Paste several results on an examination

Content

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Paste results from Excel

If you have written the students results on an examination in a separate document (e.g. in Excel) you're able to copy and paste the results to Ladok, instead of writing each grade in Ladok manually.

Results annotations cannot be pasted in to Ladok. So if there's results annotations on the examination, you have to manage them manually.

You can paste a maximum of 400 results at a time.

Format

You can only paste grades that are allowed in the grading scale of the module that the examination is given within. Note that Ladok is case sensitive, so be cautious on if the grades are written in capital or lower-case letters.

Format for the examination date: YYYY-MM-DD.

1. Go to the **examination via the reporting link** on your home page.

2. Click on **Paste result**

Template for Excel

In case you do not have a separate document with the students' results already: choose to "Export to CSV" here.

A file will be downloaded with the students' name and personal identity number (or anonymisation codes), with empty fields for grade and examination date. Open the file in Excel and use it as a template to fill in the students' results.

3. Click on **Paste personal identity number** (or "Paste anonymous code")
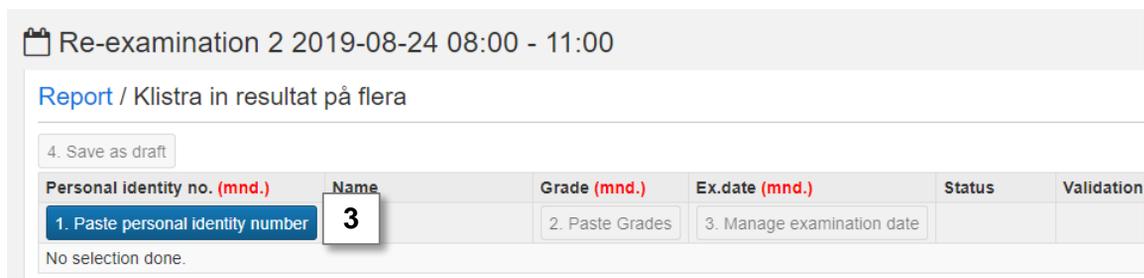
4. **Copy the students' personal identity numbers** (or anonymous codes) from the Excel sheet and **paste them** in the dialogue box that has opened in Ladok.

5. **Save**

6. The personal identity numbers and anonymous codes are now validated by Ladok.

7. Click on **Paste grades**

8. **Copy the students' grades** from the Excel sheet and **paste them into Ladok.**

9. **Save**

10. The grades are now validated by Ladok.

11. Click on **Manage examination date**

12. Choose how you wish to enter the examination date:
- **Select a date** in the dialog box. The date will be applied to all students
- **Paste dates** from the Excel sheet

13. Save. The dialog box closes and the examination date is applied to all students.

14. Click on **Save as draft**

> **If a grade or examination date is missing for any student, that student is removed from the list and the result for that individual is not saved.**
>
> If an error occurs:

📅 Re-examination 2 2019-08-24 08:00 - 11:00

Report / Klistra in resultat på flera

4. Save as draft	**14**				
Personal identity no. (mnd.)	Name	Grade (mnd.)	Ex.date (mnd.)	Status	Validation
1. Paste personal identity number		2. Paste Grades	3. Manage examination date		
19940904-2398	Andersson, Frida	B	2019-08-24		
19820716-9288	Bergström, Nicolas	A	2019-08-24		
19300619-9248	Börjesson, Markus	B	2019-08-24		

Return to the usual reporting view, or mark the results as ready

You can now leave this page if you wish. By clicking on "Report", you will re-enter the usual reporting view and the results that you just saved as a draft will be displayed there.

For examinations with results annotations, it may be a good idea to re-enter the usual reporting view now to check and/or fill in the annotations before marking the results as ready.

