

# Follow the result reporting

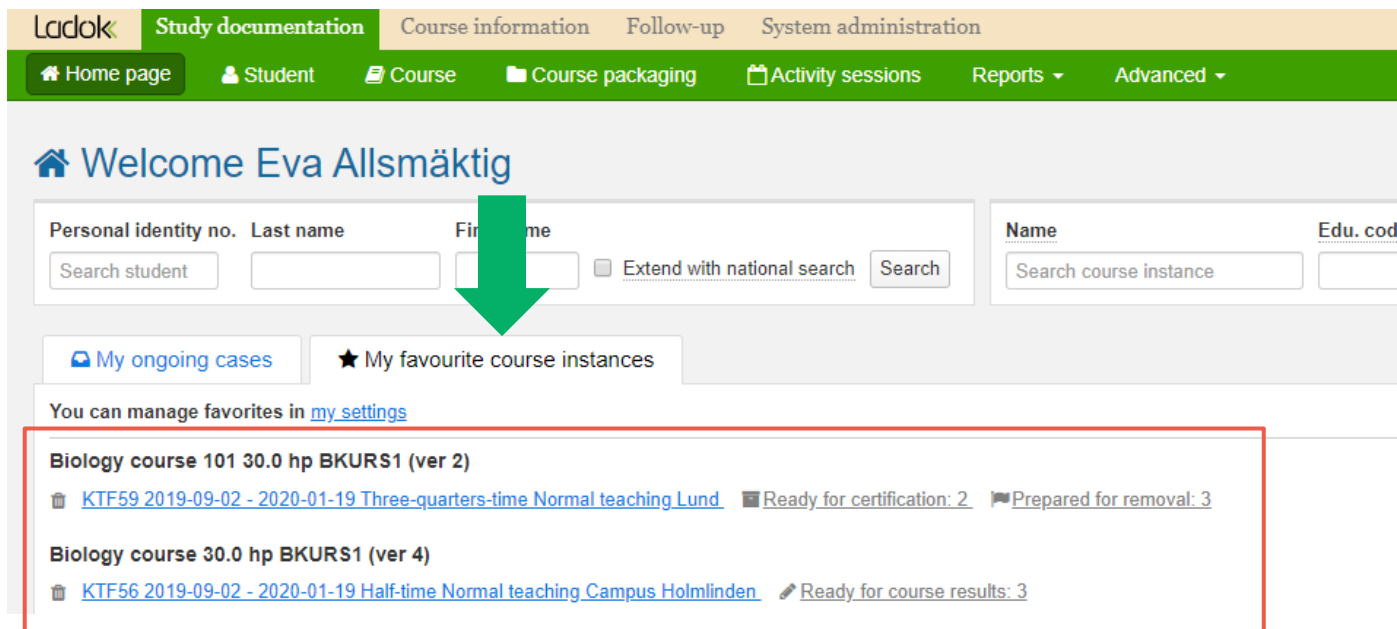
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You can select course instances that you want to be able keep better track of.

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**



Ladok Study documentation Course information Follow-up System administration

Home page Student Course Course packaging Activity sessions Reports Advanced

Welcome Eva Allsmäktig

Personal identity no. Last name First name

Search student     Extend with national search Search

Name Edu. cod

Search course instance

My ongoing cases My favourite course instances

You can manage favorites in [my settings](#)

**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

There are two ways to create a favourite course instance:

- Mark as your own favourite – see below
- Mark as favourite for someone else (an examiner) – see next page.

## 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 for user Eva Allsmächtig. The navigation bar includes tabs for 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. Below this, there are links for 'Home page', 'Student', 'Course', 'Course packaging', 'Activity sessions', 'Reports', and 'Ad'. The user's name 'Welcome Eva Allsmächtig' is displayed. There are search fields for 'Personal identity no.', 'Last name', 'First name', and 'Name'. A green box labeled '1' highlights the 'My favourite course instances' link, and another green box labeled '2' highlights the 'my.settings' link. Below these, a course instance 'Biology course 101 30.0 hp BKURS1 (ver 2)' is listed.

