

# Employee rights

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By creating an **employee right**, you will give a user the right to certify or report results.

The user who has been granted an employee right will find their courses on **the home page** in Ladok, under the tabs “Certify” and “Report results”.

The screenshot shows the Ladok user interface for a student named Eva Allsmächtig. The navigation bar includes 'Home page', 'Student', 'Personal identity', 'Course', 'Course co', 'Course packaging', and 'Activity sessions'. The main content area features a search bar for 'Personal identity no.', 'Last name', and 'First name', along with a 'Name' search bar. Below the search bars, there are four buttons: 'Certify', 'Report results', 'My ongoing cases', and 'My favourite course instances'. The 'Certify' and 'Report results' buttons are highlighted with a red box. Below the buttons, there are radio buttons for 'Show only results I have received notification of' (selected) and 'Show all results that I have the right to certify'. A notification banner at the top right says 'There are course results ready to...'. Below this, a table lists results with columns for 'To certify', 'Course/Module', and 'Date'. The first row shows 'AT4hsn4' under 'To certify', 'Examination/Activity Session' under 'Course/Module', and '2020-11-18' under 'Date'.



You can create employee rights for specific courses or for all courses within an organisation unit (e.g. department or institution at the university).

- **Course right:** The employee right applies to the specific course
- **Organisation right:** The employee right applies to all courses within the organisation unit (e.g. department or institution at the university)

The two types of employee rights work complementary to each other. If a user receives both an employee right to a course and to an organisation unit, then a combination of them applies.

- To be **able** to report or certify, the user needs to be given employee rights for at least one of the rights types.
- To **restrict** a user from reporting or certifying, it is required that the user is not granted any rights in any of the rights types.

*Examples of when users are granted certification rights on the course and organisation units:*

	Examiner 1	Examiner 2	Examiner 3
Course right	No employee right on the course	Rights on the course <b>Specified</b> to only apply to Result on course	No employee right on the course
Organisation right	Rights on the mathematical institution	Rights on the mathematical institution <b>Specified</b> to only apply to results on modules	No employee right on the organisation unit
Course at the mathematical institution	Can certify on the course.	Can certify on the course, both on modules and on the result on course as the rights complement each other.	Restricted from certifying on the course. The user does not have a right on the course or organisation unit



During a transitional period it's possible to give a user the right to certify results via two functions:

- **Connect via course page** (original function)
- **Employee right** (new function)

Later on, it will no longer be possible to connect via the course view, but only to grant certification rights via employee rights.

The two functions currently work parallel with each other. But if a user has been granted the right to certify on a course both through employee rights and through a connection in the course view, then the employee rights applies to the user. Thus:

- **If** the user only has a connection via the course page (the original function), that connection applies and the user can certify on the course.
- **If** the user only has been granted employee rights to certify on a course (the new function), that right applies and the user can certify on the course.
- **If** a user is already connected to the a course (original function) and you now add an employee right for that user to the same course, then the employee right applies to the course. Thus, employee rights “take over”.
- **If** an employee is connected to a course (original function) and is then assigned an employee right on another course, both rights apply. The person can thus certify to both courses.

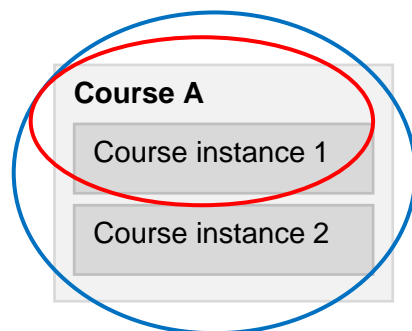
Examples of how the functionalities work in parallel to each other can be found on this and the next pages.

## Example 1

**Connection via course page:** the user is connected to certify on the entire course (i.e. to certify in both course instances)

**Employee right:** the user has an employee right to certify on the course, but is specified to only apply to the course instance 1.

