

# Report results on module or course

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**How to:**

1. Log in to Ladok and select the tab **Report results**
2. **Click on the course** you're going to report results for
3. Click on **Report results** in the row of a module to report results on it.
4. You will be re-directed to a list of all students who took the course during the semester but who have not received an approved result on the module yet.

Welcome Eva Ållsmåktig

Personal identity no. Last name First name Course code Name

Search student

1 Report results My

All courses that I can report results on

VT2021 HT2020 VT2020 Spring semester 2021 Select

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

5KV801 Art History A: Thematic 30.0 hp

FMAF05 Mathematics - Systems and transformers 7.0 hp

2

FMAF05 Mathematics - Systems and transformers 7.0 hp

Concerns 3 / 3 Shortcuts Version: 3

3001 Mathematical Structures 5.0 hp Report results

3002 Optimization 3.0 hp Report results

3

Course result Report results

If you need to report results on a course instance from a previous semester, select the semester on the home page first and then select the course.

- Select a grade** in the row of each student that should receive a result.  
*The students are automatically selected when you do so.*
- Use the "Ex. Date" button in the table header** to give all selected students the same examination date.  
*Examination date = examination date or date for the most recently completed parts.*
  - IF the students are to have different examination dates, you can enter it in the line for each student
- Save** (shortcut: Ctrl + S)

The results are now saved as drafts. You can leave the page and continue at another time.  
In case you are done with the reporting, go ahead and [mark the results as ready](#).

**FMAF05 Mathematics - Systems and transformers 7.0 hp** Testmiljö

Report results | Certify | Results follow-up | Participation | Activity sessions | Results annotations | Groups

Overview / 3001 Mathematical Structures 5.0 hp

Number of students: 57 pcs | Show students registered on course instance from version 3 | 2021-01-18 - 2021-06-06 05021 25% Normal teaching Uppsala | Hide discontinuations | Show results in status: Unprocessed | Draft

Save (Ctrl+S) | **7** Mark as ready (Ctrl+S) | More functions | Grades saved as draft: F :- FX :- E :- D :- C :- B :- A :-

<input type="checkbox"/>	Pers. Id. No. ↑	Name ↑	Grade ↓ *	Ex.date ↓	6	Status	More information
<input checked="" type="checkbox"/>	19790918-9230	Algotson, Emelia	F FX E D C B A			Revert changes	
<input checked="" type="checkbox"/>	19600318-0988	Algotson, Mario	F FX E D C B A			Revert changes	
<input checked="" type="checkbox"/>	19940913-2389	Andersson, Alicia	F FX E D C B A			Revert changes	
<input type="checkbox"/>	19850712-9990	Andersson, Hannes	F FX E D C B A				Obstacles Cred.
<input checked="" type="checkbox"/>	19841127-9287	Andersson, Johan	F FX E D C B A			Revert changes	
<input checked="" type="checkbox"/>	19340412-9094	Armö, Josefin	F FX E D C B A			Revert changes	
<input checked="" type="checkbox"/>	19300302-9091	Asp, Erik	F FX E D C B A			Revert changes	Warning

**Revert changes**  
In case you put in the wrong information, you can revert your changes for a student before you save.

**More information**  
The column "More information" displays information that may be relevant to you when you report.  
Click on the texts in the column to see more information.

## Mark results as ready

**Mark as ready** = You prepare the results to be certified by the examiner. The results are locked and can no longer be changed by the person who only reports on the course.

The results must be saved as drafts to be marked as ready.

8. **Mark the students** whose results should be marked as ready

9. Click on **“Mark as ready”**

**Summation of grades**  
Grades saved as drafts are summed up on the top of the table.

9

8

	Pers. Id. No.	Name	Grade	Ex.date	Status	More information
<input checked="" type="checkbox"/>	19790918-9230	Algotson, Emelia	F   FX   E   D   C   B   A	2022-08-09	Draft remove draft	
<input checked="" type="checkbox"/>	0318-0988	Algotson, Mario	F   FX   E   D   C   B   A	2022-08-09	Draft remove draft	
<input checked="" type="checkbox"/>	19940913-2389	Andersson, Alicia	F   FX   F   D   C   B   A	2022-08-09	Draft remove draft	

Grades saved as draft: F :- FX :- E : 5 D : 4 C : 5 B : 2 A :-

10. In the dialogue box:

- Select the **teacher who graded** the examination  
*You can select users in the boxes “Authorized reporters” or “Users at the university”, if the person is not found in the list you can write in the box “Other”*
- Select which **examiner** should be notified that certification is pending.

Marked as ready by: Allsmäktig, Eva

Graded by teacher

Authorized reporters: Select

Users at the university: Select

Other: Surname, Name (e-mail) University/organization

Max 1000 characters

Notify: Select

10

11. Click on **Mark as ready and notify**

The results are now marked as ready and can only be handled by the person who certifies on the course. The examiner will receive an e-mail about the results within 30 minutes.

When a student has passed, certified results on all compulsory modules in the course, you need to report an overall result on the entire course.

### Find students to report results on course

You will get a notice on the home page of Ladok when there are results on the entire course to report.

Depending on what settings have been made for you in Ladok, you might also receive an email notification when you can report results for the entire course. Regardless of whether you receive an email notification or not, the reporting is done according to the instruction on the following pages.

