# Report results for a specific student

> **i**
>
> **By reporting results for a specific student you can, for example:**
>
> - Find the student more easily, by searching for the student in Ladok instead of looking for the student in the list of all students who has participated on the course instance
> - Report and certify results in the same view
> - Report and certify results on <u>all versions of the course</u> that the student has attended
> - Remove results from any course versions that the student has attended
> - Change a certified result ([instructions on Ladok.se](#))

**Content**                                                    Page

1. **Search** for the student from the home page

| Ladok | Study documentation | Course information |
|---|---|---|
| 🏠 Home page | 👤 Student | 📕 Course | 📁 Course p |

🏠 Welcome Eva Ållsmäk

*Tip!* Use a search star (*) to let Ladok fill in the rest of the name or personal identity number.

In this example, Ladok will look for a last name that starts with "Algo" and then has any ending to the name.

| Personal identity no. | Last name | First name |
|---|---|---|
| 1 Search student | algo* | Mario |

2. In the overview of the student: **Click on the course** you want to report results for

| 📘 Overview | ✅ Participation | 📊 Study plans | 💬 Cases/Decisions | 📄 Student information |
|---|---|---|---|---|

Results at the higher education institution **39.0 hp** | Filter courses ▾ ❶ | Show as Semester ▾

### Self-contained courses

Sum **39.0 hp**

| ▶ | Name | Scope | Edu. code | Period | State |
|---|---|---|---|---|---|
| ▶ | Mathematical Modelling with Statistical Applicati... | 15.0 hp | FMAF04 | VT2021 ❶ | ■ Completed - 2021-03... |
| ▶ | ADB course | (5.5) 7.5 hp | ADB111 | HT2015 ❶ | ☐ Not completed |
| ▶ | Programming 1   **2** | (10.0) 15.0 hp | PROG01 | VT2018 ❶ | ☐ Not completed |

3. **Click on the module** you are going to report results for.

   - **IF** it is a module within an older version of the course: Click on "Report results on other versions of the course" and then click on the module in the list or the button "Manage results"

| 📖 Overview | ☑ Participation | 🖶 Study plans | ☁ Cases/Decisions | 🖹 Student information | 📖 National overview |
|---|---|---|---|---|---|

Overview / Programming 1 15.0 hp PROG01

Course result 10.0 hp (of which 0.0 hp credited part of course )  Note

## Current version (Version 2 - course registration 2018-01-15 -- 2018-06-09)

**Manage results** | Enter modules required for course completion

| Code | Name | Scope | Grade | Ex.date | Status | Certifier |
|---|---|---|---|---|---|---|
| 2201 | Lab 1 | 5.0 hp | G | 2021-04-20 | 📼 Certified ⓘ | Eva Ålls... |
| 2202 | Lab 2 | 5.0 hp | | | | |
| 2203 | Take-home examination | 5.0 hp | | | | |
| PROG01 | Course result | 15.0 hp | | | | |

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**Summary of results from all versions** | Report results on other versions of the course

## Summary of results from all versions

| Version | Code | Name | Scope | Grade | Ex.date | Status |
|---|---|---|---|---|---|---|
| 2 | 2201 | Lab 1 | 5.0 hp | G | 2021-04-20 | 📼 Certified |
| 1 | 1101 | Lab 1 | 2.5 hp | G | 2018-07-06 | 📼 Certified |

4. Select a **grade** and **examination date** for the student

Overview / Programming 1 15.0 hp PROG01 / Version 2

Save (Ctrl+S) | 🔒 Mark as ready | 📼 Certify | Enter modules required for course completion | Note | There are unsaved changes

| Name | Scope | Grade | Ex.date | Status |
|---|---|---|---|---|
| ⭕ **2201 Lab 1** | 5.0 hp | G | 2021-04-20 | 📼 CERTIFIED ⓘ |
| ⭕ **2202 Lab 2** | 5.0 hp | U \| G | YYMMDD 🗓 | |
| ⦿ **2203 Take-home examination** | 5.0 hp | F \| FX \| E \| D \| C \| B \| A | 2021-05-11 🗓 | |
| Comment | | [                    ] | | |
| Participation seminar | | 2021-04-09 🗓 | | |

**4**

5. **Save** (Keyboard shortcut: Ctrl + S)

6. **Mark as ready, select grading teacher and which** examiner who should certify the result.