**Thus:** the employee rights take over and the user can only certify on course instance 1

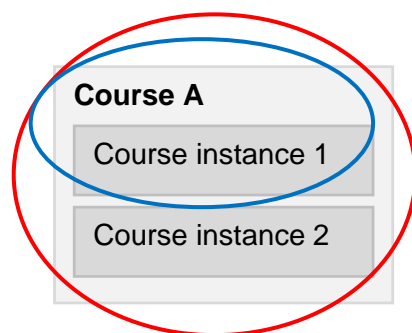


## Example 2

**Connection via course page:** the user is connected to certify on course instance 1.

**Employee right:** the user has an employee right to certify on the entire course (i.e. on both course instances).

**Thus:** the employee right take over and the user can certify on both course instances.

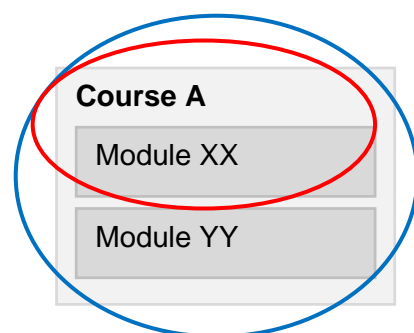


## Example 3

**Connection via course page:** the user is connected to certify on the entire course (i.e. can certify results on both modules of the course).

**Employee rights:** the user has employee rights to certify on the course, but is specified to only apply to the module "XX"

**Thus:** the employee right takes over and the user can only certify on module "XX"



## Example 4

**Connection via course page:** the user is connected to certify on the entire course.

**Employee rights:** the user has an employee right to certify on the course, but is specified to a certain group of students.

**Thus:** the employee right takes over and the user can only certify results on the course for the specific group of students.

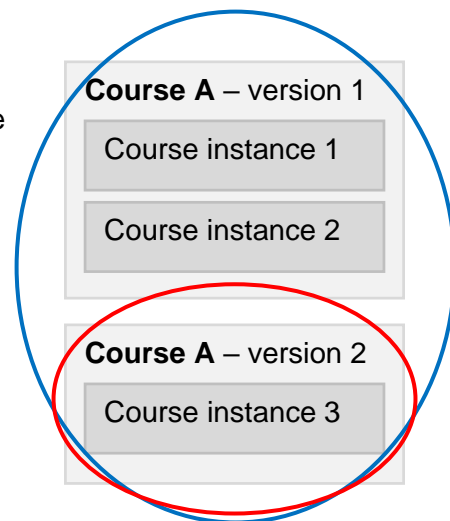


## Example 5

**Connection via course page:** the user is connected to certify on the entire course (i.e. all versions of the course).

**Employee rights:** the user has an employee right to certify on the course, but is specified to only apply to version 2 of the course.

