

Report results for a single student



This guide describes how you can report results for an individual student.

By reporting results for a single 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 previous course versions that the student has attended

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Do the following:

1. Search for the student from the home page

Ladok Study documentation Course information Follow-up

Home page Student Personal identity

Student

Search student My groups (beta)

Personal identity no. Last name First name

1 algo* Search

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

19600318-0988 Algotson, Mario Testmiljø

Overview Participation Study plans Cases/Decisions Stud

Results at the higher education institution 25.0 hp Filter courses Show as Semester

Self-contained courses

Sum 25.0 hp

Name	Scope	Edu. code	Period	State
Basic English Grammar Skills for University	(3.5) 7.5 hp	KB149L	VT2015	Not c
ADB course	(6.5) 7.5 hp	ADB111	HT2017	Not c
School and Society: Mathematics, Science and...	(12.5) 22.5 hp	UM7111	HT2018	Not c

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"

Current version (Version 2 - course registration 2017-08-28 -- 2017-09-30)

Manage results

Module code	Name	Scope	Grade	Ex.date	Status	Certifier
DEL5	Seminar (Excluded)	3.0 hp				
IN22	Assignment 2	1.5 hp	5	2020-09-01	<input checked="" type="checkbox"/> Certified ⓘ	Eva Allsmåktig
	Title / Alternative title		Coronas inverkan på utveckling av appar Corona's impact on app development			
INL1	Assignment 1	2.0 hp				
LAB1	Laboration 1	2.5 hp	5	2020-09-01	<input checked="" type="checkbox"/> Certified ⓘ	Eva Allsmåktig
LABX	Laboration 2	1.5 hp	4	2020-09-01	<input checked="" type="checkbox"/> Certified ⓘ	Eva Allsmåktig
ADB111	Results on course	7.5 hp				

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

Summary of results from all versions

Version	Module code	Name	Scope	Grade	Ex.date	Status
2	IN22	Assignment 2	1.5 hp	5	2020-09-01	<input checked="" type="checkbox"/> Certified
	Title / Alternative title		Coronas inverkan på utveckling av appar Corona's impact on app development			
2	LAB1	Laboration 1	2.5 hp	5	2020-09-01	<input checked="" type="checkbox"/> Certified

4. Select a **grade** and **examination date** for the student (and possible results annotations, a title or a reference to document of decision).

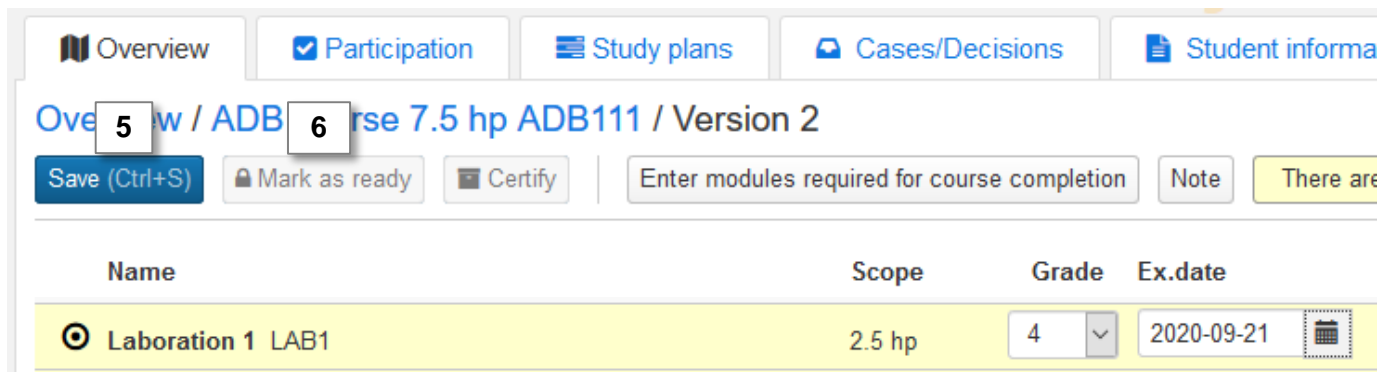
Overview / ADB course 7.5 hp ADB111 / Version 2

Name	Scope	Grade	Ex.date
<input checked="" type="radio"/> Laboration 1 LAB1	2.5 hp	<input type="text" value=""/>	<input type="text" value="YYMMDD"/>
Examination points	<input type="text" value=""/>		
ResNot 1 Date	<input type="text" value="YYMMDD"/>	<input type="button" value="Calendar"/>	
ResultNote Lab1 checkbox	<input type="checkbox"/>		

Report results on a module (cont.)

5. **Save** (Keyboard shortcut: Ctrl + S)
6. Click on **Mark as ready** and select the examiner who should certify the result. If needed later on, you can notify the results to an examiner again.

