

Follow the results reporting

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My favourite course instances

You can select course instances that you want to be able keep better track of. It may, for example, be useful you as an administrator because it gives you an insight to the results reporting on the course, or for you who report results as you can see if the reported results have been certified.

Your favourite course instances will show up in the tab “My favourite course instances” on the home page. You will get a direct link to the page of the course instance as well as information about:

- When the final **course grade** can be reported
- If there are results that **needs to be certified**
- If there are results that have been **prepared for removal**

The screenshot shows the Ladok user interface. At the top, there is a navigation bar with tabs: 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. Below this is a secondary navigation bar with icons and labels for 'Home page', 'Student', 'Course', 'Course packaging', 'Activity sessions', 'Reports', and 'Advanced'. The main content area starts with a welcome message: 'Welcome Eva Allsmächtig'. Below the welcome message are search fields for 'Personal identity no.', 'Last name', 'First name', 'Name', and 'Edu. cod'. A red box highlights the 'My favourite course instances' tab in the navigation area. Below the tabs, there is a message: 'You can manage favorites in [my settings](#)'. The main content area displays two course instances:

- Biology course 101 30.0 hp BKURS1 (ver 2)**
KTF59 2019-09-02 - 2020-01-19 Three-quarters-time Normal teaching Lund. Ready for certification: 2. Prepared for removal: 3.
- Biology course 30.0 hp BKURS1 (ver 4)**
KTF56 2019-09-02 - 2020-01-19 Half-time Normal teaching Campus Holmlinden. Ready for course results: 3.

Mark course instance as your favourite

1. Go to the tab **My favourite course instances** on the home page
2. Click on the link **My settings**

The screenshot shows the Ladok home page with navigation tabs: 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. Below these are menu items: 'Home page', 'Student', 'Course', 'Course packaging', 'Activity sessions', and 'Reports'. A welcome message for 'Eva Allsmächtig' is displayed. Search fields for 'Personal identity no.', 'Last name', 'First name', and 'Name' are present. A 'My ongoing cases' button and a 'My favourite course instances' button (marked with a star and a '1' in a box) are visible. A link to 'my settings' (marked with a '2' in a box) is also shown. Below, a course instance 'Biology course 101 30.0 hp BKURS1 (ver 2)' is listed with details like 'KTF69 2019-09-02 - 2020-01-19 Three-quarters-time Normal teaching Lund'.

3. Search for the course instance you want to add as a favourite
4. Click the star in the left column to mark the course instance as a favourite

My settings

The 'My settings' page has tabs for 'Authorisations', 'Favourites', 'Messages', and 'Language'. Search filters include 'Name' (Algebraic Structures), 'Edu. code', 'Inst. code', 'Organisation unit' (Select), and 'Ongoing within' (Select period). A checkbox for 'Limit to Courses within my course rights' is present (marked with a '3' in a box). Below is a table with 2 search results:

Mark as favourite	Name	Scope	Code	Ver.	Instance code	Start	End	Pace	Type of in...	Study venue
☆	Algebraic Structures	7.5 hp	FMAN10	1	8100T	2019-01-21	2019-03-24	Full-time	Normal te...	Lund
☆	Algebraic Structures	7.5 hp	FMAN10	1	P83CN	2019-01-21	2019-03-24	Full-time	Normal te...	Lund

The 'Mark as favourite' column contains star icons (marked with a '4' in a box). The number of search results is 2.

You can limit the search to only look for course instances that you are authorized to report or certify grades on. Check mark this box to do so.

The marked course instances has now been added to your home page.

Mark course instance as favourite for an examiner

1. Go to: **Study documentation** → **Advanced** → **Employee rights** *
2. Select the tab **Mark as favourite**
3. **Select which examiner** you want to add the course instance favourite for. You can only choose an examiner who are authorized to certify on a course.
4. **Search for the course instance** you want to add as a favourite
5. Click **the star in the left column** to mark the course instance as a favourite