**Thus:** the employee right takes over and the user can only certify on the results on course version 2.

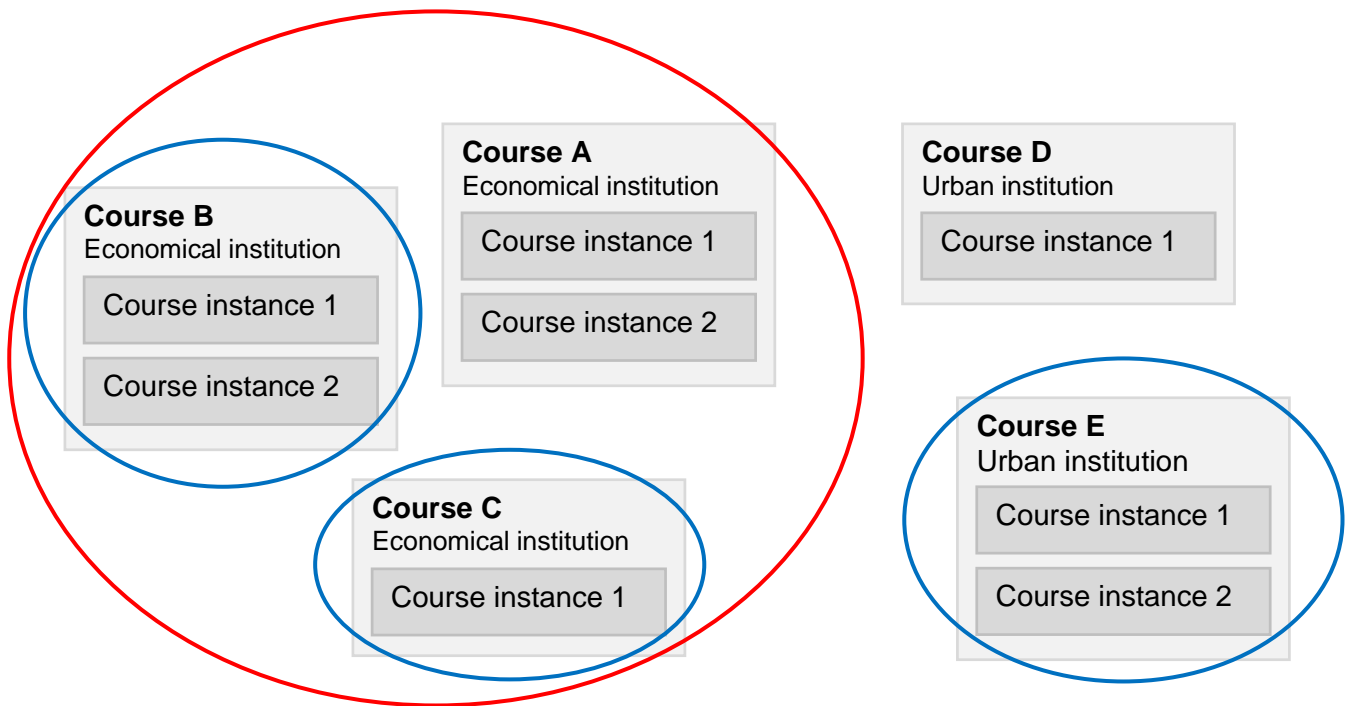


## Example 6

**Connection via course page:** the user is connected to the courses B and C on the economical institution, and on course E on the urban institution.

**Employee rights:** the user has an employee right to certify in the organisation unit “Economical institution”.

**Thus:** the employee right allows the user to certify on all courses in the economical institution (course A, B and C). The connection to course E (on the urban institution) is not affected by the employee right on the organisation unit “Economical institution”, which means that the user can certify on the course E as well.





# View employee rights

Employee rights are viewed and managed under **Advanced** → **Employee rights**. Then you select a tab to work in:

- **Certification rights:** tab to create and view employee rights to certify
- **Reporting rights:** tab to create and view employee rights to report

The screenshot shows the Ladok interface. At the top, there's a navigation bar with 'Ladok' and several tabs: 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. Below this is a green navigation bar with 'Home page', 'Student', 'Course', 'Course packaging', 'Activity sessions', 'Reports', and 'Advanced'. The 'Advanced' tab is selected, and the 'Employee rights' page is shown. Two tabs, 'Certification rights' and 'Reporting rights', are highlighted with a red box. Below the tabs are two buttons: 'New course right' and 'New organisation right'. There are three search filters: 'Certifier', 'Organisation unit', and 'The rights refer to course', each with a 'Select' dropdown and a 'Search' button. Below the filters is a table with the following data:

Number of search results: 1						
Certifier	Organisation unit	Type of rights	Refers to result ...	The rights refer to	Specification of the rights	Operation
Allsmäktig, Eva	0000 Computer Science	Course	Course and module	DKURS1 Course D1	All rights	Select
Allsmäktig, Eva	0000 Computer Science	Course	Course and module	BKURS1 Biologi kurs grund (ver 3)	All rights	Select
Allsmäktig, Eva	0000 Computer Science	Course	Course and module	ABA100 Abstract algebra	All rights	Select
Allsmäktig, Eva	0001 Department of Busin...	Course	Course and module	BKURS1 Biology course 101	All rights	Select
Allsmäktig, Eva	0001 Department of Busin...	Course	Course and module	FEK108 Financial economics and ethics	All rights	Select
Allsmäktig, Eva	0001 Department of Busin...	Course	Course and module	FEK401 Business Administration 101	All rights	Select

You can view which certification rights or reporting rights already exists by searching for it in the respective tabs. Use search parameters:

- **Certifier / Results reporter:** Search for a user (users without employee rights cannot be selected).
- **Organisation unit:** Search for the organisation unit (e.g. institution) within which the course is given or for which the user has been granted organisation rights.
- **The rights refer to course:** Search for a course. You can filter the list by starting to write the education code or name of the course.

