

Navigate better and filter certifying lists

Table of content

1.	About results reporting in Ladok	1
2.	About the beta home page	2
3.	Search for a course instance	3
4.	Summation on course instances	4
5.	Overview of the course page	5-7
6.	Filter and handle the certifying list	8
7.	Search for an activity session	9

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 some 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.

The screenshot shows the Ladok interface for user Klara Nordström. The navigation bar includes 'Home page', 'Student', 'Course', 'Course packaging', 'Activity sessions', 'Reports', and 'Advanced'. The main content area is titled 'Welcome Klara Nordström' and features a 'My courses' tab (highlighted with a red box), a semester selector (VT2019, HT2018, VT2018, Spring semester 2019), and a list of courses. The selected course is 'SV7086 Methods in the Study of Politics 15.0 hp', which has a detailed view on the right showing course instances, shortcuts, and 'Report' and 'Certify' buttons. A 'To-do' filter is also visible.

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 show courses with a course instance this semester. 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 where there is a task to be done. 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 users 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.

The screenshot shows the Ladok interface with the following elements:

- Navigation bar: Home page, Student, Course, Course packaging, Activity sessions, Reports, Advanced.
- User: Nordström, Klara
- Search: Course code, Personal identity
- Welcome message: Welcome Klara Nordström
- Navigation tabs: My courses, My courses (organisation rights) (highlighted), Notified results from Ladok that need to be certified, My ongoing cases
- Filters: Department of mathematics, VT2019, HT2018, VT2018, Spring semester 2019
- Course list (left):
 - Activity sessions: Examination sessions and other activity sessions
 - FMAN10 Algebraic Structures 7.5 hp (Certify)
 - FMAA05 Calculus in One Variable 15.0 hp** (To-do)
 - FMAB35 Calculus in Several Variables 7.5 hp (Certify)
- Course details (right):
 - Course instances 1 / 1, Shortcuts, Version: 1
 - Computational Ability Test 1 0.0 hp 0119 (Report, Certify)
 - Computational ability test 2 0.0 hp 0219 (Report, Certify)
 - Part B1 8.0 hp 0319 (Report, Certify)
 - Delkurs B2 7.0 hp 0419 (Report, Certify)
 - Assignment 1 0.0 hp 0519 (Report, Certify)
 - Assignment 2 0.0 hp 0619 (Report, Certify)
 - Results on course (Report, Certify)

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 one organisation at a time. You can change the organisation in the drop-down list.
- Courses with an instance within the current semester. To work with a previous instance: select another semester and then select the course or activity session in the list.
- Courses with a task to be done. 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 exact 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.

Ladok | Study documentation | Course information | Follow-up | System administration

Home page | Student | **Course** | Course packaging | Activity sessions | Reports | Advanced

Course

Name **1** | Edu. code | Inst. code | Group of type of education | Organisation unit | Ongoing

Name	Scope	Code	Ver.	Instance code	Start	End	Pace	Type of i...	Study
Artificial Biointerfaces	15.0 hp	BM832E	3	BM832	2019-10-07	2019-12-13	Full-time	Normal t...	MALM
Artificial Intelligence	7.5 hp	DA272A	2	98084	2019-11-11	2020-01-19	Half-time	Normal t...	MALM
Artificial Intelligence	7.5 hp	DA272A	2	98085	2019-11-11	2020-01-19	Half-time	Normal t...	MALM
Artificial Intelligence for Digital Games	7.5 hp	DA308A	3	TS106	2019-11-11	2020-01-19	Half-time	Normal t...	MALM
Arts and Education: Arts as a Form of Knowledge	15.0 hp	BL231B	3	L1672	2019-09-02	2019-11-10	Full-time	Normal t...	MALM
Arts and Education: Arts as a Form of Knowled...	24.0 hp	BL211B	2		2019-09-02	2019-10-27	Full-time		MALM
Arts and Education: Arts as a Form of Knowled...	24.0 hp	BL213B	2	L1629	2019-09-02	2020-01-19	Full-time	Normal t...	MALM
Arts and Education: Image Analysis	6.0 hp	BL205C	3	L9405	2019-09-02	2019-09-29	Full-time	Normal t...	MALM
Arts and Education: Visual Cultures and Comm...	15.0 hp	BL215C	1	L1879	2019-11-11	2020-01-19	Full-time	Normal t...	MALM
Arts and Education: Young People and Images	15.0 hp	BL214C	1	L1878	2019-09-02	2019-11-10	Full-time	Normal t...	MALM
Arts for Teachers, Schoolyear 1-9, I+II	30.0 hp	KS248F	2	96042	2019-01-21	2020-01-19	Half-time	Normal t...	MALM

2

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.

