

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 tabs for 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. Below this, there are search and navigation options for 'Home page', 'Student', 'Personal identity', 'Course', 'Course packaging', and 'Activity sessions'. The main content area displays a welcome message and search fields for 'Personal identity no.', 'Last name', 'First name', and 'Name'. A red box highlights the 'Certify' and 'Report results' buttons. Below these buttons, there are options to 'Show only results I have received notification of' or 'Show all results that I have the right to certify'. A notification banner states 'There are course results ready to certify'. A table below shows a course instance 'AT4hsn4' with the date '2020-11-18'.



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.

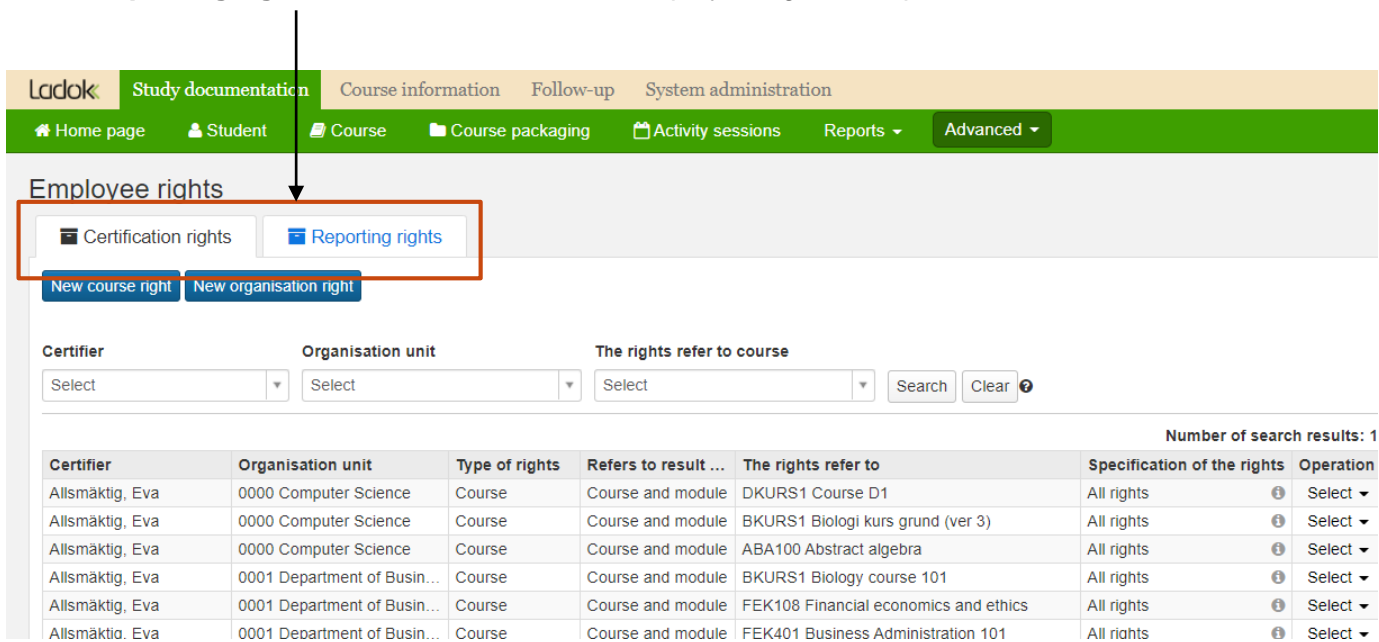
- To be **able** to report or certify, the user needs to be given employee rights for at least one of the rights types.
- To **restrict** a user from reporting or certifying, it is required that the user is not granted any rights in any of the rights types.

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 Specified 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 Specified 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 |

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 are navigation tabs: 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. Below these is a green navigation bar with 'Home page', 'Student', 'Course', 'Course packaging', 'Activity sessions', 'Reports', and 'Advanced'. The 'Advanced' dropdown is open, showing 'Employee rights'. Under 'Employee rights', there are two tabs: 'Certification rights' and 'Reporting rights'. The 'Reporting rights' tab is highlighted with a red box. Below the tabs are two buttons: 'New course right' and 'New organisation right'. Below these are search filters for 'Certifier', 'Organisation unit', and 'The rights refer to course', each with a 'Select' dropdown and a 'Search' button. Below the search 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' tab is active, and the 'Advanced' button is highlighted. The 'Employee rights' section has two tabs: 'Certification rights' and 'Reporting rights'. The 'Reporting rights' tab is selected. Below the tabs are two buttons: 'New course right' and 'New organisation right'. Below the buttons are three dropdown menus: 'Certifier', 'Organisation unit', and 'The rights refer to course'. There are also 'Search' and 'Clear' buttons.

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 reporter' 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: 1MA004 Algebra I 7.5 hp; Organisation unit: 0003 Department of mathematics; Selected employees: Resultatrapportör, Janne. Below this, there are two columns: 'Select' and 'Selected'. The 'Select' column contains a list of employees: Administratör, Margareta; Administratör, Mattias; Administratör, Meja; Coppola, Kurt; Hacker, Fredrik; Handläggare, Nanna; Konsortiesupport Admin, Utv; Kontroller, Nina; Lärare, Fia; Lärare, Malin; and Lärare, Malin. A box with the number '6' and an arrow points to the bottom of the 'Select' list. The 'Selected' column contains 'Resultatrapportör, Janne'. There are right and left arrow buttons between the two columns.

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

- When you create a reporting right on a course, you can choose whether the employee should receive an email notification when there are students who are ready to have the results of the entire course reported.
- 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 reporter' dialog box, step 3: Specify the rights - education. The steps at the top are: 1. Search course, 2. Select employee, 3. Specify the rights - education (highlighted in black), 4. Specify the rights - students, and 5. Con. Below the steps, the following information is displayed: Course: 1MA004 Algebra I 7.5 hp; Organisation unit: 0003 Department of mathematics; Selected employees: Resultatrapportör, Janne. A box with the number '7' and an arrow points to the 'Selected employees' field. Below this, there are two sections: 'The rights refer to' and 'Notification'. 'The rights refer to' has three radio buttons: 'Course and module results' (selected), 'Course results only', and 'Module results only'. 'Notification' has a checkbox labeled 'Notify this employee when there are students ready for course grades.' which is currently unchecked.

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

Course Algebra II 9

Organisation unit 0003 Department of mathematics

Selected employees Resultatrapportör, Janne

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 Resultatrapportör, Janne × **Organisation unit** Select **The rights refer to course** 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. Specify the employee right in the row **Applies to**
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

Applies to

- 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

- Referes 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

Referes 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 |

> <