

Paste several results on an examination



Exam result = Module result

The exam that is set up in Ladok always concerns a module. When you report results on the exam, it is the grades on the module that are set.

Paste results from Excel

If you have written the students results on an examination in a separate document (e.g. in Excel) you're able to copy and paste the results to Ladok, instead of writing each grade in Ladok manually.

Results annotations cannot be pasted in to Ladok. So if there's results annotations on the examination, you have to manage them manually.

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Paste several results on an examination (cont.)

1. Go to the **examination via the reporting link** on your home page.

The screenshot shows the Ladok home page for user Eva Allsmäktig. The navigation bar includes tabs for 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. Below this, there are search filters for 'Personal identity', 'Course', 'Course packaging', 'Activity sessions', 'Reports', and 'Advanced'. The main content area is titled 'Welcome Eva Allsmäktig' and features a search bar for 'Personal identity no.', 'Last name', and 'First name'. There are also buttons for 'Certify', 'Report results', 'My ongoing cases', and 'My favourite course instances'. A dropdown menu is open, showing 'All courses that I can report results on' and 'Ready for course result'. The 'All courses that I can report results on' option is selected, and a list of courses is displayed, including 'BKURS3 Public Finances 30.0 hp' and 'UM7111 School and Society: Mathematics, Science and Technology 22.5 hp'. A blue box with the number '1' highlights the 'Examination sessions and other activity sessions' section.

2. Click on **More functions** → **Paste results**

2021-05-15 BKURS6 BTK61 Introduction Socialt work | Anonymous, Sign up
Concerns: [BKURS7 Soc...](#) / [B701 Introduction Social structure 10.0 hp](#) | [BKURS6 Soc...](#) / [M101 Introdu](#)

The screenshot shows the 'Report results' page for the examination session '2021-05-15 BKURS6 BTK61 Introduction Socialt work'. The page has three main tabs: 'Report results', 'Certify', and 'Participation'. The 'Report results' tab is active. The page displays the number of students as '8 pcs' and shows results in status 'Unprocessed' and 'Draft'. A dropdown menu is open, showing options for 'More functions', 'Remove drafts', 'Paste results', 'Export to CSV...', and 'Export to Excel'. A blue box with the number '2' highlights the 'More functions' dropdown menu.

Anonymisation code	Grade
EFG345-BTX-YXS	U G VG
EFG345-GPW-LJZ	U G VG
EFG345-JCA-YRZ	U G VG
EFG345-KOZ-UUG	U G VG

Template for Excel

In case you do not have a separate document with the students' results already: choose to "Export to CSV" here.

A file will be downloaded with the students' name and personal identity number (or anonymisation codes), with empty fields for grade and examination date. Open the file in Excel and use it as a template to fill in the students' results.

- Click on **Paste personal identity number** (or "Paste anonymous code")

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Report / Klistra in resultat på flera

4. Save as draft

Personal identity no. (mnd.)	Name	Grade (mnd.)	Ex.date (mnd.)	Status	Validation
1. Paste personal identity number	3	2. Paste Grades	3. Manage examination date		

No selection done.

- Copy the students' personal identity numbers** (or anonymous codes) from the Excel sheet and **paste them** in the dialogue box that has opened in Ladok.
- Save**
- The personal identity numbers and anonymous codes are now validated by Ladok.

In case an error occurs: [see page 6](#)

- Click on **Paste grades**

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4. Save as draft

Personal identity no. (mnd.)	Name	Grade (mnd.)	Ex.date (mnd.)	Status
1. Paste personal identity number		2. Paste Grades	7 Manage examination date	
19940904-2398	Andersson, Frida			
19820716-9288	Bergström, Nicolas			
19300619-9248	Börjesson, Markus			
19820918-9292	Dahl, Lisa			

- Copy the students' grades** from the Excel sheet and **paste them into Ladok**.

You can only paste grades that are allowed in the grading scale of the module that the examination is given within. Note that Ladok is case sensitive, so be cautious on if the grades are written in capital or lower-case letters.

- Save**
- The grades are now validated by Ladok.

In case an error occurs: [see page 7](#)

11. Click on **Manage examination date**

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4. Save as draft

Personal identity no. (mnd.)	Name	Grade (mnd.)	Ex.date (mnd.)	Status
1. Paste personal identity number		2. Paste Grades	3. Manage examination date	11
19940904-2398	Andersson, Frida	B		
19820716-9288	Bergström, Nicolas	A		
19820716-9288	Bergström, Nicolas	A		

12. Choose how you wish to enter the examination date:

- **Select a date** in the dialog box. The date will be applied to all students
- **Paste dates** from the Excel sheet
Format for the examination date: YYYY-MM-DD.

13. **Save.** The dialog box closes and the examination date is applied to all students.

Enter examination date

Select a date 12

Paste date

2019-08-24 📅

In this view there are two options:

1. Select a date in the date picker for all lines. If a date is given for the activity session this date is default
2. Paste the examination dates using the format YYYY-MM-DD for each line. Empty lines for are manged as not reported for the student in question.

13 Save Cancel

14. Click on **Save as draft**

If a grade or examination date is missing for any student, that student is removed from the list and the result for that individual is not saved.

If an error occurs: [see page 8](#)

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4. Save as draft

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Personal identity no. (mnd.)	Name	Grade (mnd.)	Ex.date (mnd.)	Status	Validation
1. Paste personal identity number		2. Paste Grades	3. Manage examination date		
19940904-2398	Andersson, Frida	B	2019-08-24		
19820716-9288	Bergström, Nicolas	A	2019-08-24		
19300619-9248	Börjesson, Markus	B	2019-08-24		

Return to the usual reporting view, or mark the results as ready

You can now leave this page if you wish. By clicking on "Report", you will re-enter the usual reporting view and the results that you just saved as a draft will be displayed there.