You are now finished with reporting the result, and the examiner has been notified via e-mail.



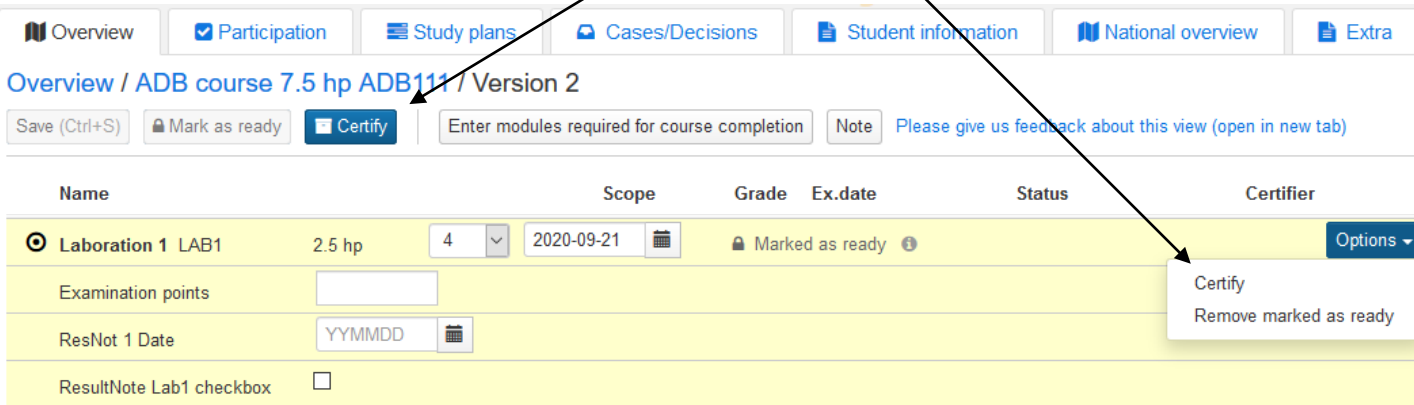
Overview / ADB course 7.5 hp ADB111 / Version 2

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

Name	Scope	Grade	Ex.date
⊙ Laboration 1 LAB1	2.5 hp	4	2020-09-21

Certify the result

IF you're the examiner of the course, you can either **certify** the result by the button or via "options".



Overview / ADB course 7.5 hp ADB111 / Version 2

Save (Ctrl+S) Mark as ready Certify Enter modules required for course completion Note Please give us feedback about this view (open in new tab)

Name	Scope	Grade	Ex.date	Status	Certifier
⊙ Laboration 1 LAB1	2.5 hp	4	2020-09-21	Marked as ready	Options

Examination points

ResNot 1 Date

ResultNote Lab1 checkbox

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 in 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.



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 "Alگو" and then has any ending to the name.

Do the following:

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

19600318-0988 Algotson, Mario

Testmiljö

Översikt

Studiedeltagande

Studieplaner

Ärenden/Beslut

Studentup

Resultat på lärosätet 23,0 hp

Filtrera kurser



Visa som

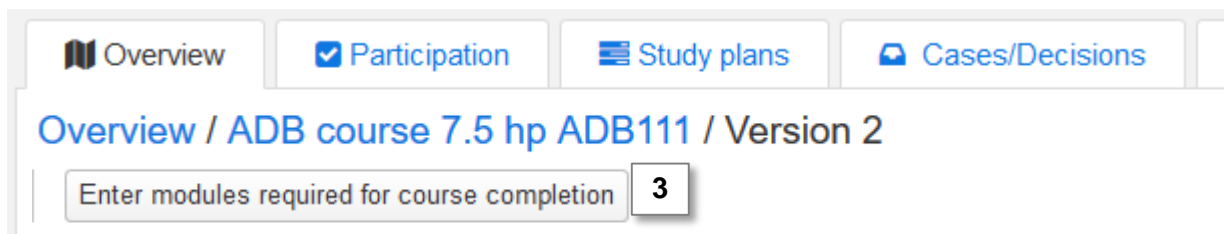
Termin

Fristående kurser

Summa 23,0 hp

Benämning	Omf.	Utb.kod	Period	Tillstånd
Basic English Grammar Skills for University	(3,5) 7,5 hp	KB149L	VT2015	<input type="checkbox"/> Ej avklarad
ADB kurs 2	(4,5) 7,5 hp	ADB111	HT2017	<input type="checkbox"/> Ej avklarad
Skolan i samhället: matematik, naturvetenskap...	(12,5) 22,5 hp	UM7111	HT2018	<input type="checkbox"/> Ej avklarad