### Report results on the entire course and save

1. Select **Ready for course results** on the home page
2. Click on the course you are going to report results on

Ladok Study documentation Course information Follow-up System administration

Home page Student Course Course packaging Activity sessions Reports Advanced Manage multiple

Welcome Eva Ållsmäktig *Testmiljö ITS - lad*

Personal identity no. Last name First name  
    Extend with national search

Course code Name

All courses that I can report results on  Ready for course result 12 1

### Report course result ⓘ

Course	No. of results	Version
FMAF04 Mathematical Modelling with Statistical... <span>2</span>	11	1
1GN217 Mathematics and mathematics educati...	1	1

3. You will be re-directed to the reporting page for results on the entire course.
4. **Select grades** in the row of each student
  - You can give the students the same grade on the entire course as they have on a module by: selecting the students, clicking on "More functions" → "Copy grade from module" \*.
5. **Examination date** has been automatically entered as the same date as the latest module result. You may change to a later date if needed.
6. **Save as draft** (shortcut: Ctrl + S)
7. **Mark as ready, select the grading teacher** and notify the examiner who should certify the results.

The results are now marked as ready and can only be handled by the person who certifies on the course. The examiner will receive an e-mail about the results.

**Show / Hide columns**

You can select which columns are displayed. Click on "Customize columns" to e.g. hide modules that are not relevant to you now.

**1** **5** **6**

FMAF05 Mathematics - Systems and transformers 7.0 hp

Report results | Certify | Results follow-up | Participation | Activity session

Overview / FMAF05 Mathematics - Systems and transformers 7.0 hp

Number of students Show students registered on course instance from version 3

1-18 - 2021-06-06 05021 25% Normal teaching Uppsala ☒ Hide discontinuations Show results in status Unprocessed ☒ Draft ☒

Save (Ctrl+S) Mark as ready (Ctrl+S) More functions ▾ Grades saved as draft: E: - D: - C: - B: - A: - Customize columns (8 of 17) ▾

<input type="checkbox"/>	Pers. Id. No. ↑	Name ↑	3001 Mathe... 5.0 hp	3002 Optim... 3.0 hp	Grade * ↓	Ex. date * ↓	Status	More information
<input type="checkbox"/>	19410331-9036	Andersson, Hanan	A Cred.	Cred.	E D C B A	2021-03-09		
<input type="checkbox"/>	19340323-9209	Dzanic, Märta	C	Excluded	E D C B A	2021-05-16		Results on other course versions
<input type="checkbox"/>	19340720-7020	Hultberg, Ida	B	G	E D C B A	2021-03-09		
<input type="checkbox"/>	19850506-9883	Hultberg, Malin	C	G	E D C B A	2021-03-09		
<input type="checkbox"/>	19620526-2816	Hultberg, Philip	B	G	E D C B A	2021-03-10		Obstacles

**Cred.**

If all or parts of the module have been credited, "Cred." is displayed. Click on the text to see more information.

**Excluded**

If a module is marked with "Excluded", it means that the student has received results from different course versions. Click on "Results on other course versions" in the column "More information" to see all grades.

\* You can only copy module results that have the same grading scale as course results.

Results annotations are a type of note that can support your reporting in Ladok. Notes can be reported continuously during the course. When grades and / or examination dates are to be reported, you get an easy overview of the student's participation through the notes.

New results annotations are created in the tab "Results annotations". Once they are created, you can report on them according to the instructions below.

Results annotations are not mandatory to fill in, and do not give any credits.

## Report on results annotations

### 1. Report a note by:

- Fill in the note in the row of each student or
- Select several students and fill in the note through the button in the table header

### 2. Save as draft (shortcut: Ctrl + S)

The note that you reported is saved.

When you report grades and examination dates at a later time, you can use the notes as support.

**Testmiljö ITS - ladok**

FMAF04 Mathematical Modelling with Statistical Applications 15.0 hp

Report results | Certify | Results follow-up | Participation | Activity sessions | Results annotations | Groups

Overview / 2101 Hand-ins 5.0 hp

Number of students: 31 pcs (2) Show students registered on course instance from version 2

2021-01-18 - 2021-06-06 FA021 50% Normal teaching Uppsala

Save (Ctrl+S) | Mark as ready (Ctrl+S) | More functions | Grades saved as draft: F :- FX :- E :- D : 1 C :- B : 1 A :- | Customize columns (7 of 7)

<input type="checkbox"/>	Pers. Id. No. ↑	Name ↑	<input type="checkbox"/> Examination points ↓	Grade ↓ *	Ex.date ↓ *	Status	More information
<input type="checkbox"/>	19600318-0988	Algotson, Mario	12	F FX E D C B A		Draft remove draft	
<input type="checkbox"/>	19940913-2389	Andersson, Alicia	23	F FX E D C B A		Draft remove draft	Previous result
<input type="checkbox"/>	19410331-9036	Andersson, Hanan		F FX E D C B A			
<input type="checkbox"/>	19850712-9990	Andersson, Hannes	14	F FX E D C B A		Draft remove draft	
<input type="checkbox"/>	19841127-9287	Andersson, Johan		F FX E D C B A			

#### Show/hide results annotations?

Click on "Customize columns" to choose which ones you see!

#### Visible to student

Results annotations marked with an eye icon in the column header will be visible to the student when the result has been certified.

#### Previous results annotations

E.g. a re-registered student or students who have received a failed grade earlier may have a results annotation reported previous. This is indicated in the column "More information" with the text "Previous results".