The screenshot shows the 'Course' search interface. At the top, there are search filters for Name, Edu. code, Inst. code, Group of type of education, Organisation unit, and Ongoing within. Below the filters is a table of search results. A 'Summations' popup window is open over the table, showing a table with columns: Withdr., Not sta., Regis..., Read..., and Compl. The popup also has a 'Filter ready for course result' option.

Name	Scope	Code	Ver.	Instance code	Start	End	Pace	Type of l...	Study venue	Withdr.	Not sta.	Regis...	Read...	Compl.	Operation
Artificial Biointerfaces	15.0 hp	BM832E	3	BM832	2019-10-07	2019-12-13	Full-time	Normal t...	MALMO						Select
Artificial Intelligence	7.5 hp	DA272A	2	98084	2019-11-11	2020-01-19	Half-time	Normal t...	MALMO						Select
Artificial Intelligence	7.5 hp	DA272A	2	98085	2019-11-11	2020-01-19	Half-time	Normal t...	MALMO						Select
Artificial Intelligence for Digital Games	7.5 hp	DA308A	3	TS106	2019-11-11	2020-01-19	Half-time	Normal t...	MALMO						Select
Arts and Education: Arts as a Form of Knowledge	15.0 hp	BL231B	3	L1672	2019-09-02	2019-11-10	Full-time	Normal t...	MALMO						Select
Arts and Education: Arts as a Form of Knowled...	24.0 hp	BL211B	2		2019-09-02	2019-10-27	Full-time	Normal t...	MALMO						Select

Withdr.	Not sta.	Regis...	Read...	Compl.
		1	9	
1	5	17		
	1	27		
3	4	36		

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**

The screenshot shows the 'My courses' page. At the top, there are tabs for 'My courses', 'Notified results from Ladok that need to be certified', and 'My ongoing cases'. Below the tabs, there are filters for semesters (VT2020, HT2019, VT2019, HT2018) and a semester dropdown (Spring semester 2019). A course instance '1TE770 Analogue electronics 10.0 hp' is selected. A 'Shortcuts' dropdown menu is open, showing options: 'List of participants', 'Summation for period', and 'Results follow up'. The 'Summation for period' option is highlighted with a red box and a '2' label. The 'Shortcuts' dropdown is also highlighted with a red box and a '3' label.

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:

- Add** a course instance: click in the field “Display participants for instance” and select an instance from the list to add it.
- Remove** a course instance: Click on the “X” of a specific instance to remove it
- 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”).

Financial and business management 7.5 hp FEK104

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

Overview

Display participants for instance

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

Display 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	1	2	2	
Paper 2							
Hemtentamen							
Ready for course results: 1 pcs							
Visa deltagare för tillfälle							
<input checked="" type="checkbox"/>	92001 2018-01-15 - 2018-06-04 100% Normal	<input checked="" type="checkbox"/>	1				
	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						
	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.

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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

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

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 **i** 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.

Report Certify Results follow-up Participation Activity sessions Results annotati

Overview

Display participants for instance

UP175 | 2019-02-14 - 2019-05-17 | 50% | Distance learning

Name	Date	Scope	Code	Draft	Marked as ready	Certified
Andrology					1	0
Course result					0	0

i Certifying module results that are valid as final grade will generate results on the whole course.

Overview of the course page (Cont.)

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.

Financial and business management 7.5 hp FEK104

Report Certify Results follow-up Participation Activity sessions Results annotations

[Overview](#) / Paper 2 4.5 hp 0200

Display participants for instance

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

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

<input type="checkbox"/>	Personal identity no. ^	Name ^	Grade ^	Ex.date ^	Status
<input type="checkbox"/>	19640218-3377	Berggren, Anna	4 *	2016-06-05 *	Marked as ready ⓘ

Click on another module to certify results on it.