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

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

## My settings

The screenshot shows the 'My settings' page with tabs for 'Authorisations', 'Favourites', 'Messages', and 'Language'. There are search filters for 'Name', 'Edu. code', 'Inst. code', 'Organisation unit', and 'Ongoing within'. A green box labeled '3' highlights the search filter area. Below the filters, there is a table of course instances. A green box labeled '4' highlights the star icon in the 'Mark as favourite' column. The table has 11 columns: 'Mark as favourite', 'Name', 'Scope', 'Code', 'Ver.', 'Instance code', 'Start', 'End', 'Pace', 'Type of in...', and 'Study venue'. There are two rows of data for 'Algebraic Structures'.

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

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.

## 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

### Employee rights

Certification rights Reporting rights **★ Mark as favourite for certifier**

Choose certifier to mark favourites for

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

Name Edu. code Inst. code Organisation unit Ongoing within

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

Number of search results: 6

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					

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 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.

## How to

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.

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

### Overview

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

Course version 3

Course content	Draft	Marked as ready	Certified	More information
3001 Mathematical Structures 5.0 hp	1	1	12	
3002 Optimization 3.0 hp	1	1	8	
<a href="#">Show all activity sessions</a>				
Course result				
Course results to report: 9 pcs	0	0	0	

**A** (bracketed over Draft, Marked as ready, and Certified columns for course content rows)

**B** (bracketed over Course results to report row)

## 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. Use the field "Show students registered on course instance from version X" to add or remove a course instance.

You can only select course instances on one course version. To change which course version you're working with: change in the field "Show course version".

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

Course version 3

Filter

All course instances from version 3

2022

2022-08-29 - 2023-01-15 05170 25% Normal teaching Uppsala

2021

2021-01-20 - 2021-01-27 Stockholm

2021-01-18 - 2021-06-06 05021 25% Normal teaching Uppsala

## How to

1. Select **Course** in the main menu

### 2. Search for course instances

*Example:* select an institution in the field "Organisation unit" and a semester in the field "Ongoing within" to find all course instances that were ongoing that semester within the selected institution.

The screenshot shows the Ladok navigation bar with 'Course' selected. Below it, the search interface for 'Course instances' is visible. A green box labeled '1' highlights the 'Course' menu item. Another green box labeled '2' highlights the search input field. The search filters include 'Course code', 'Name', 'Organisation unit', and 'Ongoing within'.

3. Click on **Customize columns** and select to show the column **Ready for course results**

4. In the table of search results: Check-mark the box **Filter**

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".

Note: the filter is applied on each page of the search results. If your search results were shown on several pages in the table, you have to go through all pages in the table after activating the filter to see all course instances with students ready for course results.

The screenshot shows the search results table. A green box labeled '3' highlights the 'Customize columns (6 of 14)' dropdown menu. Another green box labeled '4' highlights the 'Filter' checkbox in the 'Ready for course results' column. The table shows 70 search results, with the first page displaying 5 rows.

Course code	Course	Ver.	Instance code	Study venue	Ready for course results	Operation
BKURS1	<a href="#">Biologi kurs grund (ver 1) 30.0 hp</a>	1	KTF44	Stockholm	3	Select
1FA514	<a href="#">Electromagnetism I 5.0 hp</a>	1	63017	Uppsala	1	Select
1TE655	<a href="#">Power Engineering 5.0 hp</a>	1	64486	Uppsala	1	Select
3FF219	<a href="#">Pharmacology for Engineering Students 7.5 hp</a>	2	87307	Uppsala	1	Select
FMAF05	<a href="#">Mathematics - Systems and transformers 7.0 hp</a>	3	05021	Uppsala	9	Select

Notifications can be set to be sent automatically when course new results can be reported. See instructions in the [guide Employee rights](#).