Ladok Study documentation Course information Follow-up System administration

Home page Student Course Course packaging Activity sessions Reports Advanced 1

Employee rights

Certification rights Reporting rights ★ Mark as favourite for certifier 2

Choose certifier to mark favourites for

Lärare, Daniel (daniel@ladok3.ladok.umu.se) 3

Name 4 Edu. code Inst. code Organisation unit Ongoing within

OM112A Select Select period From To Limit to Courses within my course rights

Mark as favourite	Name	Scope	Code	Ver.	Instance code	Start	End	Pace	Type of in...	Study venue
☆	Biomedical Science	15.0 hp	OM112A	1	20175	2017-10-16	2018-01-12	Three-quarters-time	Normal te...	Malmö
☆	Biomedical Science	15.0 hp	OM112A	1	20178	2017-10-16	2018-01-12	Three-quarters-time	Normal te...	Malmö
☆	Biomedical Science	15.0 hp	OM112A	1	20165	2016-10-10	2017-01-13	Three-quarters-time	Normal te...	Malmö
☆	Biomedical Science	15.0 hp	OM112A	1	37910	2016-08-29	2017-01-15	Half-time	Distance ...	Distance Ed...
☆	Biomedical Science	15.0 hp	OM112A	1	V1602	2016-04-02	2016-06-05	Three-quarters-time	Normal te...	Malmö
☆	Biomedical Science	15.0 hp	OM112A	1	20168					

Number of search results: 6

Start to write the name of the examiner in the list – that will filter the list.

You can limit the search to only look for course instances that the examiner is authorized to report or certify grades on. Check mark this box to do so.

Once you have marked the course instance with a star, the examiner will find the course instance on their home page.

The examiner can remove the favourite them selves straight from the home page, or you can do it for them by searching for the examiner and course again and un-marking the star.

* You need special authorisation in Ladok to mark a course instance as a favourite for another user. In case you do not have the authorisation to do so, you will not see this tab.

1. Go to the page of a course instance, e.g. by searching for it
2. You will see an overview of where in the process of reporting the results each result on the course is:
 - A. You will see the number of results in status “Draft”, “Marked as ready” and “Certified”.
 - B. You will see the number of students that are ready to receive the final course grade.

Financial and business management 7.5 hp FEK104

Report Certify Results follow-up Participation Activity sessions Results annotations

Overview

Display participants for instance

61204 | 2016-05-02 - 2016-06-05 | 100% | Normal teaching Display from all instances in current course version

Name	Date	Scope	Code	Draft	Marked as ready	Certified
Hand-in 1		3.0 hp	0100	1	2	2
Paper 2		4.5 hp	0200	0	1	1
Hemtentamen	2016-05-04 - 2016-06-15					
Ready for course results: 1 pcs		7.5 hp		0	1	0

2B (points to the 'Ready for course results' row)

2A (points to the Draft, Marked as ready, and Certified columns)

Add more course instances to the overview

You can add another course instance to be able to see the overview for the results on that instance as well.

- Click in the field “Display participants for instance” to add or remove a course instance.
- Check-mark “Display from all course instances in current course version” to add all instances at once.

Display participants for instance

52104 | 2015-12-03 - 2016-01-24 | 100% | Normal teaching | Display from all instances in current course version

71104 | 2017-05-05 - 2017-06-11 | 100% | Normal teaching

62104 | 2016-12-01 - 2017-01-22 | 100% | Normal teaching

21003 | 2016-10-31 - 2017-01-15 | 50% | Normal teaching

61104 | 2016-05-02 - 2016-06-05 | 100% | Normal teaching

AL004 | 2013-11-25 - 2014-01-19 | 100% | Normal teaching

Find instances ready for course results

1. Go to **Course** in the main menu

2. Search for course instances

Example: select a faculty in the box “Organisation unit” and a semester in the box “Ongoing within” to find all course instances that were ongoing that semester on the selected faculty.

The screenshot shows the Laddok interface with the 'Course' menu item highlighted. The search filters are as follows:

- Name: []
- Edu. code: []
- Inst. code: []
- Group of type of education: [Select]
- Organisation unit: [X 5020 Konst, kultur och kommunikation]
- Ongoing within: [Select period] 2019-09-02 - 2020-01-19

3. Increase the number of search results shown on each page if necessary

4. Check-mark the box **Summations**

5. Check-mark the box **Filter ready for course result**. Note: the filter is applied per page in the search results: so if there's 50 course instances on each page, the filter will be made on those 50 instances.

The list is now only showing the course instances where there are students waiting to receive a final course grade. You can see the number of students in the column “Ready for course results”.

The screenshot shows the search results table with the following data:

Name	Scope	Code	Ver.	Instance code	Start	End	Pace	Type of in...	Study venue	Withdr.	Not sta.	Regis...	Read...	Cor
Design and Social Innovation	15.0 hp	KD644A	2	K3389	2019-09-02	2019-11-10	Full-time	Normal te...	MALMÖ		2	1	1	
Design methodology for product developers	7.5 hp	PD117A	2	TS103	2019-09-02	2019-11-10	Half-time	Normal te...	MALMÖ	2	3	2	1	
Graphic Design: The Research Field	7.5 hp	KD312D	1	K3071	2019-11-11	2020-01-19	Half-time	Normal te...	MALMÖ	3	2	13	1	
Media, Globalization and Development	15.0 hp	KK620C	3	K3065	2019-09-02	2020-01-19	Half-time	Distance l...	MALMÖ	11	23	58	1	
Reading and Responding	7.5 hp	EN218A	3	K3787	2019-11-11	2020-01-19	Half-time	Normal te...	MALMÖ	19	25	37	1	

The screenshot shows the search results table with annotations for steps 3, 4, and 5:

- Step 3: The 'Number of search results: 105' and the page number '1' are highlighted.
- Step 4: The 'Summations' checkbox is checked.
- Step 5: The 'Filter ready for course result' checkbox is checked.

