

Report results for a specific student



By reporting results for a specific student you can, for example:

- Find the student more easily, by searching for the student in Ladok instead of looking for the student in the list of all students who has participated on the course instance
- Report and certify results in the same view
- Report and certify results on all versions of the course that the student has attended
- Remove results from any course versions that the student has attended
- Change a certified result ([instructions on Ladok.se](https://ladok.se/instructions))

Content

Page

[Report results on a module](#)

2-4

[Report results on the full course](#)

5-6

Report results on a module

1. Search for the student from the home page

1

Personal identity no. Last name First name

Search student algo* Mario

Tip! Use a search star () to let Ladok fill in the rest of the name or personal identity number. In this example, Ladok will look for a last name that starts with "Algo" and then has any ending to the name.*

2. In the overview of the student: **Click on the course** you want to report results for

Overview Participation Study plans Cases/Decisions Student information

Results at the higher education institution 39.0 hp Filter courses Show as Semester

Self-contained courses

Sum 39.0 hp

Name	Scope	Edu. code	Period	State
Mathematical Modelling with Statistical Applicati...	15.0 hp	FMAF04	VT2021 ⓘ	■ Completed - 2021-03...
ADB course	(5.5) 7.5 hp	ADB111	HT2015 ⓘ	□ Not completed
Programming_1	(10.0) 15.0 hp	PROG01	VT2018 ⓘ	□ Not completed

2

Report results on a module (cont.)

3. Click on the module you are going to report results for.

- **IF** it is a module within an older version of the course: Click on "Report results on other versions of the course" and then click on the module in the list or the button "Manage results"

Overview / Participation / Study plans / Cases/Decisions / Student information / National overview

Overview / Programming 1 15.0 hp PROG01

Course result 10.0 hp (of which 0.0 hp credited part of course)

Current version (Version 2 - course registration 2018-01-15 -- 2018-06-09)

Code	Name	Scope	Grade	Ex.date	Status	Certifier
2201	Lab 1	5.0 hp	G	2021-04-20	<input checked="" type="checkbox"/> Certified	Eva Ålls
2202	Lab 2	5.0 hp				
2203	Take-home examination	5.0 hp				
PROG01	Course result	15.0 hp				

3 (arrow pointing to 2202)

[Summary of results from all versions](#) | [Report results on other versions of the course](#)

Summary of results from all versions

Version	Code	Name	Scope	Grade	Ex.date	Status
2	2201	Lab 1	5.0 hp	G	2021-04-20	<input checked="" type="checkbox"/> Certified
1	1101	Lab 1	2.5 hp	G	2018-07-06	<input checked="" type="checkbox"/> Certified

4. Select a **grade** and **examination date** for the student

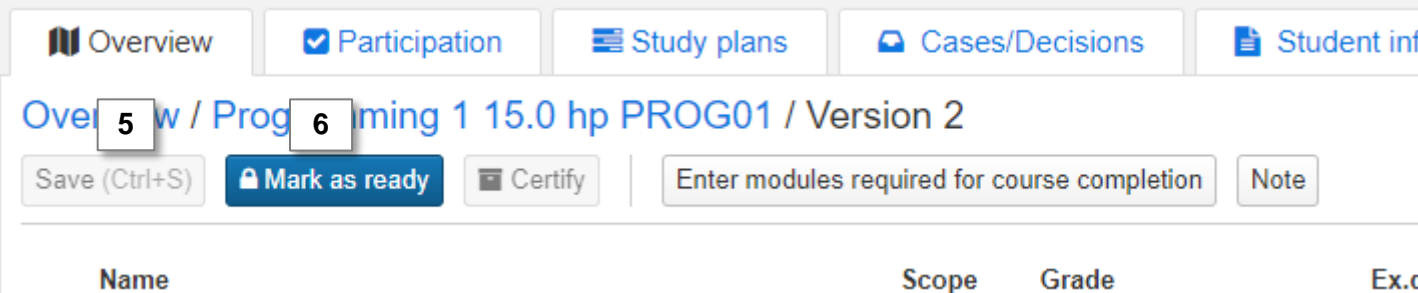
Overview / Programming 1 15.0 hp PROG01 / Version 2

There are unsaved changes

Name	Scope	Grade	Ex.date	Status
<input type="radio"/> 2201 Lab 1	5.0 hp	G	2021-04-20	<input checked="" type="checkbox"/> CERTIFIED
<input type="radio"/> 2202 Lab 2	5.0 hp	<input type="text" value="U"/> <input type="text" value="G"/>	<input type="text" value="YYMMDD"/>	
<input checked="" type="radio"/> 2203 Take-home examination	5.0 hp	<input type="text" value="F"/> <input type="text" value="FX"/> <input type="text" value="E"/> <input type="text" value="D"/> <input checked="" type="text" value="C"/> <input type="text" value="B"/> <input type="text" value="A"/>	<input type="text" value="2021-05-11"/>	
Comment	<input type="text"/>		4	
Participation seminar	<input type="text" value="2021-04-09"/>			

5. **Save** (Keyboard shortcut: Ctrl + S)
6. **Mark as ready, select grading teacher and which examiner** who should certify the result.

You are now finished with reporting the result. The examiner you selected will get an e-mail from Ladok within 30 minutes and will get a shortcut from their home page to the result you reported.



