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
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**

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

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

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 themselves 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.

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.
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.

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”.

![Course search interface](image)
View certified results

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

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.

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.

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.
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.

"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".