

# Certify results on an activity session

An activity session is used to plan and handle activities within the course in Ladok. It may for example be: sit-in exam, take-home exam, laboratory work or field studies.

The activity session always concerns a specific module or course result. When you are certifying a grade on an activity session, the result will be applied to the module or course result that the activity concerns.

You will receive an e-mail when there is a result for you to certify. The results can be certified either by going to the certifying list of the module or of the activity session itself.

## How to certify results on an activity session:

1. Select **"Beta home page"** in the top right corner of Ladok  
*Your preference is saved in the web browser in your computer, which means that you only need to select home page once.*
2. In the list to the left of the home page: **select "Activity sessions"**
3. All activity sessions within the current semester and within a course which you can report or certify a result on are now listed on the right side of the home page. **Click on the "certify"** in the row of the activity session.

The screenshot shows the Ladok web interface. At the top, there is a navigation bar with tabs: "Study documentation", "Course information", "Follow-up", and "System administration". Below this is a green header with navigation links: "Home page", "Student", "Course", "Course packaging", "Activity sessions", "Reports", and "Advanced". A "Welcome" message is displayed on the left. A search bar is located in the top right, with a "1" indicating the "Beta homepage" link. A text box on the left contains the instruction: "If you need to certify results on an activity session from a previous semester, select the semester here and then click on activity sessions." Below this, there are tabs for "My courses", "My courses (organisation rights)", "Notified results from Ladok that need to be certified", and "My ongoing cases". A dropdown menu shows the semester "VT2019" selected. On the left sidebar, there is a "2" next to the "Activity sessions" link. The main content area is titled "Activity sessions" and lists several sessions with their dates, names, and associated course results. Each session has a "Report" button and a "Certify" button. A "3" is placed over the "Certify" button for the "Sit-in exam" session.

Name	Edu. code	Inst. code
Search course instance		

  

My courses	My courses (organisation rights)	Notified results from Ladok that need to be certified	My ongoing cases
VT2019	HT2018	VT2018	Spring semester 2019

  

A-Z	To-do
Activity sessions	Examination sessions and other activity sessions

  

FEK118	Leadership and organization	7.5 hp
SV7086	Methods in the Study of Politics	15.0 hp
SVS001	Political Science I	30.0 hp

  

Activity sessions
2019-04-19 Re-take sit-in exam 1
SVS001 Political Science I 30.0 hp
1001 Politisk teori 7.5 hp
2019-02-28 Sit-in exam
SVS001 Political Science I 30.0 hp
1001 Politisk teori 7.5 hp
2019-02-15 Take-home exam: organizational concepts
FEK118 Leadership and organization 7.5 hp
0220 Metaphors and organizational concepts 3.0 hp

## Certify results on an activity session (cont.)

- You are re-directed to the complete participation list. All students who participated on the activity are listed, even if they are registered on different courses or course instances.
- Certify or reject the results marked as ready.** You can change the grade or examination date before certifying the result if necessary.

✓ **Certify the results** to carry out the decision.

- Mark the students** in the list
- Click on **"Certify"**
- Confirm the certification** in the dialogue box that shows up.  
*Any comment you write in the dialogue box will not be shown to the student.*
- You may need to **log in to Ladok again** to confirm your identity (depends on the university)

The results are now certified and has disappeared from the list. The student is automatically notified about the new result.

Sit-in exam: Political theories: Re-take 2 2019-05-22 08:00 - 11:00 - Anonymous

Report

Certify

Participation

Name of the activity session

Included: SVS001 (Political theory 7.5 hp)

Display participants for instance

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

This is the module/modules that the activity concerns. The result certified here will be applied to.

Save (Ctrl+S)

Certify

B

Remove ready mark for results

Display compress

Number of search results: 7

<input checked="" type="checkbox"/>	Personal identity no.	Name	Anonymisation code	Grade	Ex.date	Status	
<input checked="" type="checkbox"/>	19400721-9142	Carlson, Pontus	LJC-KTN	D	2019-06-06	Marked as ready	Select
<input checked="" type="checkbox"/>	19401201-9149	Ferm, Anna	STG-FYT	C	2019-06-04	Marked as ready	Select
<input checked="" type="checkbox"/>	19400617-8307	Jonason, Matilda	NTC-YFZ	FX	2019-06-04	Marked as ready	Select
<input checked="" type="checkbox"/>	19400927-9169	Laike, Alexandra	OLW-FJY	D	2019-06-04	Marked as ready	Select
<input checked="" type="checkbox"/>	A 19400613-9184	Nilsson, Rasmus	XEU-MYW	A	2019-06-04	Marked as ready	Select
<input checked="" type="checkbox"/>	19410203-3877	Nygren, Frida	XRS-TMD	A	2019-06-04	Marked as ready	Select
<input checked="" type="checkbox"/>	19410321-9202	Pettersson, Ava	LUA-MHB	B	2019-06-04	Marked as ready	Select

You will see the anonymisation code here if one was used.

To certify a single result: click "Select" → "Certify" in the row of the student.

## Certify results on an activity session (cont.)

**Reject the result** by removing the marking as ready. The result will be removed, and the person reporting results on the module can report a new result if necessary.

**A. Mark the students** in the list

B. Click on "Remove ready mark for results"

**C. Confirm the removal** in the dialogue box that shows up.

*Any comment you write in the dialogue box will not be shown to the student.*

The results have now been rejected and disappears from the certifying list. The person reporting on the module and the student will not automatically be notified of the rejected result.

Report Certify Participation

Included: SVS001 (Political therapy 7.5 hp)

Display participants for instance

42555 | 2019-01-21 - 2019-06-09 | 100% | N Teaching

Save (Ctrl+S) Certify Remove ready mark for results Display compress Number of search results: 7

<input checked="" type="checkbox"/>	Personal identity no. ^	Name ^	Anonymisation code ^	Grade ^	Ex.date ^	Status	
<input checked="" type="checkbox"/>	19400721-9142	Carlson, Pontus	LJC-KTN	D	2019-06-06	Marked as ready	Select
<input checked="" type="checkbox"/>	19401201-9149	Fern, Anna	STG-FYT	C	2019-06-04	Marked as ready	Select
<input checked="" type="checkbox"/>	19401127-8307	Jonason, Matilda	NTC-YFZ	FX	2019-06-04	Marked as ready	Select
<input checked="" type="checkbox"/>	19401127-9169	Laike, Alexandra	OLW-FJY	D	2019-06-04	Marked as ready	Select
<input checked="" type="checkbox"/>	19400613-9184	Nilsson, Rasmus	XEU-MYW	A	2019-06-04	Marked as ready	Select

To **reject a single result**: click "Select" → "Remove ready mark" in the row of the student.

**Change the grade** if there are any inaccuracies.

A. In the row of the student: **change the grade, examination date or any title** that has been reported

B. Click on "Save" (keyboard shortcut: Ctrl + S)

The change is saved and you can certify the result

19401127-9090 Wieczorek, Frida B 2019-06-04 Marked as ready Select

Save 2

1

A

B