*Tip!* If you want to see all certification or reporting rights, you can search without specifying any search parameters at all.

## Remove or change employee rights

In the column "operation", you can choose to remove the employee rights or to change them.

# Create employee rights to certify or report

Through creating an **employee right**, you will give a user the right to certify or report results.

## How to

1. Go to: **Advanced** → **Employee rights**
2. Select a tab:
  - **Certification rights**: to give the user rights to certify results
  - **Reporting rights**: to give the user rights to report results.
3. Select which type of rights you want to create:
  - **Course right**: to give the user rights to a specific course
  - **Organisation right**: to give the user rights to all courses within the organisation unit (e.g. a department or institution at the university)

### The organizational tree does not apply to employee rights

If you create an employee right for an organisation unit, that right only applies to the organisation unit that it was created for. If there are underlying organisation units (e.g. institutions within a faculty) then the right does not apply to the underlying organisation units.

The screenshot shows the Ladok interface for creating employee rights. The navigation bar includes 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. The 'Reports' menu is open, showing 'Advanced' as the selected option. The main content area is titled 'Employee rights' and features two tabs: 'Certification rights' and 'Reporting rights'. Below the tabs are two buttons: 'New course right' and 'New organisation right'. Underneath these buttons are three dropdown menus: 'Certifier', 'Organisation unit', and 'The rights refer to course'. A search bar and a 'Clear' button are also present.

4. In the dialog box that opens: search and select the **course** or **organisation unit** which you are going to create the right for.
5. Go to the **next page** of the dialog box.



## 6. Select the employee you are going to create the right for

You can only select employees who has authority in Ladok to certify or report results within the organisation unit.

You cannot select employees who already have a certification or reporting right on the course or the organisation unit on which you are now creating a certification or reporting right.

The screenshot shows the 'Course right for certifier' dialog box. At the top, there are four steps: 1. Search course, 2. Select employee (highlighted in black), 3. Specify the rights - education, and 4. Specify the rights - students. Below the steps, the following information is displayed:

Course	Algebra II
Organisation unit	0003 Department of mathematics
Selected employees	Resultatrapportör, Janne

Below this information, there are two columns: 'Select' and 'Selected'. The 'Select' column contains a list of employees: Allsmäktig, Eva; Lärare, Malin; Lärare, Mia; Lärare, Moa (highlighted in blue); Luta, Besa; Nationell, Svea; Produktionsklara, Niklas; Stera, Atte; Support, LED. A box with the number '6' and an arrow points to the right arrow button below the 'Select' list. The 'Selected' column contains the text 'Resultatrapportör, Janne'.

## 7. Elective step: **Specify the right.** E.g. to only apply to a certain version of the course or certain modules within the course

*You can find examples of how to specify the right further along in the guide.*

## 8. Go to the **next page** in the dialog box

The screenshot shows the 'Course right for certifier' dialog box. At the top, there are five steps: 1. Search course, 2. Select employee, 3. Specify the rights - education (highlighted in black), 4. Specify the rights - students, and 5. Confirm. Below the steps, the following information is displayed:

Course	Algebra II
Organisation unit	0003 Department of mathematics
Selected employees	Resultatrapportör, Janne

Below this information, there is a section titled 'The rights refer to' with three radio buttons: Course and module results (selected), Course results only, and Module results only. At the bottom, there is a section titled 'Refers to course version' with a radio button for Refers to all course versions (selected). A box with the number '7' is positioned above the 'Specify the rights - education' step.

# Create employee rights to certify or report (cont.)

9. Elective step: **Specify the right**. E.g. to only apply to a certain group of students.  
*You can find examples of how to specify the right further along in the guide.*

1. Search course    2. Select employee    3. Specify the rights - education    **4. Specify the rights - students**    5. Confirm

**9**

**Course** Algebra II

**Organisation unit** 0003 Department of mathematics

**Selected employees** Resultatrapportör, Janne

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**Refers to students**

Refers to all students

Restrict to group

10. Go to the **next page** in the dialog box and **confirm**

The employee right has now been created.