## How to

1. Go to the tab **report results** on the **home page**
2. Select the **semester** and **course** you wish to see results from
3. Click on **Shortcuts** → **Results follow-up**

The screenshot shows the 'Report results' interface. At the top, there are tabs: 'Certify', 'Report results' (selected), 'Ongoing cases', and 'My favourite course instances'. Below the tabs, there are radio buttons for 'All courses that I can report results on' (selected) and 'Ready for course result' (31). A dropdown menu shows 'VT2022', 'HT2021', and 'VT2021' (selected). Another dropdown shows 'Semester 2021'. A search box contains '0000 Computer Science'. On the left, a list of courses is shown, with 'ME173A Digital Marketing 15.0 hp' selected. On the right, a 'Shortcuts' dropdown is open, showing options like 'List of participants', 'Summation for period', and 'Results follow-up' (selected).

4. 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.

The screenshot shows the 'Results follow-up' page. At the top, there are tabs: 'Report results', 'Certify', 'Results follow-up' (selected), 'Participation', 'Activity sessions', 'Results annotations', and 'Groups'. Below the tabs, there is a dropdown for 'Show students registered on course instance from version 1' with the value '2022-01-17 - 2022-06-05 TS214 50% Normal teaching Malmö'. There are also buttons for 'Registered' and 'Completed'. A 'Filter on group' dropdown is set to 'Select'. Below the filters, there are buttons for 'Export to CSV' and 'Issue course certificate'. A 'Show module (2 of 2)' dropdown is set to '2'. The number of search results is 19. The table below shows the results for five students.

Personal identity no.	Name	State	1901 Assignment 1 10.0 hp		1902 Assignment 2 5.0 hp		Course result	
			Grade	Ex.date	Grade	Ex.date	Grade	Ex.date
<a href="#">19880415-2380</a>	Dahlman, Jacqueline	Completed	G	2022-04-01	G	2022-04-15	VG	2022-06-05
<a href="#">19090411-9815</a>	Emanuelsson, Edla	Completed	G	2022-04-01	VG	2022-04-15	G	2022-06-05
<a href="#">19090509-9818</a>	Hummeldal, Oscar	Registered	G	2022-04-01	U	2022-04-15		
<a href="#">19400927-9169</a>	Laike, Alexandra	Completed			G	2022-04-15	VG	2022-06-05
<a href="#">19090611-9805</a>	Långman, Julian	Completed	G	2022-04-01	G	2022-04-15	G	2022-06-05


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

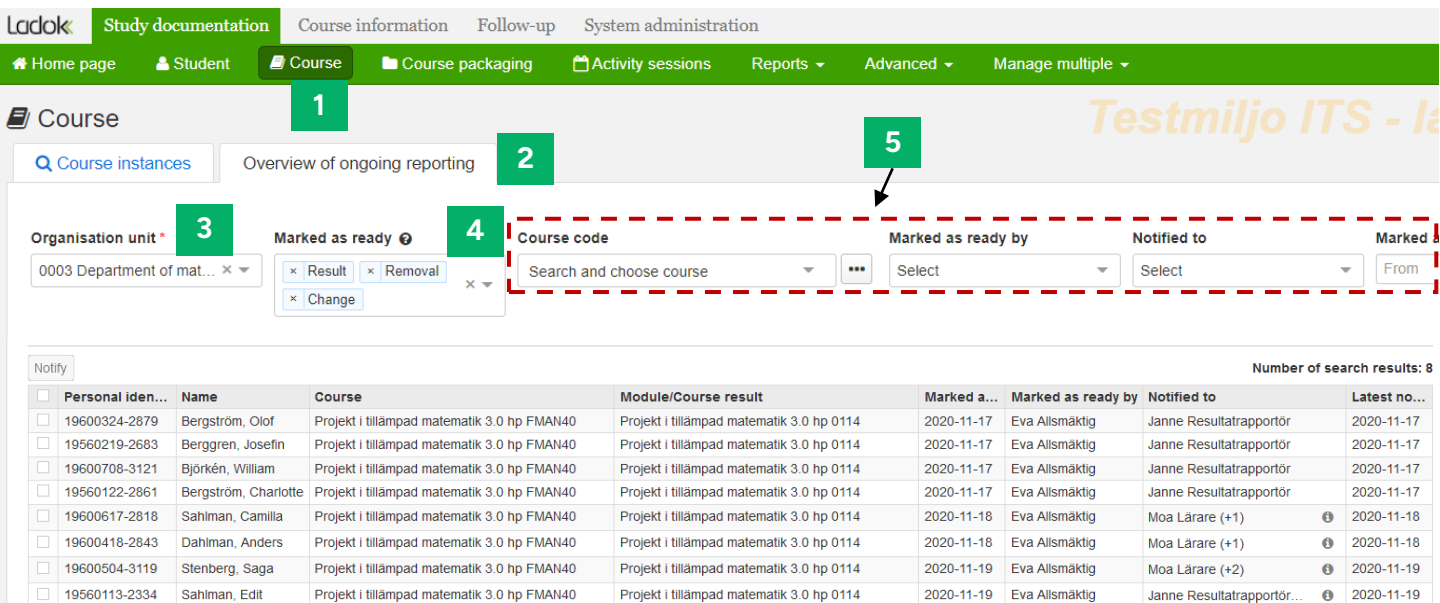
Accredited education and results from previous course versions (with another set of modules) of the course are not shown in the results follow-up

