellus nec sollicitudin. 	G	2017-01-
<input type="checkbox"/>	19300802-9054	Dahl, Edit	Nam condimentum massa sed arcu element... 	G	2017-01-
<input type="checkbox"/>	19300306-4742	Ferm, Malin	Fusce pharetra turpis id erat ultrices, sed ve... 	VG	2017-01-