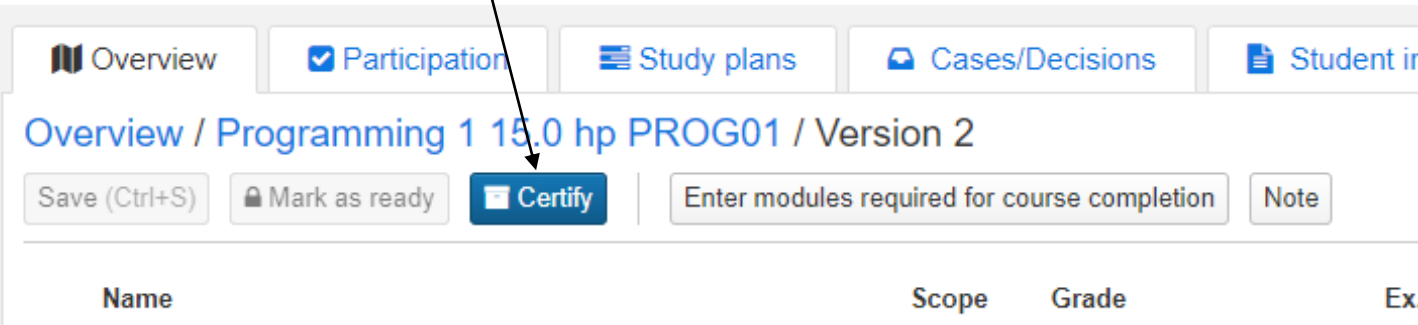
Overview / Programming 1 15.0 hp PROG01 / Version 2

Save (Ctrl+S) **Mark as ready** Certify | Enter modules required for course completion Note

Name	Scope	Grade	Ex.
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Certify the result

IF you're going to certify the result yourself, you don't need to notify yourself when marking the result as ready. Click on **Certify** to certify the result. Ladok may request that you log in again.



Overview / Programming 1 15.0 hp PROG01 / Version 2

Save (Ctrl+S) Mark as ready **Certify** | Enter modules required for course completion Note

Name	Scope	Grade	Ex.
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i **The final result on the course is always reported in the latest version of the course**

The student must have received a passing grade on modules that at least sum up to the total scope of the course on order to receive a final result on the course.

Enter modules required for a final course result

If the student has received results on modules from different versions of the course, you must first enter which modules that are required for a final course result.

1. Search for the student from the home page

2. In the overview of the student: Click on the course you want to report a final result on

Name	Scope	Edu. code	Period	State
Mathematical Modelling with Statistical Applicati...	15.0 hp	FMAF04	VT2021 ⓘ	■ Completed - 2021-03...
ADB course	(5.5) 7.5 hp	ADB111	HT2015 ⓘ	□ Not completed
Programming_1	(15.0) 15.0 hp	PROG01	VT2018 ⓘ	□ Not completed

3. Click on **Enter modules required for course completion**

Overview / Programming 1 15.0 hp PROG01

Course result 15.0 hp (of which 0.0 hp credited part of course) Note

Current version (Version 2 - course registration 2018-01-15 --)

Manage results Enter modules required for course completion **3**

Code	Name	Scope	Grade	Ex.date
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4. **Mark the modules** from the latest course version that should be required for the student to have a passing grade on in order to receive a final course result. Modules from a previous version of the course cannot be selected.

Any notes made here is currently only input: they will not be shown anywhere in Ladok.

5. **Save**

Enter modules required for course completion

Student: Algotson, Mario

Course: Programming 1

Version: 2

Enter modules required for course completion

	Name	Scope	Edu. code
<input checked="" type="checkbox"/>	Lab 1	5.0 hp	2201
<input type="checkbox"/>	Lab 2	5.0 hp	2202
<input checked="" type="checkbox"/>	Take-home examination	5.0 hp	2203

Note

Save (Ctrl+S) Cancel

Report results on course (cont.)

- The modules that are not required in order for the student to receive a result on the course are marked as “Excluded”.
- Click on the **course code** in the row “Results on course”

Overview | Participation | Study plans | Cases/Decisions | Student information | National overview

Overview / Programming 1 15.0 hp PROG01

Course result 15.0 hp (of which 0.0 hp credited part of course)

Current version (Version 2 - course registration 2018-01-15 -- 2018-06-09)

Enter modules required for course completion

Code	Name	Scope	Grade	Ex.date	Status	Cer
2201	Lab 1	5.0 hp	G	2021-04-20	<input checked="" type="checkbox"/> Certified	Eva
2202	Lab 2 (Excluded)	5.0 hp				
2203	Take-home examination	5.0 hp	C	2021-05-11	<input checked="" type="checkbox"/> Certified	Eva
7 PROG01	Course result	15.0 hp				

- Report a final grade and examination date
- Save (Keyboard shortcut: Ctrl + S)
- Mark as ready, select who graded the result and select the examiner who should certify the result.

You are now finished with reporting the result. The examiner you selected will get an e-mail from Ladok within 30 minutes and will get a shortcut from their home page to the result you reported.

Overview | Participation | Study plans | Cases/Decisions | Student information | National overview

Overview / Participation / Programming 1 15.0 hp PROG01 / Version 2

Enter modules required for course completion There are unsaved changes

Name	Scope	Grade	Ex.date	Status
<input type="radio"/> 2201 Lab 1	5.0 hp	G	2021-04-20	<input checked="" type="checkbox"/> CERTIFIED
<input type="radio"/> 2202 Lab 2 (Excluded)	5.0 hp	<input type="text" value="U"/> <input type="text" value="G"/>	<input type="text" value="YYMMDD"/>	
<input type="radio"/> 2203 Take-home examination	5.0 hp	C	2021-05-11	<input checked="" type="checkbox"/> CERTIFIED
<input checked="" type="radio"/> Course result		<input type="text" value="E"/> <input type="text" value="D"/> <input type="text" value="C"/> <input type="text" value="B"/> <input type="text" value="A"/>	<input type="text" value="2021-05-11"/>	8