The user will find the course/organisation unit on the home page and can report or certify on it.

Ladok    Study documentation    Course information    Follow-up    System administration

Home page    Student    Course    Course packaging    Activity sessions    Reports    Advanced

## Employee rights

Course right created ×

Certification rights    Reporting rights

New course right    New organisation right

**Certifier**    **Organisation unit**    **The rights refer to course**

Resultatrapportör, Janne    Select    Select    Search    Clear ⓘ

Certifier	Organisation unit	Type of rights	Refers to result ...	The rights refer to	Specification of the rights	Number of search results
Resultatrapportör, Janne	0003 Department of math...	Course	Course and module	1MA006 Algebra II	All rights ⓘ	

Reporting or certification rights created for specific courses ("Course right") can be specified to apply only to modules or only to "Result on course".

This can be used for example if a course has one reporting teacher for the overall result on the course and another reporting teacher on the modules. You can then give them reporting rights to the different parts of the course.

## How to

1. Choose to **create a new certification or reporting right** of the type **course right**
2. **Choose which course** the right should apply to
3. **Choose which employee** the right should apply to
4. Proceed to **page 3 in the dialog box**.
5. Choose **either "Course results only" or "Module results only"**
6. Continue in the dialog box and **confirm**.

The right has now been created. The user can now only certify or report on module results or only results on course.

**Course right for certifier**

1. Search course   2. Select employee   **3. Specify the rights - education**   4. Specify the rights - students

**Course** Analog elektronik  
**Organisation unit** 1250 Institutionen för teknikvetenskaper  
**Selected employees** Lärare, Fanny

**The rights refer to**

- Course and module results
- Course results only
- Module results only

**Refers to course version**

- Refers to all course versions
- Restrict to course version

Select

**Refers to course instance**

- Refers to all course instances
- Restrict to course instances

Select

**Refers to module**

- Refers to all modules
- Restrict to module

Select

In the section "Refers to module" you can specify the right to apply only to specific modules on the course.

## Specify course right: specific module

Reporting and certification rights that are created for specific courses ("Course rights"), can be further specified on which modules a user can report or certify on.

For example: if a course has different examiners on the modules, you can specify which examiner should be able to certify on which module.

### How to

1. Choose to **create a new certification or reporting right** of the type **course right**
2. **Choose which course** the right should apply to
3. **Choose which employee** the right should apply to
4. Proceed to **page 3 in the dialog box**.
5. Specify the right by:
  - *Elective*: Choose that the right refers to "Results on course and module" or "Results only on module"
  - Select **"Restrict on module"**, and **select the modules** on which the user should be able to report or certify results.
6. Continue in the dialog box and **confirm**.

The right has now been created with the restrictions you have selected.

Course right for certifier

1. Search course    2. Select employee    **3. Specify the rights - education**    4. Specify the rights - students

**Course** Analog elektronik  
**Organisation unit** 1250 Institutionen för teknikvetenskaper  
**Selected employees** Lärare, Fanny

**The rights refer to**

- Course and module results
- Course results only
- Module results only

**Refers to course version**

- Refers to all course versions
- Restrict to course version

Select

**Refers to course instance**

- Refers to all course instances
- Restrict to course instances

Select

**Refers to module**

- Refers to all modules
- Restrict to module

TEN1 Tentamen (enda prov)  
1000 Examination  
**1100 Assignments**

## Specify course right: course instance

Reporting and certification rights that are created for specific courses ("Course rights") can be specified to only apply to certain course instances.

If no specification is made then the right applies to all passed, ongoing and upcoming course opportunities.

It may be a good idea to give the user rights to the whole course, without restriction on course instances. This makes sure that they can report or certify on any upcoming instances or any previous instances (e.g. if students re-takes an exam).

### How to

1. Choose to **create a new certification or reporting right** of the type **course right**
2. Choose **which course** the right should apply to
3. Choose **which employee** the right should apply to
4. Proceed to **page 3 in the dialog box**.
5. Select **"Restrict on course opportunity"** and choose which course instances the user should be able to report or certify results for.
6. Continue in the dialog box and **confirm**.

The right has now been created with the restrictions you have selected.

