

Employee rights

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About employee rights

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. At the top, there is a navigation bar with tabs for 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. Below this is a secondary navigation bar with icons and labels for 'Home page', 'Student', 'Personal identity', 'Course', 'Course co', 'Course packaging', and 'Activity sessions'. The main content area starts with a welcome message: 'Welcome Eva Allsmäktig'. Below the welcome message are search fields for 'Personal identity no.', 'Last name', 'First name', and 'Name'. A red box highlights two tabs: 'Certify' and 'Report results'. Below the tabs, 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 yellow box highlights a notification: 'There are course results ready to...'. At the bottom, a table lists course instances 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'.

Types of employee rights

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)

Combining different types

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

Ladok Study documentation Course information Follow-up System administration

Home page Student Course Course packaging Activity sessions Reports Advanced

Employee rights

Certification rights Reporting rights

New course right New organisation right

Certifier Organisation unit The rights refer to course

Select Select Select Search Clear

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 at the top includes 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. The main navigation bar has 'Home page', 'Student', 'Course', 'Course packaging', 'Activity sessions', 'Reports', and 'Advanced' (selected). The 'Employee rights' section has two tabs: 'Certification rights' and 'Reporting rights'. Below the tabs are two buttons: 'New course right' and 'New organisation right'. Below these are three dropdown menus: 'Certifier', 'Organisation unit', and 'The rights refer to course'. A search bar and a 'Clear' button are also present. Numbered callouts 1, 2, and 3 point to the 'Advanced' button, the 'Reporting rights' tab, and the 'New organisation right' button respectively.

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.

Course right for reporter

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

Course 1MA004 Algebra I 7.5 hp
Organisation unit 0003 Department of mathematics
Selected employees Resultatrapportör, Janne

Select

- Administratör, Margareta
- Administratör, Mattias
- Administratör, Meja
- Coppola, Kurt
- Hacker, Fredrik
- Handläggare, Nanna
- Konsortiesupport Admin, Utv
- Kontroller, Nina
- Lärare, Fia
- Lärare, Malin
- Lärare, Malin

Selected

- Resultatrapportör, Janne

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7. Elective step: **Specify the right.** E.g. to only apply to a certain course version, certain modules or to generate a notification when a student can receive a final course grade.

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

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

Course 1MA004 Algebra I 7.5 hp
Organisation unit 0003 Department of mathematics
Selected employees Resultatrapportör, Janne

The rights refer to

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

Notification Notify this employee when there are students ready for course grades.

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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 ⓘ	

Specify course right: notification to report final result on course

Reporting rights can be set to generate an automatic e-mail notification when it is possible to report results for the entire course (the final grade).

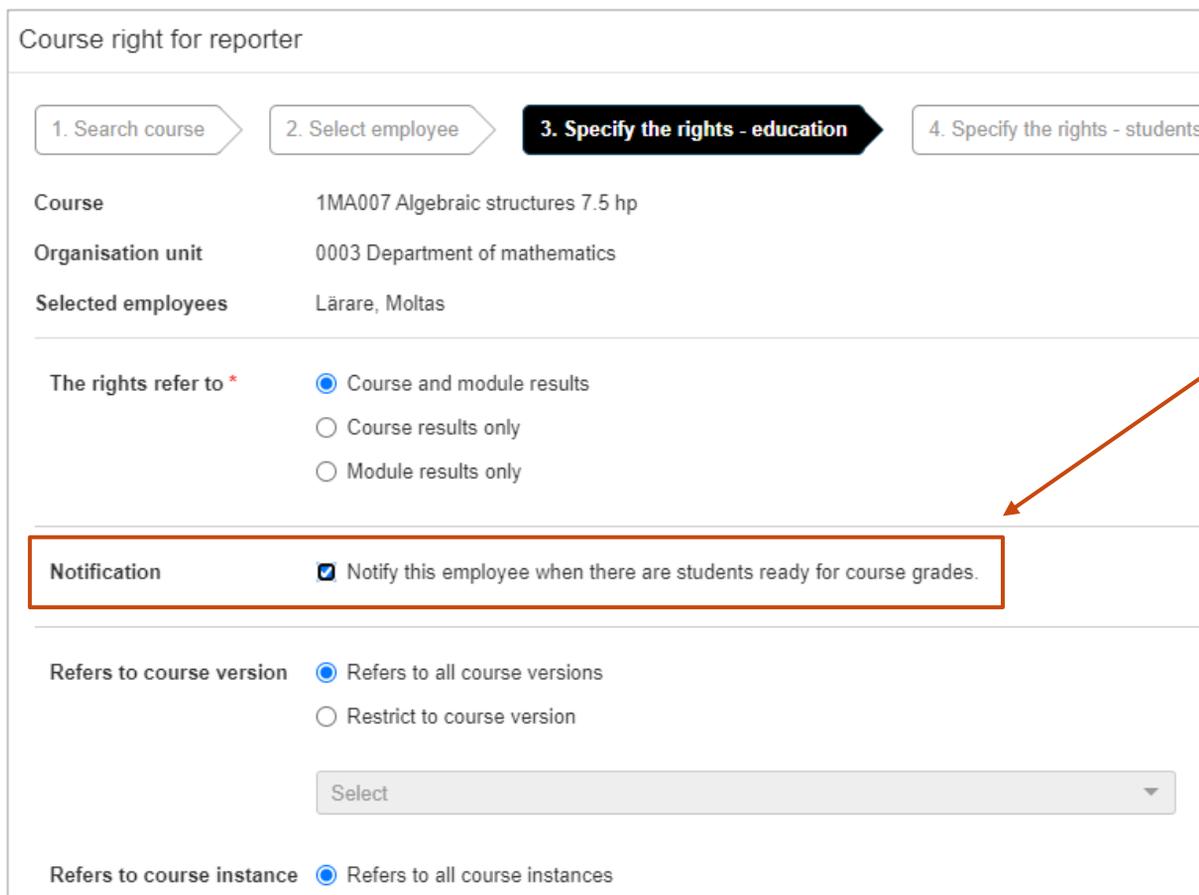
In this way, it becomes easier to notice and the user does not have to log in to Ladok to check if there are any new final grades to report.

How to

1. Choose to **create a new 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. Mark **Notify this employee when there are students ready for course grades**.
6. Continue in the dialog box and **confirm**.

The right has now been created.

An e-mail will be sent automatically as soon as a student has received results on all modules within the course – and is ready to receive a final course grade.



Course right for reporter

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

Course 1MA007 Algebraic structures 7.5 hp

Organisation unit 0003 Department of mathematics

Selected employees Lärare, Moltas

The rights refer to *

Course and module results

Course results only

Module results only

Notification Notify this employee when there are students ready for course grades.

Refers to course version Refers to all course versions

Restrict to course version

Select

Refers to course instance Refers to all course instances

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

Refers to module

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

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.

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

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

The main section is titled 'Refers to students' and contains three radio buttons:

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

Below the radio buttons is a search bar with a magnifying glass icon. The search bar contains the text 'H16D14 H16D14 6 students'. Below the search bar is a list of student groups:

- 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

An orange arrow points from the '4. Specify the rights - students' step to the 'Refers to students' section. A black arrow points from the search bar to the list of student groups. A text box at the bottom right contains the following text:

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

> <