Financial and business management 7.5 hp FEK104

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 current

Name	Date	Scope	Code	<input type="checkbox"/> Draft	<input type="checkbox"/> Marked as ready	<input type="checkbox"/> Certified
Hand-in 1		3.0 hp	0100	1	2	
Paper 2		4.5 hp	0200	1	0	
<input type="checkbox"/> Hemtentamen	2016-05-04 - 2016-06-15					
Ready for course results: 1 pcs		7.5 hp		0	1	

Filter and handle the certifying list

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 therapy 7.5 hp 1001

Display participants for instance

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

C

Display from all instances in current course version

Filter on group

Select

B

Save (Ctrl+S)

Certify

Remove ready mark for results

Display compressed mode

Number of search results: 7

<input type="checkbox"/>	Personal identity no. ^	Name ^	Grade	Ex.date	Status
<input type="checkbox"/>	19400721-9142	Carlson, Pontus	D	2019-06-06	Marked as ready
<input type="checkbox"/>	19401201-9149	Ferm, Anna	C	2019-06-04	Marked as ready
<input type="checkbox"/>	19400617-8307	Jonason, Matilda	FX	2019-06-04	Marked as ready
<input type="checkbox"/>	19400927-9169	Laike, Alexandra	D	2019-06-04	Marked as ready
<input type="checkbox"/>	19400613-9184	Nilsson, Rasmus	A	2019-06-04	Marked as ready
<input type="checkbox"/>	19410203-3877	Nygren, Frida	A	2019-06-04	Marked as ready
<input type="checkbox"/>	19410321-9202	Pettersson, Ava	B	2019-06-04	Marked as ready

A

Search for an activity session

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 in 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

Ladok Study documentation Course information Follow-up System administration

Home page Student Course Course packaging Activity sessions 1 is Advanced

Search activity session

Type: Select Name: Name of activity session 2 Inst. code: Course code: OM112A Organisation unit: Select Ongoing within: VT2019 x 2019-01-21 - 2019-06-09

New activity session Show course instance information

Type	Name	Course / Course instance	Concerns	Date	Anony...	Application period
Sit-in Exami...	OM112A 1203 Farmako...	Biomedical Science I 15.0 hp OM112A	Pharmacology, Immunology and Microbiology ...	2019-06-07 08:15 - 12:15	No	2019-05-17 - 2019-05-
Sit-in Exami...	OM112A 1503 3. Farna...	Biomedical Science I 15.0 hp OM112A	3. Pharmacology, Immunology and Microbiolog...	2019-06-07 08:15 - 12:15	Yes	2019-05-17 - 2019-05-
Sit-in Exami...	OM112A 1703 Anatomi...	Biomedical Science I 15.0 hp OM112A	Anatomy, physiology, the normal ageing proces...	2019-06-07 08:15 - 12:15	Yes	2019-05-17 - 2019-05-
Sit-in Exami...	OM112A 1202 Anatomi... 3	Biomedical Science I 15.0 hp OM112A	Anatomy, Physiology and the Normal Ageing Pr...	2019-06-01 09:15 - 13:15	Yes	2019-05-11 - 2019-05-2
Sit-in Exami...	OM112A 1502 2. Anato...	Biomedical Science I 15.0 hp OM112A	2. Anatomy, Physiology and the Normal Ageing ...	2019-06-01 09:15 - 13:15	Yes	2019-05-11 - 2019-05-2
Sit-in Exami...	OM112A 1702 Anatomi...	Biomedical Science I 15.0 hp OM112A Biomedical Science I 15.0 hp OM112A	Anatomy, physiology and pharmacology 5.0 h... Anatomy, physiology and pharmacology 5.0 h...	2019-06-01 09:15 - 13:15	Yes	2019-05-11 - 2019-05-2
Sit-in Exami...	OM112A 1201 Anatomi...	Biomedical Science I 15.0 hp OM112A	Anatomy, Physiology and the Human Cell 6.0 ...	2019-05-18 09:15 - 13:15	Yes	2019-04-27 - 2019-05-
Sit-in Exami...	OM112A 1501 1. Anato...	Biomedical Science I 15.0 hp OM112A	1. Anatomy, Physiology and the Human Cell 5...	2019-05-18 09:15 - 13:15	Yes	2019-04-27 - 2019-05-
Sit-in Exami...	OM112A 1701 Anatomi...	Biomedical Science I 15.0 hp OM112A Biomedical Science I 15.0 hp OM112A	Anatomy, physiology, the human cell and micro... Anatomy, physiology, the human cell and micro...	2019-05-18 09:15 - 13:15	Yes	2019-04-27 - 2019-05-