### Course right for certifier

1. Search course    2. Select employee    **3. Specify the rights - education**    4. Specify the rights - students

**Course** Analog elektronik  
**Organisation unit** 1250 Institutionen för teknikvetenskaper  
**Selected employees** Lärare, Fanny

**The rights refer to**

- Course and module results
- Course results only
- Module results only

**Refers to course version**

- Refers to all course versions
- Restrict to course version

Select

**Refers to course instance**

- Refers to all course instances
- Restrict to course instances

22222 | 2019-09-01 - 2019-12-31 | 33% | Distance education  
11111 | 2019-01-01 - 2019-12-31 | 33% | Normal teaching  
14420 | 2019-09-01 - 2019-12-31 | 33% | Normal teaching  
14410 | 2019-09-01 - 2019-12-31 | 25% | Normal teaching

**Refers to module**

Reporting and certification rights created for an organisation unit ("Organisation right") normally apply to all courses within the organisation unit (e.g. department or section at the university).

It is possible to specify the right so that it only applies to courses on e.g. on third cycle or first and second cycle education.

### How to

1. Choose to **create a new certification or reporting right** of the type **organisation right**
2. Choose **which organisation unit** the right should apply to
3. Choose **which employee** the right should apply to
4. Proceed to **page 3 in the dialog box**
5. Choose to **specify on information authorisation** and select what to specify the right for.
6. Continue in the dialog box and **confirm**.

The right has now been created with the specification you have selected.

Organisation right for certifier

1. Select organisation unit    2. Select employee    **3. Specify the rights**    4. Specify the rights - stu

**Organisation unit**                      0003 Department of mathematics

**Selected employees**                Lärare, Mia

**The rights refer to**                     Course and module results  
 Course results only  
 Module results only

**Information authorisation**            |  
First and second cycle  
Third cycle  
Access education  
Contract education  
Police education  
Higher vocational education

It is possible to specify employee right to refer only to a certain group of students.

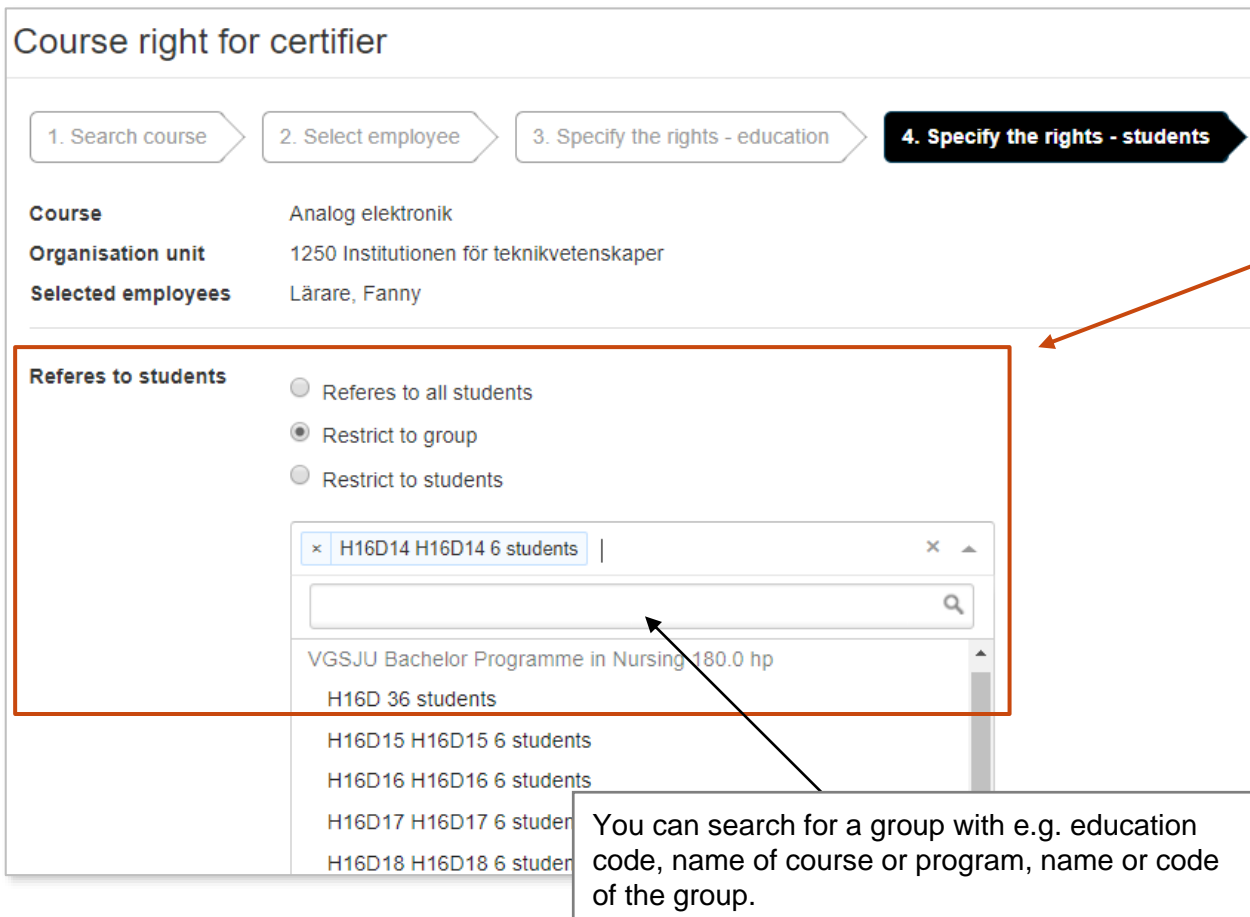
This can for example be applied if there are a lot of students on a course, and the examiners on the course should only certify results for a certain group of students. They will then only be able to handle the results for the students within the group.