The table data is as follows:

Withdr.	Not sta.	Regis...	Read...	Compl.	Operation
	2	1	1	9	Select ▼
2	3	2	1	28	Select ▼
3	2	13	1	26	Select ▼
11	23	58	1	64	Select ▼
19	25	37	1	17	Select ▼

The results follow-up lists all the certified grades within the course instance.

1. **Go to the home page and click on a course** (make sure to change the period shown on the home page if you want to see the results from a previous semester)
2. On the right side of the home page: click on **Shortcuts** → **Results follow-up**

Examination sessions and other activity sessions
You can report and certify directly on for example an examination session here

BKURS3 Public Finances 30.0 hp

BKURS7 Social struktur 30.0 hp

UM7111 School and Society: Mathematics, Science and Technology 22.5 hp

BKURS6 Social work 30.0 hp

BKURS7 Social struktur 30.0 hp

Course instances 2 / 2 Shortcuts Version: 1

Introduction Social structure 10

Social structure 20.0 hp B702

Results on course

List of participants:
Possibility to extract csv file (personal identity number, address, phone number, e-mail)

Summation for period:
Summation of Completed, Ready for results, Registered, Not started, Withdrawal for select period

Results follow up:
Result on module and course for student on select course instances

3. You are now re-directed to the results follow-up for the course instance. You will see the grades on the modules and the course result for all students who have or are participating on the course during the semester.

- Select which modules to show by clicking “**show module**”
- You can do the results follow-up for several course instances at once by adding more course instances in the box “**Display participants for instance**”
- Click “**Export to CSV**” to download the list to your computer to be able to work with it in e.g. Excel.

Analogue electronics 10.0 hp 1TE770

Report Certify Results follow-up Participation Activity sessions Results annotations Employees

Display participants for instance
14405 | 2017-08-28 - 2018-10-29 | 67% | Normal teaching Display from all instances in current course version

Issue course certificate Show module (2 / 2) Export to CSV

Number of search results: 7

	Personal identity no.	Name	State	1000 - 5.0 hp		1100 - 5.0 hp		Course result	
				Grade	Ex.date	Grade	Ex.date	Grade	Ex.date
<input type="checkbox"/>	19530122-0000	Algotson, Carl-Fredrik	Registered	G	2016-03-24				
<input type="checkbox"/>	19331227-0000	Andersson, Simon	Completed	G	2016-03-24	VG	2018-06-25	VG	2018-06-25
<input type="checkbox"/>	19591124-0000	Asplund, Jonatan	Registered	G	2016-03-24	U	2016-06-17		
<input type="checkbox"/>	19680908-0000	Bergström, Edvin	Completed			VG	2016-04-29	VG	2016-04-29
<input type="checkbox"/>	19670203-0000	Jansson, Tim	Completed	G	2016-03-24	G	2016-09-19	G	2016-09-19
<input type="checkbox"/>	19351208-0000	Kling, Frank	Completed	VG	2016-03-24	VG	2016-03-24	VG	2016-03-24
<input type="checkbox"/>	19730311-0000	Lundström, Max	Completed	G	2016-03-24	G	2016-03-24	G	2016-03-24
<input type="checkbox"/>	19360508-0000	Moberg, William	Completed	G	2016-03-24	G	2016-03-24	G	2016-03-24
<input type="checkbox"/>	19620721-0000	Wieczorek, Björn	Completed	G	2016-04-04			G	2016-09-26
<input type="checkbox"/>	19460801-0000	Wålarö, Frank	Completed	G	2016-03-24	G	2016-03-24	G	2016-03-24

Students who have received a passing course grades are automatically marked with "Completed"

Accredited education and modules from previous versions (with another set of modules) of the course are not shown in the results follow-up

Overview of ongoing reporting

In "Overview of ongoing reporting" you get an overview of all results that are marked as ready but have not yet been certified. It is possible to send new notifications to certifiers via this view.