You are now finished with reporting the result. The examiner you selected will get an e-mail from Ladok within 30 minutes and will get a shortcut from their home page to the result you reported.
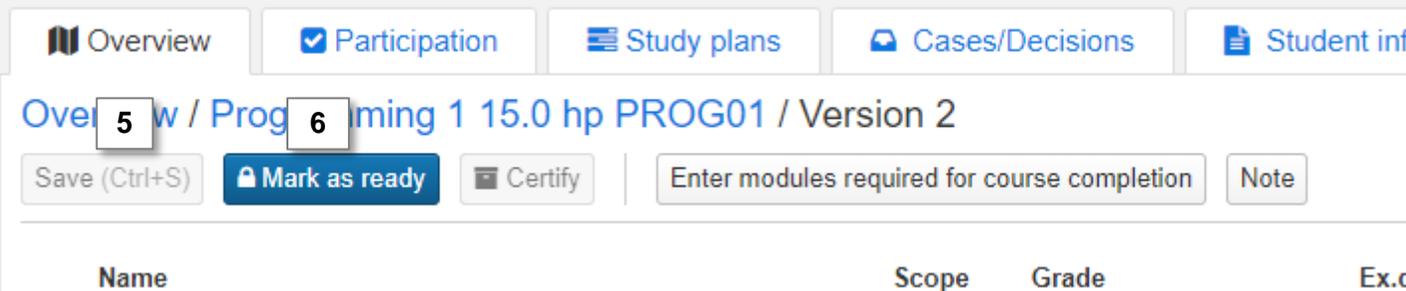
| 📖 Overview | ✅ Participation | 📰 Study plans | 💬 Cases/Decisions | 📄 Student inf |

Over [5] w / Prog [6] ming 1 15.0 hp PROG01 / Version 2

| Save (Ctrl+S) | 🔒 Mark as ready | 🗄 Certify | Enter modules required for course completion | Note |

| **Name** | | **Scope** | **Grade** | **Ex.** |

## Certify the result

**IF** you're going to certify the result yourself, you don't need to notify yourself when marking the result as ready. Click on **Certify** to certify the result. Ladok may request that you log in again.
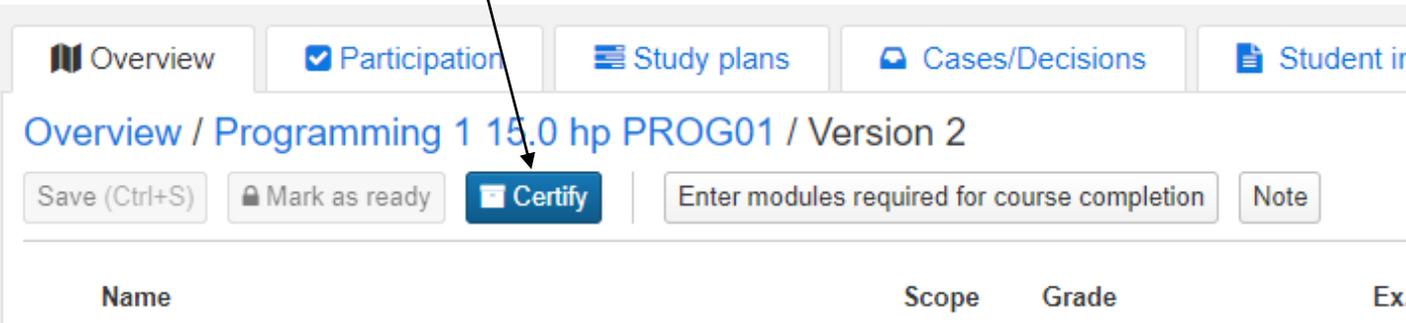
| 📖 Overview | ✅ Participation | 📰 Study plans | 💬 Cases/Decisions | 📄 Student in |

Overview / Programming 1 15.0 hp PROG01 / Version 2

| Save (Ctrl+S) | 🔒 Mark as ready | 🗄 Certify | Enter modules required for course completion | Note |

| **Name** | | **Scope** | **Grade** | **Ex.** |

> **ℹ**
>
> **The final result on the course is always reported in the latest version of the course**
>
> The student must have received a passing grade on modules that at least sum up to the total scope of the course on order to receive a final result on the course.
>
> **Enter modules required for a final course result**
>
> If the student has received results on modules from different versions of the course, you must first enter which modules that are required for a final course result.

