

Report results on a module or a course

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Report results on a module

Home page

1. Log in to Ladok and select the tab **Report results**
2. **Click on the course** you're going to report results for
3. Click on **Report results** in the row of a module to report results on it.

If you need to report results on a course instance from a previous semester, select the semester here and then click on the course.

If there is more than one version of the course, you need to select the correct version here

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Report results on a module (cont.)

- You are now re-directed to the reporting list of the module. All students who attended the course during the semester, but haven't received a passing grade yet, are listed here.
- Report results by selecting a **grade** and an **examination date**.
Examination date: The date of the examination or the date when the student handed in the last assignment in the module.

Two ways of reporting results are described on the following two pages:

- [Report results with keyboard shortcuts](#) (favourable if you want to report the results one student after the other).
- [Reporting the same result for several students](#)

Groups
The course administrator can create a group of students. If there are several persons reporting on the course, you may want to use groups to filter the list of students.

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You report on one page of the list at a time. Save your reported results before going to the next page of the list.

Symbols in the list
Some symbols may show up in the list of students. Click on them to see more information.

Personal identity no.	Name	Grade	Ex.date	Status
19300917-9221	Andersson, Simon	3	Date	*
19340412-9094	Arnö, Josefin	4	Date	*
19340320-7917	Berg, Wilhelm		Date	*
19301012-9249	Bergström, Oskar	5	Date	*
19340617-8313	Boström, Carl	4	Date	*
19300807-7723	Boström, Erik		Date	*
19301209-9267	Carlson, Agnes	3	Date	*
19300802-9054	Dahl, Edit		Date	*
19340323-9209	Dzanic, Märta		Date	*

Reporting with keyboard shortcuts

1. **Select a grade for the first student** with the computer mouse
Note that the student is automatically marked in the list when a grade has been selected.
2. Move to the next field by using **the tab key** on the keyboard, move until you reach the grade field for the next student.
3. Select a grade for the next student by using **the arrow, letter or number keys**.
4. **Continue with steps 2 and 3** until you have reported all grades.
5. Once you have reported the grades: **select an examination date in the menu bar**. All selected students will receive the same examination date.
6. **Save as draft by clicking Ctrl +S** or click on “Save” with the computer mouse

The results (grade + examination date) are now reported and saved as draft. They are not sent to the examiner, and you can still make changes.

You can leave the web page now to continue later, or if you are finished with the grades: move on straight away and [mark the results as ready](#).

Computer communication 15.0 hp DAT108

Report

Certify

Results follow-up

Participation

Activity sessions

Results annotation

Overview / Essay 10.0 hp 170B

Display participants for instance

MIFRI | 2017-08-28 - 2018-01-14 | -1% | Distance education

Display from all instances

Filter on group

Select

Save (Ctrl+S)

6

Mark as ready

Change column viewing

Export to CSV

Select other

Display completed

Personal identity no.	Name	Grade	Ex.date	Status
<input type="checkbox"/>		Select	Date	Filter by status
<input type="checkbox"/> 19340412-9094 R	Arnö, Josefin		Date	*
<input type="checkbox"/> 19881224-2397	Bahari, Lily		Date	*
<input type="checkbox"/> 19410206-9046	Bergström, Edvin	VG	Date	*
<input type="checkbox"/> 19700700-0000	Björk, Malin		Date	*

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Report the same grade on several students

1. **Mark all students who should receive the same grade. You can mark all students in the list by clicking the check-box in the menu.**
2. **Select a grade in the menu bar:** all marked students will receive the same grade
3. *In case a single student should receive another grade: select that grade in the row for the student.*
4. **Select examination date in the menu bar:** all students will receive the same date.
5. *In case a single student should have another date: select that date in the row for the student.*
6. **Save** by clicking “Save” (keyboard shortcut: Ctrl+S)

The results are now reported and saved as “Draft”. They are not sent to the examiner, and you can still make changes.

You can leave the web page now to continue later, or if you are finished with the grades: move on straight away and [mark the results as ready](#).