On the page “Overview of ongoing reporting” you get an overview of results that are marked as ready, prepared for removal or prepared for change.

You can also send new notifications here, to remind the examiner of a result that’s waiting to be certified.

## How to

1. Select **Course** in the main menu
2. Select tab **Overview of ongoing reporting**
3. Select the **Organisation unit** (department, faculty etc.) that you want to search for results within.
4. You can choose which types of results marked as ready you wish to search for
5. You can also choose other, non-mandatory parameters. E.g. the course or a certain person who marked the results as ready  
*To search for a specific course: write the course code in the field, or click on  for more options*
6. **Search**



Course instances

Overview of ongoing reporting

Organisation unit \* 0003 Department of mat... x

Marked as ready Result Removal Change

Course code Search and choose course ...

Marked as ready by Select

Notified to Select

Marked as ready by From

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
19600219-2683	Berggren, Josefín	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

- 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.



## To notify a result again, you:

1. Search for results according to the instructions on the previous page
2. **Mark the results** you want to send a notification about
3. Click on **Notify**
4. **Choose** examiner/certifier to get the notification  
*You can only choose a person with authorization to certify all of the marked results*
5. 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 menu items: 'Home page', 'Student', 'Course', 'Course packaging', 'Activity sessions', 'Reports', 'Advanced', and 'Manage multiple'. The main heading is 'Course' with a sub-heading 'Testmiljö ITS - la'. There are search filters for 'Course instances' and 'Overview of ongoing reporting'. Below the filters, there are dropdown menus for 'Organisation unit', 'Marked as ready', 'Course code', 'Marked as ready by', 'Notified to', and 'Marked a...'. A 'Notify' button is visible on the left. A table of results is shown with columns: 'Personal iden...', 'Name', 'Course', 'Module/Course result', 'Marked a...', 'Marked as ready by', 'Notified to', and 'Latest no...'. A green box with the number '2' highlights the 'Notify' button, and another green box with the number '1' highlights the first row of the table.

Notified to	Latest no...
Janne Resultatrapportör	2020-11-17
Janne Resultatrapportör	2020-11-17
Janne Resultatrapportör	2020-11-17
Janne Resultatrapportör	2020-11-17
Moa Lärare (+1)	2020-11-18
Moa Lärare (+1)	2020-11-18
Moa Lärare (+1)	2020-11-18
Moa Lärare (+1)	2020-11-18

Moa Lärare , 2020-11-19  
 Janne Resultatrapportör , 2020-11-19  
 Eva Allsmäktig , 2020-11-19

“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”.