Report results
with a title

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A title may be reported for some courses in Ladok, for example courses with a paper or a project. The title may be reported on either a module or with the course result.

For courses and modules with a title, it is mandatory to report the title, grades and examination date.

How to:

1. Log in to Ladok and select the tab **Report results**

2. You will see a list of all courses where you can report results. The courses from the current semester are automatically shown.

   Click on a course to report results on.

3. All modules (parts of the course) within the course are shown to the right on the home page. **Click on "Report results" in the row of a module** to report title and results on it.

4. You are now re-directed to the reporting list of the module. All students who attended the course during the semester, but haven't' received a passing grade yet, are listed here.

5. There is a column to report a title, between the students name and grade. **Click on** in the row of a student. *Note that you need to report the title for each student individually.*

6. In the dialogue box: write the **Title** and **alternative title**.

7. **Save** (keyboard shortcut: Ctrl + S). The dialogue box closes.

   Note! If you are leaving the web page now to continue with the results at a later time, you need to save the title with the Save-button on the web page as well. The title is then saved as a draft and you can continue with the result at a later time.

8. Report a **grade and examination date** and save as draft.

7. Mark the students whose results should be marked as ready

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> Mark as ready = you are sending the results to the examiner of the course to be certified. Results marked as ready can only be handled by the examiner.
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> Results (grade + examination date) and title must be saved as draft before you mark them as ready.

8. Click on **Mark as ready**

9. I In the dialogue box:
   - Select which teacher graded the results
   - **Select an examiner** to notify that they need to certify the results.
     You can only select examiners who has the right in Ladok to certify the results.

10. Click on **Mark as ready and notify**. If needed later on, you can notify the results to an examiner again.

The results are now marked as ready, and are waiting to be handled by the examiner. You can no longer change the results.

The result is made official and available to the student <u>when it is certified by the examiner</u>.