1. **Search** for the student from the home page



*Tip!* Use a search star (*) to let Ladok fill in the rest of the name or personal identity number.

In this example, Ladok will look for a last name that starts with "Algo" and then has any ending to the name.

2. In the overview of the student: **Click on the course** you want to report a final result on



| | Name | Scope | Edu. code | Period | State |
|---|---|---|---|---|---|
| ▸ | Mathematical Modelling with Statistical Applicati… | 15.0 hp | FMAF04 | VT2021 ℹ | ■ Completed - 2021-03… |
| ▸ | ADB course | (5.5) 7.5 hp | ADB111 | HT2015 ℹ | ☐ Not completed |
| ▸ | Programming 1    **2** | (15.0) 15.0 hp | PROG01 | VT2018 ℹ | ☐ Not completed |

3. Click on **Enter modules required for course completion**



4. **Mark the modules** from the <u>latest course version</u> that should be required for the student to have a passing grade on in order to receive a final course result. Modules from a previous version of the course cannot be selected.

   *Any notes made here is currently only input: they will not be shown anywhere in Ladok.*

5. **Save**

6. The modules that are not required in order for the student to receive a result on the course are marked as "Excluded".

7. Click on the **course code** in the row "Results on course"

| Overview | ☑ Participation | ▤ Study plans | ◻ Cases/Decisions | 🖹 Student information | Ⅲ National overview |

Overview / Programming 1 15.0 hp PROG01

Course result 15.0 hp (of which 0.0 hp credited part of course ) [Note]

### Current version (Version 2 - course registration 2018-01-15 -- 2018-06-09)

[Manage results] [Enter modules required for course completion]

| ▸ | Code | Name | Scope | Grade | Ex.date | Status | Cer |
|---|------|------|-------|-------|---------|--------|-----|
| | 2201 | Lab 1 | 5.0 hp | G | 2021-04-20 | ▣ Certified ⓘ | Eva |
| | 2202 | Lab 2   (Excluded) **6** | 5.0 hp | | | | |
| ▸ | 2203 | Take-home examination | 5.0 hp | C | 2021-05-11 | ▣ Certified ⓘ | Eva |
| **7** | PROG01 | **Course result** | 15.0 hp | | | | |

8. **Report a final grade and examination date**

9. **Save** (Keyboard shortcut: Ctrl + S)

10. **Mark as ready, select who graded the result and select the examiner** who should certify the result.

You are now finished with reporting the result. The examiner you selected will get an e-mail from Ladok and will get a shortcut from their home page to the result you reported.

| Overview | ☑ Participation | ▤ Study plans | ◻ Cases/Decisions | 🖹 Student information | Ⅲ National overview |

Ove **9** w / P **10** ming 1 15.0 hp PROG01 / Version 2

[Save (Ctrl+S)] [🔒 Mark as ready] [▣ Certify] [Enter modules required for course completion] [Note] [There are unsaved changes]

| | Name | Scope | Grade | Ex.date | Status |
|---|------|-------|-------|---------|--------|
| ○ | 2201 **Lab 1** | 5.0 hp | G | 2021-04-20 | ▣ CERTIFIED ⓘ |
| ○ | 2202 **Lab 2**   (Excluded) | 5.0 hp | [U] [G] | [YYMMDD] 🗓 | |
| ○ | 2203 **Take-home examination** | 5.0 hp | C | 2021-05-11 | ▣ CERTIFIED ⓘ |
| ⦿ | **Course result** | | [E] [D] [C] [B] [A] ⓘ | 2021-05-11 🗓 **8** | |