✎ Report
📄 Certify
📊 Results follow-up
👤 Participation
📅 Activity sessions
📁 Results ar

Overview / Essay 10.0 hp 170B

Display participants for instance

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

Save (Ctrl+S)
6 Mark as ready ⓘ
📄 Change column viewing ▾
📄 Export to CSV
Select other ▾
 Display compres

☐	Personal identity no. ▲	Name ▲	Grade ▲	Ex.date ▲	Status
<input checked="" type="checkbox"/>	19340412-9094 R	Arnö, Josefin	Select 2	Date <input type="text"/>	<input type="checkbox"/> Filter by status ▾
<input checked="" type="checkbox"/>	1224-2397	Bahari, Lily	Select	Date <input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	19410206-9046	Bergström, Edvin	VG	Date <input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	19790709-9282 T	Björkén, Wilhelm	G	Date <input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	19410606-7699 T	Boström, Charlotte	U	Date <input type="text"/>	<input type="checkbox"/> ⓘ
<input checked="" type="checkbox"/>	19401223-9101	Carlson, Franz	▼	Date <input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	19600527-2809	Granström, Charlotte	▼	Date <input type="text"/>	<input type="checkbox"/> ⚠
<input type="checkbox"/>	19340408-9249	Håkansson, Isabell	▼	Date <input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	19500818-2304	Kostet, Pontus	▼	Date <input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	19391003-J636	Krich, Eric	▼	Date <input type="text"/>	<input type="checkbox"/>

7. Mark the students whose results should be marked as ready



Mark as ready = you are sending the results to the examiner who should certify them. Results marked as ready can only be handled by the examiner.

Results (grade + examination date) must be saved as draft before you mark them as ready.

8. Click on **Mark as ready**

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

Overview / Essay 10.0 hp 170B

Display participants for instance

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

Save (Ctrl+S) **Mark as ready** 8 Change column viewing Export to CSV Select other Display compressed mode

<input type="checkbox"/>	Personal identity no.	Name	Grade	Ex.date	Status	
<input checked="" type="checkbox"/>	19230227-L727	Andersson, Sofia	G	2018-01-14	Draft	Select
<input checked="" type="checkbox"/>	412-9094 R	Arnö, Josefin	G	2018-01-14	Draft	Select
<input type="checkbox"/>	19881224-2397	Bahari, Lily		Date		
<input checked="" type="checkbox"/>	19410206-9046	Bergström, Edvin	G	2018-01-14	Draft	Select

9. In the dialogue box:

- Select which teacher graded the results
- **Select an examiner** to notify that they need to certify the results. *You can only select examiners who has the right in Ladok to certify the results.*

10. Click **Mark as ready and notify**

The results are now marked as ready, and are waiting to be handled by the examiner. You can no longer change the results. If needed later on, you can notify the results to an examiner again.

The result is made official and available to the student when it is certified by the examiner.

Mark as ready and notify to examiner and certifier

Marked as ready by Allsmäktig, Eva

Graded by teacher 9

Notify

Mark as ready and notify 10

Report a course result



A course result can be reported when a student has received a **passing grade** on **all mandatory modules**, and the results have been **certified**.

How to:

1. Log in to Ladok and select the tab **Report results**
2. **Click on the course** you're going to report results for
3. On the right side of the home page: **click on "Report results"** in the row "Results on course"

Ladok Study documentation Course information Follow-up System administration

Home page Student Personal identity Course Course packaging Activity sessions Reports Advanced

Welcome

Personal identity Search student

Name Edu. code Inst. code Search course

1 Certify Report results My ongoing cases My favourite course instances

All courses that I can report results on Ready for course result 1

HT2020 VT2020 HT2019 Autumn semester 2020 All organisation units

Examination sessions and other activity sessions
You can report and certify directly on for example an examination session here

BKURS3 Public Finances 30.0 hp

UM7111 School and Society: Mathematics, Science and Technology 22.5 hp

BKURS7 Social struktur 30.0 hp

BKURS6 Social work 30.0 hp

BKURS7 Social struktur 30.0 hp
Course instances 2 / 2 Shortcuts Version: 1

Introduction Social structure 10.0 hp B701 Report results

Social structure 20.0 hp B702 Report results

Results on course Report results

If you need to report results on a course instance from a previous semester, select the semester here and then click on the course.