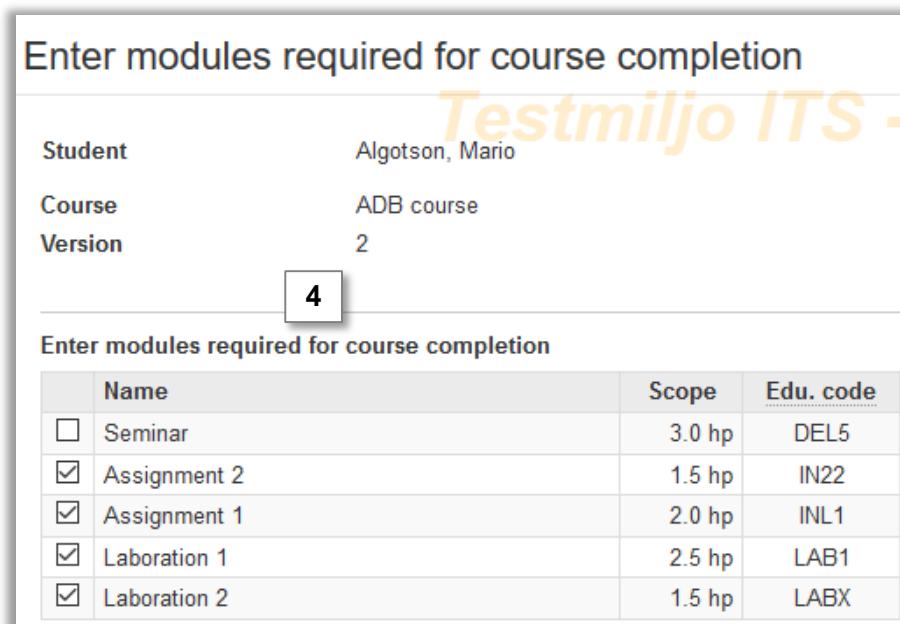
3. Click on **Enter modules required for course completion**



Overview / ADB course 7.5 hp ADB111 / Version 2

Enter modules required for course completion **3**

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.
The notes that may be written 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: ADB course
Version: 2

4

Enter modules required for course completion

	Name	Scope	Edu. code
<input type="checkbox"/>	Seminar	3.0 hp	DEL5
<input checked="" type="checkbox"/>	Assignment 2	1.5 hp	IN22
<input checked="" type="checkbox"/>	Assignment 1	2.0 hp	INL1
<input checked="" type="checkbox"/>	Laboration 1	2.5 hp	LAB1
<input checked="" type="checkbox"/>	Laboration 2	1.5 hp	LABX

Report results on course (cont.)

- The dialogue box closes. The modules that are not required in order for the student to receive a result on the course are marked as "Excluded".
- Click on **Results on course**

Overview / ADB course 7.5 hp ADB111

Course result 8.5 hp (of which 0.0 hp credited part of course) [Note](#) [New view](#) | [Old view](#)

Current version (Version 2 - course registration 2017-08-2)

[Manage results](#)

Module code	Name	Scope	Grade	Ex.date
DEL5	Seminar (Excluded)	3.0 hp		
IN22	Assignment 2	1.5 hp	5	2020-09-01
	Title / Alternative title			
	Coronas inverkan på utveckling av appar Corona's impact on app development			
INL1	Assignment 1 (Excluded)	2.0 hp	4	2020-09-02
	Title / Alternative title			
	Användandet av appar inom undervisningen The use of apps in teaching			
LAB1	Laboration 1	2.5 hp	4	2020-09-01
ADB111	Results on course	7.5 hp		

8. Report a final grade and examination date

- Click on **Save**
- Click on **Mark as ready**

The result is now ready to be certified.

Overview / ADB course 7.5 hp ADB111 / Version 2

[Save \(Ctrl+S\)](#) [Mark as ready](#) [Certify](#) [Note](#) [Please give us feedback about thi](#)

Module code	Name	Scope	Grade	Ex.date	Status
<input type="radio"/> Seminar	DEL5 (Excluded)	3.0 hp		YYMMDD	
<input type="radio"/> Assignment 2	IN22	1.5 hp	5	2020-09-01	<input checked="" type="checkbox"/> Certified
	Title / Alternative title *				
	Coronas inverkan på utveckling av appar Corona's impact on app development				
<input type="radio"/> Assignment 1	INL1 (Excluded)	2.0 hp	4	2020-09-02	<input checked="" type="checkbox"/> Certified
	Title / Alternative title *				
	Användandet av appar inom undervisningen The use of apps in teaching				
<input type="radio"/> Laboration 1	LAB1	2.5 hp	4	2020-09-01	<input checked="" type="checkbox"/> Certified
<input type="radio"/> Laboration 2	LABX	1.5 hp	4	2020-09-01	<input checked="" type="checkbox"/> Certified
<input checked="" type="radio"/> Course result				2020-09-02	
	Reference to decision document *				