Navigate better and filter certifying lists

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About results reporting in Ladok

Results are reported on modules (parts of the course) of the course, and on the full course ("Course result"). The results consists of two mandatory parts:

- **Grade**
- **Examination date** (= date of the examination or the date when the student handed in the last assignment in the module)

And may also consist of:

- **Title** – mandatory on <u>some</u> modules or course results
- **Results annotation** (= a note that can support the grading. The annotations are never mandatory to report and does not give any credits)

The process:

1. **Draft**: the results are reported in Ladok and saved.
2. **Marked as ready**: the results are finalized and ready to be certified by the examiner of the course.
3. **Certified**: the examiner has checked the results and certified them. By certifying the results, the official decision is made and the results are presented to the students.

This section describes a new version of the home page. Some universities are using the original home page and others are using the new home page. Check with your university which home page to use.

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.

Tab: my courses (preselected)

The left side of the home page: select which course to work with or to work with an activity session. The list shows all courses where you can report or certify results.

- The list is automatically filtered to only <u>show courses with a course instance this semester</u>. If you need to certify results on a course instance from a previous semester, select the semester here first and then click on the course in the list.
- You can choose filter the list to only show courses <u>where there is a task to be done</u>. The tasks may be: report a course result, certify results or to remove a certified result. Click on "To do" to filter the list.

The right side of the home page shows an overview of the modules within the course or on activity sessions that are carried out during the semester. Click on "report" or "certify" to report or certify a result.

- There are a number of shortcuts to pages related to the course, that might be relevant to you. Click on "Shortcuts" to find them.

Tab: "My courses (Organisation rights)"

Some uses have authorization to report or certify grades on all (or a selection of courses) within an organisation. They will find their courses in the tab "My courses (Organisation rights)" on the beta home page.

To the left of the page: select a course or an activity session to work with. The list is automatically filtered to show:

- Courses for <u>one</u> organisation at a time. You can change the organisation in the drop-down list.

- Courses with an instance <u>within the current semester</u>. To work with a previous instance: select another semester and then select the course or activity session in the list.

- Courses with <u>a task to be done</u>. The tasks may be: report a course result, certify results or to remove a certified result. Click on "A-Ö" to see courses without a task as well.

To the right of the page: shows an overview of the modules within the course or on activity sessions that are carried out during the semester. Click on "report" or "certify" to report or certify a result.

- There are a number of shortcuts to pages related to the course, that might be relevant to you. Click on "Shortcuts" to find them.

Search for a course instance

You can search for a course instance yourself, for example if you cannot find it on the home page.

Search directly from the green menu bar (search on course code), or under the tab "course".

How to

1. **Search for the course instance**
   Note! Ladok searches on the <u>exact</u> text you put in, use an asterisk (*) to let Ladok fill in the rest of the text if you don't write the full name or number.

2. If there is more than one course instance matching your search criteria, you will be re-directed to a page showing all results. **Click on the course instance** in the list.

   If there's just one result, you will be re-directed to the course page automatically.

Summation on course instances

If you search for a course instance and get more than one result, you can choose to see a summation on the students' participation of the course instances in the search result.

Check-mark the box "Summations" to see the number of students with: Withdrawal, Not started, Registered, Ready for course result and Complete.

Example: use the summation to determine which course instance you are looking for, or search for all course instances within a certain organisation and semester to get a quick overview of the course instances.

Shortcut from the beta home page to the summation

If you can report or certify results on a course instance, you will get a shortcut from the home page to the summation:

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. **Click on the course** you want to see the summation on
   If you want to see the summation of a course instance from a previous semester: change the semester on the left side of the home page first, and then select a course

3. On the right side of the page: Click on **Shortcuts→ Summation for period**

Once you have clicked on a course instance (through the home page or by searching for it), you will see the course page.

Tabs in the course page

The course page contains information about the course instance and the participants. The information is distributed into a number of tabs, for instance:

- **Report**: This is where results are reported
- **Certify:** This is where results are certified
- **Results-follow up**: Contains all certified results of the course instance
- **Participants**: A list of all students participating on the course instance

Course instances on the course page

The information shown on the course page is displayed for the instances selected in the field "Display participants for instance". The field is located on top of each tab (except the tab "Groups").

You can select which course instances you are working with by adding or removing instances from the field:

- **A. Add** a course instance: click in the field "Display participants for instance" and select an instance from the list to add it.
- **B. Remove** a course instance**:** Click on the "X" of a specific instance to remove it
- **C. Select all** current or previous instances by check-marking the box "Display from all instances in current course version".

Your selection of course instances remains in the field even when you change which tab you are working in (except the tab "Groups").

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✏ Report	■ Certify	ᴫᴵᴵ Results follow-up	♟ Participation	📅 Activity sessions	🏷 Results annotations	℅ Employe

Overview

Display participants for instance

61204 | 2016-05-02 - 2016-06-05 | 100% | Normal teaching

C splay from all instances in current course version

Name	Date	Scope	Code	🔓 Draft	🔒 Marked as ready	◼ Certified	Course inst
Hand-in 1		3.0 hp	0100			2	2
Paper 2				1			
📅 Hemtentamen	2						
Ready for course results: 1 pcs							

Visa deltagare för tillfälle

✖ 92001 | 2018-01-15 - 2018-06-04 | 100% | Normal | ✖ 1 **B** 2016-10-31 - 2017-01-15 | 50% | Normal |

71102 | 2017-02-20 - 2017-03-24 | 100% | Normal
21002 | 2016-10-31 - 2017-01-15 | 50% | Normal
62102 | 2016-09-29 - 2016-10-28 | 100% | Normal
61102 | 2016-02-23 - 2016-03-29 | 100% | Normal
TST01 | 2016-02-23 - 2016-03-29 | 100% | Normal **A**
TST02 | 2016-02-23 - 2016-03-29 | 100% | Normal

Results overview

The tabs "Report" and "Certify" contains an overview of the results for the course instance. You can see a summation of how many results are in status draft, marked as ready and certified, and how many are ready for a course result.