If there is more than one version of the course, you need to select the correct version here

Report a course result (cont.)

- You are now re-directed to the list where you report course results. You can:
 - View the results the students have received on the modules of the course. Select which modules to see by clicking **Show module**
 - View examination points from the modules by check-marking **Show examination points**
- Report a grade and examination date** (the date is automatically set to the same examination date as the last module, but you can change to a later date).
 - You can copy the result of a module to the course grade. Mark the students and click "Select other" → "Copy results to course certificate" *.
- Save** (keyboard shortcut: Ctrl + S)
- Mark the results as ready** and notify the examiner who should certify the results.

Computer communication 15.0 hp DAT108

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

Overview / Computer communication 15.0 hp DAT108

Display participants for instance

MIFRI | 2017-08-28 - 2018-01-14 | -1% | Distance education Display from all instances in current course

Save (Ctrl+S) Mark as ready Change column viewing Export to CSV Copy results to course certificate Select other Show module (1 / 1)

Personal identity no.	Name	170A - 5.0 hp	170B - 10.0 hp	Grade	Ex.date	Status
<input type="checkbox"/>				Select	Date	Filter by status
<input type="checkbox"/> 19230227-L727	Andersson, Sofia	G	G	<input type="text"/>	2018-01-14	*
<input type="checkbox"/> 19340412-9094	Arnó, Josefin	G	G	<input type="text"/>	2018-01-14	*
<input type="checkbox"/> 19790808-9274	Asp, Isabell	G	VG	<input type="text"/>	2018-01-14	*
<input type="checkbox"/> 19300627-8240	Berg, Jonatan	G	G	<input type="text"/>	2018-01-14	*
<input type="checkbox"/> 19400405-7032	Berggren, Johan	G	G	<input type="text"/>	2018-01-14	*

"Excluded"

If 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 "TG" symbol means that the student has received a crediting on the module.

* You can only copy results from modules with the same grading scale as the course grade.



Results annotations = your notes

Results annotations is a type of notes that can support your grading in Ladok. The annotations can be reported continuously during the semester, and when it's time to set the grades you will have an easy overview of the students participation on the course.

Results annotations are not mandatory and does not give any credits.

Results annotations are shown to...

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.

Results annotations are handled in two steps

It is not necessary that the steps are handled by the same person.

1. **Create the results annotation.** Instructions can be found on [Ladok.se](https://ladok.se)
2. **Report on the results annotation.** See instructions on the following pages

How to: Report on an results annotation

1. Log in to Ladok and select the tab **Report results**
2. **Click on the course** that you want to report the annotations for, and then **click on "Report results"** in the row of the module or course

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 and navigation options: 'Home page', 'Student', 'Personal identity', 'Course', 'Course packaging', 'Activity sessions', 'Reports', and 'Advanced'. The main content area is titled 'Welcome Eva Allsmächtig'. There are search fields for 'Personal identity no.', 'Last name', 'First name', 'Name', 'Edu. code', and 'Inst. code'. Below the search fields are tabs: 'Certify', 'Report results' (highlighted with a red box labeled '1'), 'My ongoing cases', and 'My favourite course instances'. Under the 'Report results' tab, there are radio buttons for 'All courses that I can report results on' (selected) and 'Ready for course result' (with a red box labeled '1'). Below the radio buttons are dropdown menus for 'HT2020', 'VT2020', 'HT2019', 'Spring semester 2020', and 'All organisation units'. A list of courses is displayed, with 'BKURS6 Social work 30.0 hp' highlighted in blue. To the right of this course, there are buttons for 'Report results' (highlighted with a red box labeled '2'), 'Shortcuts', and 'Version: 1'. Below the course list, there are two rows of course instances: 'Introduction social work 10.0 hp M101' and 'Social work organisation 20.0 hp M102', each with a 'Report results' button. At the bottom, there is a 'Results on course' row with a 'Report results' button.

3. You are re-directed to the reporting list, and columns for the results annotations are placed between the students name and grade.