### How to

1. Choose to create a **new certification or reporting right**
2. Choose **which course or organisation unit** the right should apply to
3. Choose **which employee** the right should apply to
4. Proceed to **page 4 in the dialog box**.
5. Select **"Restrict by group"**, and then **select which group(s)** the user should be able to report or certify results for.  
*Note!* The groups needs to be prepared in advance for the course or for a program.
6. Continue in the dialog box and **confirm**.

The right has now been created with the selected specification.

*Tip!* You can add or remove students from group afterwards. The employee right are updated with the new grouping of students straight away.



**Course right for certifier**

1. Search course    2. Select employee    3. Specify the rights - education    **4. Specify the rights - students**

**Course** Analog elektronik  
**Organisation unit** 1250 Institutionen för teknikvetenskaper  
**Selected employees** Lärare, Fanny

**Refers to students**

- Refers to all students
- Restrict to group
- Restrict to students

|

VGSJU Bachelor Programme in Nursing 180.0 hp  
H16D 36 students

H16D15 H16D15 6 students  
H16D16 H16D16 6 students  
H16D17 H16D17 6 studer  
H16D18 H16D18 6 studer

You can search for a group with e.g. education code, name of course or program, name or code of the group.

# Specify employee right: specific students

It is possible to specify employee rights to apply to a particular student.

The user is then given the right to report or certify on the course(s), but only for that or those specific student(s).

## How to

1. Choose to **create a new certification or reporting right**
2. **Choose which course or organisation unit** the right should apply to
3. **Choose which employee** the right should apply to
4. Proceed to **page 4 in the dialog box**
5. Select **“Restrict to students”**. Then **search for students** and **choose** which student(s) to restrict the right to.
6. Go to the next page and **confirm**.

The right has now been created. The user can now report and certify on the course, but only for the selected student(s).

**Course right for certifier**

1. Search course   2. Select employee   3. Specify the rights - education   **4. Specify the rights - students**   5. Confirm

**Course** Analog elektronik  
**Organisation unit** 1250 Institutionen för teknikvetenskaper  
**Selected employees** Lärare, Fanny

**Refers to students**

Refers to all students  
 Restrict to group  
 Restrict to students

**Personal identity no.**   **Last name**   **First name**

19971014\*         Search   Clear   ⓘ

**Number of search results: 1**

Select	Selected
19971014-2390 Bahari, Emir 19640327-3169 Bahari, Johan	19500411-2354 Algotson, Carl-Fredrik

> <