This function may facilitate the work for you as an administrator or for you as a reporter, since you can see if the reported results has been certified. The view shows who or whom and when that the notify has been sent.

1. Go to **Course** that is under **Study documentation**
2. Click on **Overview of ongoing reporting**
3. Choose the **Organisation unit** (department, faculty etc.) that you want to do the search on.
4. You can also choose other, non-mandatory parameters: course (search by course code here or click on **...** to search on other parameters), who marked the result as ready, which certifier that has been notified, or date period.
5. **Search.**

Results marked as ready

Organisation unit *
0003 Department of mat... x

Course code
Search and choose course

Marked as ready by
Select

Notified to
Select

Marked as ready within
From To

Notify

Number of search results: 8

Personal iden...	Name	Course	Module/Course result	Marked a...	Marked as ready by	Notified to	Latest no...
19600324-2879	Bergström, Olof	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik 3.0 hp 0114	2020-11-17	Eva Allsmäktig	Janne Resultatrapportör	2020-11-17
19560219-2683	Berggren, Josefina	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik 3.0 hp 0114	2020-11-17	Eva Allsmäktig	Janne Resultatrapportör	2020-11-17
19600708-3121	Björkén, William	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik 3.0 hp 0114	2020-11-17	Eva Allsmäktig	Janne Resultatrapportör	2020-11-17
19560122-2861	Bergström, Charlotte	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik 3.0 hp 0114	2020-11-17	Eva Allsmäktig	Janne Resultatrapportör	2020-11-17
19600617-2818	Sahlman, Camilla	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik 3.0 hp 0114	2020-11-18	Eva Allsmäktig	Moa Lärare (+1)	2020-11-18
19600418-2843	Dahlman, Anders	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik 3.0 hp 0114	2020-11-18	Eva Allsmäktig	Moa Lärare (+1)	2020-11-18
19600504-3119	Stenberg, Saga	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik 3.0 hp 0114	2020-11-19	Eva Allsmäktig	Moa Lärare (+2)	2020-11-19
19560113-2334	Sahlman, Edit	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik 3.0 hp 0114	2020-11-19	Eva Allsmäktig	Janne Resultatrapportör...	2020-11-19

- Search parameters**
- Organisation unit (department, faculty etc.) is mandatory in this search.
 - This search function can only be used for one organisation unit at a time.
 - The results presented are those belonging directly to the chosen organisation unit.
 - Use course code primarily to conduct the search. For searches by other criteria please use the advanced search function, which is reached via the **...** -button.

Overview of ongoing reporting – Notify about results again

The list of results shows one result per line. If a student has more than one results that have been marked as ready but not yet has been certified, he/she will show on more than one line.

To notify a result again, you:

1. **Mark the results** you want to send a notification about
2. Click on **Notify**
3. **Choose** examiner/certifier to get the notification
You can only choose a person with authorization to certify at least one of the marked results
4. Click on **OK (Ctrl-S)**

The examiner/certifier you chose will now receive an e-mail notification about the results.

The screenshot shows the Ladok system interface. At the top, there are navigation tabs: 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. Below these are search and filter options for 'Personal identity', 'Course', and 'Course code'. The main content area is titled 'Course' and 'Testmiljö ITS'. It shows a list of 'Results marked as ready' with filters for 'Organisation unit', 'Course code', 'Marked as ready by', 'Notified to', and 'Marked as ready within'. A table of results is displayed with columns: 'Personal iden...', 'Name', 'Course', 'Module/Course result', 'Marked a...', 'Marked as ready by', 'Notified to', and 'Latest no...'. A 'Notify' button is visible on the left. A callout box with the number '2' points to the 'Notify' button. Another callout box with the number '1' points to the 'Marked as ready by' column in the table. A detailed view of the 'Marked as ready by' column is shown in a separate table below.

Marked a...	Marked as ready by	Notified to	Latest no...
2020-11-17	Eva Allsmäktig	Janne Resultatrapportör	2020-11-17
2020-11-17	Eva Allsmäktig	Janne Resultatrapportör	2020-11-17
2020-11-17	Eva Allsmäktig	Janne Resultatrapportör	2020-11-17
2020-11-17	Eva Allsmäktig	Janne Resultatrapportör	2020-11-17
2020-11-18	Eva Allsmäktig	Janne Resultatrapportör	2020-11-18
2020-11-18	Eva Allsmäktig	Janne Resultatrapportör	2020-11-18

"Marked a..." shows what date the result was marked as ready.
"Notified to" shows the latest certifier that was notified of the result. "Latest no..." shows the date of the latest notification. Details of all notified certifiers is given by clicking the information symbol "i".