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Report / Klistra in resultat på flera

4. Save as draft	🔒 Mark as ready	Managed 14 of 14			
Personal identity no. (mnd.)	Name	Grade (mnd.)	Ex.date (mnd.)	Status	Validation
19940904-2398	Andersson, Frida	B	2019-08-24	🔓 Draft	
19820716-9288	Bergström, Nicolas	A	2019-08-24	🔓 Draft	
19300619-9248	Börjesson, Markus	B	2019-08-24	🔓 Draft	
19820918-9292	Dahl, Lisa	C	2019-08-24	🔓 Draft	

If you do not leave the page, you can mark the results as ready now. **Click on "Mark as ready"** and select the examiner who should be notified that results are waiting to be certified. If needed later on, you can notify the results to an examiner again.

If an error occurs when the personal identity numbers (or anonymous codes) are pasted, the row of that student is highlighted in red. The reason for the error is shown in the row as well.

Error in the "Status" column

If the student has already received a result, the status of that result is shown in the column "Status". You cannot report another result for the student.

Do the following:

1. **Delete the entire row of** the student in your **Excel sheet**

2. **Paste the remaining personal identity numbers** (or anonymous codes) into Ladok

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Report / Klistra in resultat på flera

4. Save as draft					
Personal identity no. (mnd.)	Name	Grade (mnd.)	Ex.date (mnd.)	Status	Validation
1. Paste personal identity number		2. Paste Grades	3. Manage examination date		
19820705-9299	Westlund, Kevin				
19971013-2383	Åström, Felicia				
19940824-2387	Berggren, Andreas			🗄 Certified	

Error in the "Validation" column

If an error is displayed here, it is because the personal identity number (or anonymous code) does not match the participants on the exam. This can, for example, be because the student did not participate on the activity, or because a letter or number was erased by mistake.

Do the following:

1. **Click on the blue "Report" link at the top of the page** to return to the regular reporting view

2. **Check the personal identity number** (or anonymous codes) in the Excel sheet compared to the ones listed in the reporting view

3. **Enter the correct code or number in the Excel sheet** or alternatively delete the entire row <u>if</u> the student should not receive a result on the activity.

4. **Click on "Paste Result" again**

5. **Paste the personal identity number** (or anonymous codes) again

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Report / Klistra in resultat på flera

4. Save as draft					
Personal identity no. (mnd.)	Name	Grade (mnd.)	Ex.date (mnd.)	Status	Validation
1. Paste personal identity number		2. Paste Grades	3. Manage examination date		
19340201-9214	Moberg, William				
19940815-2396	Möller, Ida				
No personal identity number					⚠ Identifier is missing
19940831-2396	Sandén, Ebba				

Error when a **grade** is pasted

If an error occurs when the grades are pasted, that row is highlighted in red. The reason for the error is shown in the "Validation" column.

Do the following:

- **If the reason for the error is obvious:** write the correct grade in your Excel sheet and then paste all grades again.

- **If you are unsure of the reason for the error:**

  1. **Click on the blue "Report" link at the top of the page** to return to the regular reporting view

  2. **Click on the grade box in the row for any student.** You will then see a list of all the grades that can be reported *(remember that Ladok is case sensitive).*

  3. **Write the correct grade in your Excel sheet**

  4. **Click on "Paste results"** again

  5. **Paste the personal identity numbers** (or anonymous codes) again

  6. **Paste the correct grades**

Error when the grades are **saved as draft**

If errors occur with any student when the results are saved, <u>all results are prevented from being saved</u>. The row of the student with the faulty information is highlighted in red and you can click on 🛈 to see the cause of the error.

Do the following:

1. **Correct your Excel sheet** according to the error that occurred.

2. Repeat the entire procedure from the beginning:

    1. **Click on the blue "Report" link at the top of the page** to return to the regular reporting view

    2. **Click on "Paste results"** again

    3. **Paste the personal identity numbers** (or anonymous codes) again

    4. **Paste the correct grades**

    5. **Manage the examination dates** again

    6. **Save** as draft.