4. Report a note on the results annotation by:

- Fill in the annotation in the row of each student or
- Mark several students and fill in the annotation in the menu bar – all marked students will then receive the same annotation.

5. Save as draft (keyboard shortcut: Ctrl + S)

The results annotations are saved. When you log in to Ladok at a later date to report the grade and examination date, you will be able to see the annotation and use that as support when grading.

The screenshot shows the 'Results annotations' reporting interface. At the top, there are tabs for 'Report', 'Participation', 'Activity sessions', and 'Results annotations'. Below the tabs, there is a header 'Overview / Lab' and a filter 'Display participants for instance TST01 | 2016-02-23 - 2016-03-29 | 100% | Normal teaching'. A menu bar contains 'Save (Ctrl+S)', 'Mark as ready', 'Change column viewing' (highlighted with a blue box and callout 3), 'Export to CSV', 'Select other', and 'Display compressed'. Below the menu bar is a table with columns: 'Personal identity no.', 'Name', 'Hand-in', 'Examination points', 'Grade', and 'Ex.c'. The 'Hand-in' column has a dropdown menu with 'Free text' and 'OK' options. The 'Examination points' column has a dropdown menu with '12' and 'OK' options. The 'Grade' column has a dropdown menu with 'Select' and a red asterisk. The 'Ex.c' column has a dropdown menu with 'Da' and a red asterisk. A red box highlights the 'Hand-in' and 'Examination points' columns, with callout 4 pointing to the 'Examination points' dropdown. A blue box highlights the 'Change column viewing' button, with callout 5 pointing to it. A blue box with the letter 'R' is next to the student 'Carlson, Andreas', with an arrow pointing to it from a callout box below.

Select which results annotations are shown by clicking on **Change column viewing**.

Results annotations marked with an eye in the menu bar will be visible to the student once the result (grade + examination date) has been certified.

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Previous results annotation

If a student has received a results annotation on the module previously (e.g. if the student received a failing grade, or has been re-registered), you can click on the "R" symbol to see it.

The results follow-up lists all the certified grades within the course instance. The beta home page provides you with a shortcut to the results follow-up.

1. Go to the home page and click on a course (make sure to change the period shown on the home page if you want to see the results from a previous semester)
2. On the right side of the home page: click on **Shortcuts** → **Results follow-up**

3. You are now re-directed to the results follow-up for the course instance. You will see the grades on the modules and the course result for all students who have or are participating on the course during the semester.

- Select which modules to show by clicking “**Show module**”
- You can do the results follow-up for several course instances at once by adding more course instances in the box “**Display participants for instance**”
- Click “**Export to CSV**” to download the list to your computer to be able to work with it in e.g. Excel.

Personal identity no.	Name	State	1000 - 5.0 hp		1100 - 5.0 hp		Course result	
			Grade	Ex.date	Grade	Ex.date	Grade	Ex.date
19530122-0000	Algotson, Carl-Fredrik	Registered	G	2016-03-24				
19331227-0000	Andersson, Simon	Completed	G	2016-03-24	VG	2018-06-25	VG	2018-06-25
19591124-0000	Asplund, Jonatan	Registered	G	2016-03-24	U	2016-06-17		
19680908-0000	Bergström, Edvin	Completed			VG	2016-04-29	VG	2016-04-29
19670203-0000	Jansson, Tim	Completed	G	2016-03-24	G	2016-09-19	G	2016-09-19
19351208-0000	Kling, Frank	Completed	VG	2016-03-24	VG	2016-03-24	VG	2016-03-24
19730311-0000	Lundström, Max	Completed	G	2016-03-24	G	2016-03-24	G	2016-03-24
19360508-0000	Moberg, William	Completed	G	2016-03-24	G	2016-03-24	G	2016-03-24
19620721-0000	Wieczorek, Björn	Completed	G	2016-04-04			G	2016-09-26
19460801-0000	Wälärö, Frank	Completed	G	2016-03-24	G	2016-03-24	G	2016-03-24

Students who have received a passing course grades are automatically marked with "Completed"

Accredited education and modules from previous versions (with another set of modules) of the course are not shown in the results follow-up