Any activities session (e.g. exams, laboratory work or field studies) in the course instances are shown in the overview as well. They are listed under the module which it concerns and is marked with an icon of a calendar before the name of the activity. Any results reported on the activity session are presented in the row of the module it concerns.

"Single exam"

If a course only contains a single module, it is possible that a setting has been made to allow the result of the module to generate a result on the whole course (only passing grades). The module is marked with ❶ in these cases.

The setting means that you only have to report a result on the module. When the examiner certifies the result of the module, the course result will be reported and certified at the same time.

Module → Overview → Module

When you have certified results on a module, you can go to the overview of the course by **clicking "Overview"** in the top left corner.

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| ✏ Report | 🖥 Certify | 📊 Results follow-up | 👤 Participation | 📅 Activity sessions | 🏷 Results ann |

Overview / Paper 2 4.5 hp 0200

Display participants for instance

| 61204 | 2016-05-02 - 2016-06-05 | 100% | Normal teaching | ☐ Display from a |

| Save (Ctrl+S) | 🖥 Certify ❓ | 🔓 Remove ready mark for results | ☐ Display compressed mode | Number of searc |

☐	Personal identity no. ▲	Name ▲	Grade ⬍	Ex.date ⬍	Status
					▼ Filter by status ▾
☐	19640218-3377	Berggren, Anna	4 ▼ *	2016-06-05 📅 *	🔒 Marked as ready ⓘ

Click on another module to certify results on it.

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| ✏ Report | 🖥 Certify | 📊 Results follow-up | 👤 Participation | 📅 Activity sessions | 🏷 Results annotations |

Overview

Display participants for instance

| 61204 | 2016-05-02 - 2016-06-05 | 100% | Normal teaching | ☐ Display from all instances in curren |

Name ▲	Date	Scope	Code	🔓 Draft	🔒 Marked as ready	🖥 Certified
Hand-in 1		3.0 hp	0100	1	2	
Paper 2		4.5 hp	0200	1	0	
📅 Hemtentamen	2016-05-04 - 2016-06-15					
Ready for course results: 1 pcs		7.5 hp		0	1	

When you are certifying results on a module or a course result, you can handle and filter the list in a number of ways to ease the reporting:

A. Filter by status
Results that are marked as ready are automatically shown. You can filter the list to show certified results or results prepared for removal.

B. Filter on group
If a number of persons are certifying on the same module, it may be useful to filter on groups of students. By filtering on groups, the list will only show the students within the group. A group is prepared in advance by you or someone else working with the course.

C. Select course instance
In the box "Display participants for instance" you will be able to see which instance of the course you are working with. You can control which instances you are working with by adding or removing an instance here, or click "Display from all instances in current course version".

📖 Political Science I 30.0 hp SVS001

✏ Report	📕 Certify	📊 Results follow-up	👤 Participation	📅 Activity sessions	🏷 Results annotations	% Emplo

Overview / Political theroy 7.5 hp 1001

Display participants for instance   ▼ Filter on group

| 42555 \| 2019-01-21 - 2019-06-09 \| 100% \| Normal teaching | **C** | ☐ Display from all instances in current course version | Select ▾ | **B** |

| Save (Ctrl+S) | 📕 Certify ❓ | 🔓 Remove ready mark for results | ☐ Display compressed mode | Number of search results: 7 |

☐	Personal identity no. ▲	Name ▲	Grade ⬍	Ex.date ⬍	Status
					▼ Filter by status ▾ **A**
☐	19400721-9142	Carlson, Pontus	D ▾ *	2019-06-06 📅 *	🔒 Marked as ready ⓘ	Select ▾
☐	19401201-9149 T	Ferm, Anna	C ▾ *	2019-06-04 📅 *	🔒 Marked as ready ⓘ	Select ▾
☐	19400617-8307	Jonason, Matilda	FX ▾ *	2019-06-04 📅 *	🔒 Marked as ready ⓘ	Select ▾
☐	19400927-9169	Laike, Alexandra	D ▾ *	2019-06-04 📅 *	🔒 Marked as ready ⓘ	Select ▾
☐	19400613-9184	Nilsson, Rasmus	A ▾ *	2019-06-04 📅 *	🔒 Marked as ready ⓘ	Select ▾
☐	19410203-3877	Nygren, Frida	A ▾ *	2019-06-04 📅 *	🔒 Marked as ready ⓘ	Select ▾
☐	19410321-9202	Pettersson, Ava	B ▾ *	2019-06-04 📅 *	🔒 Marked as ready ⓘ	Select ▾

All activity sessions within the current semester and within a course which you can report or certify a result on are listed on the beta home page.

You can search i Ladok for other activity sessions yourself.

1. **Click on "Activity session"** in the green menu bar.

2. **Search for activity sessions** by for instance the name of the activity, the code of the course or which date it was given.

3. The search results lists all activity session matching your criteria.

   • Click on the name of the activity (blue link) to see a participants list of the activity session. From here, you can click on the tabs "report" or "certify" to report or certify results.

   • Click on "Select" to the far right to handle or make changes to the activity session