For examinations with results annotations, it may be a good idea to re-enter the usual reporting view now to check and/or fill in the annotations before marking the results as ready.

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4. Save as draft

🔒 Mark as ready

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Personal identity no. (mnd.)	Name	Grade (mnd.)	Ex.date (mnd.)	Status	Validation
19940904-2398	Andersson, Frida	B	2019-08-24	🔒 Draft	
19820716-9288	Bergström, Nicolas	A	2019-08-24	🔒 Draft	
19300619-9248	Börjesson, Markus	B	2019-08-24	🔒 Draft	
19820918-9292	Dahl, Lisa	C	2019-08-24	🔒 Draft	

If you do not leave the page, you can mark the results as ready now. **Click on "Mark as ready"** and select the examiner who should be notified that results are waiting to be certified. If needed later on, you can notify the results to an examiner again.

If an error occurs when the personal identity numbers (or anonymous codes) are pasted, the row of that student is highlighted in red. The reason for the error is shown in the row as well.

Error in the "Status" column

If the student has already received a result, the status of that result is shown in the column "Status". You cannot report another result for the student.

Do the following:

1. Delete the entire row of the student in your Excel sheet
2. Paste the remaining personal identity numbers (or anonymous codes) into Ladok

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4. Save as draft

Personal identity no. (mnd.)	Name	Grade (mnd.)	Ex.date (mnd.)	Status	Validation
1. Paste personal identity number		2. Paste Grades	3. Manage examination date		
19820705-9299	Westlund, Kevin				
19971013-2383	Åström, Felicia				
19940824-2387	Berggren, Andreas			🟢 Certified	

Error in the "Validation" column

If an error is displayed here, it is because the personal identity number (or anonymous code) does not match the participants on the exam. This can, for example, be because the student did not participate on the activity, or because a letter or number was erased by mistake.

Do the following:

1. Click on the blue "Report" link at the top of the page to return to the regular reporting view
2. Check the personal identity number (or anonymous codes) in the Excel sheet compared to the ones listed in the reporting view
3. Enter the correct code or number in the Excel sheet or alternatively delete the entire row if the student should not receive a result on the activity.
4. Click on "Paste Result" again
5. Paste the personal identity number (or anonymous codes) again

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4. Save as draft

Personal identity no. (mnd.)	Name	Grade (mnd.)	Ex.date (mnd.)	Status	Validation
1. Paste personal identity number		2. Paste Grades	3. Manage examination date		
19340201-9214	Moberg, William				
19940815-2396	Möller, Ida				
No personal identity number					⚠ Identifier is missing
19940831-2396	Sandén, Ebba				

If an error occurs when the grades are pasted, that row is highlighted in red. The reason for the error is shown in the "Validation" column.

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4. Save as draft

Personal identity no. (mnd.)	Name	Grade (mnd.)	Ex.date (mnd.)	Status	Validation
1. Paste personal identity number		2. Paste Grades	3. Manage examination date		
19340201-9214	Moberg, William	C			
19940815-2396	Möller, Ida	A			
19940831-2396	Sandén, Ebba	U			⚠ Grade is missing
19620108-2697	Sarvinen, Sofia	B			

Do the following:

- **If the reason for the error is obvious:** write the correct grade in your Excel sheet and then paste all grades again.
- **If you are unsure of the reason for the error:**
 1. **Click on the blue "Report" link at the top of the page** to return to the regular reporting view
 2. **The grading scale is listed in the table** (*remember that Ladok is case sensitive*).

<input type="checkbox"/>	Anonymisation co... ^	Grade ▼ * ⬆	Ex.date ▼ * ⬆
<input type="checkbox"/>	EFG345-HYJ-LOR	U G VG	2021-05-15 📅
<input type="checkbox"/>	EFG345-JFL-ZKY	U G VG	2021-05-15 📅
<input type="checkbox"/>	EFG345-KEY-ZGG	U G VG	2021-05-15 📅

3. **Write the correct grade in your Excel sheet**
4. **Click on "Paste results" again**
5. **Paste the personal identity numbers** (or anonymous codes) again
6. **Paste the correct grades**

If errors occur with any student when the results are saved, all results are prevented from being saved. The row of the student with the faulty information is highlighted in red and you can click on **i** to see the cause of the error.

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Report / Klistra in resultat på flera

4. Save as draft | Mark as ready | Managed 0 of 7

Personal identity no. (mnd.)	Name	Grade (mnd.)	Ex.date (mnd.)	Status	Validation
19340201-9214	Moberg, William	C	2019-11-05		
19940815-2396	Möller, Ida	A	2019-11-05		
19940831-2396	Sandén, Ebba	F	2029-12-05		i
19620108-2697	Sarvinen, Sofia	B	2019-11-05		
19500626-2546	Wennerberg, Clara	B	2019-11-05		
19820705-9299	Westlund, Kevin	C	2019-11-05		
19971013-2383	Åström, Felicia	C	2019-11-05		

Information

- Obstacle after save
 - Examination date missing or in the future

Do the following:

1. **Correct your Excel sheet** according to the error that occurred.
2. Repeat the entire procedure from the beginning:
 1. **Click on the blue "Report" link at the top of the page** to return to the regular reporting view
 2. **Click on "Paste results"** again
 3. **Paste the personal identity numbers** (or anonymous codes) again
 4. **Paste the correct grades**
 5. **Manage the examination dates** again
 6. **Save as draft.**