

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**

The screenshot shows the Ladok web application interface. At the top, there is a navigation bar with tabs for 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. Below this is a secondary navigation bar with icons and labels for 'Home page', 'Student', 'Course', 'Course packaging', 'Activity sessions', 'Reports', and 'Advanced'. The main content area starts with a welcome message 'Welcome Eva Allsmächtig'. Below the welcome message are search fields for 'Personal identity no.', 'Last name', 'First name', 'Name', and 'Edu. cod'. A red box highlights the 'My favourite course instances' tab in the navigation area. Below the tabs, there is a message 'You can manage favorites in [my settings](#)'. The main content area displays a list of course instances. The first instance is 'Biology course 101 30.0 hp BKURS1 (ver 2)' with a trash icon, a link to 'KTF59 2019-09-02 - 2020-01-19 Three-quarters-time Normal teaching Lund', and status indicators 'Ready for certification: 2' and 'Prepared for removal: 3'. The second instance is 'Biology course 30.0 hp BKURS1 (ver 4)' with a trash icon, a link to 'KTF56 2019-09-02 - 2020-01-19 Half-time Normal teaching Campus Holmlinden', and status indicator 'Ready for course results: 3'.

My favourite course instances (cont.)

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 with navigation tabs: 'Study documentation' (highlighted), 'Course information', 'Follow-up', and 'System administration'. Below these are buttons for 'Home page', 'Student', 'Course', 'Course packaging', 'Activity sessions', and 'Reports'. A welcome message for 'Eva Allsmächtig' is displayed. Search fields for 'Personal identity no.', 'Last name', 'First name', and 'Name' are present. A 'My ongoing cases' button and a 'My favourite course instances' button (marked with a '1') are visible. A link to 'my settings' (marked with a '2') is also shown. Below, a course instance 'Biology course 101 30.0 hp BKURS1 (ver 2)' is listed with details like 'KTF59 2019-09-02 - 2020-01-19' and 'Three-quarters-time Normal teaching Lund'.

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

My settings

The 'My settings' page has tabs for 'Authorisations', 'Favourites', 'Messages', and 'Language'. Search filters include 'Name' (Algebraic Structures), 'Edu. code', 'Inst. code', 'Organisation unit' (Select), and 'Ongoing within' (Select period). A 'Limit to Courses within my course rights' checkbox is present (marked with a '3'). Below is a table with 2 search results:

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

The 'Mark as favourite' column contains star icons (marked with a '4'). The text 'Number of search results: 2' is shown at the top right of the table.

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.

My favourite course instances (cont.)

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 them selves 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.

Results in status: draft, marked as ready and certified

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.

FMAF05 Mathematics - Systems and transformers 7.0 hp

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

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

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	
Show all activity sessions				
Course result				
Course results to report: 9 pcs	0	0	0	

B

A

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

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

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

Find instances ready for course results

1. Go to **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 tabs for 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. The 'Course' tab is active. Below the navigation bar, there are search filters for 'Course instances'. A search bar contains the text '2' and 'ew of ongoing reporting'. Below the search bar, there are dropdown menus for 'Course code' (with 'ABC123' selected), 'Name' (with 'Name of course' selected), 'Organisation unit' (with 'Select' selected), and 'Ongoing within' (with 'Select per...' selected). There are also 'From' and 'To' date pickers and a 'Customi...' button.

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.

Customize columns (6 of 14) 3 Number of search results: 70 << < 1 > >> 100

Course code	Course	Ver.	Instance code	Study venue	Ready f.	Operation
					<input checked="" type="checkbox"/> Filter	4
BKURS1	Biologi kurs grund (ver 1) 30.0 hp	1	KTF44	Stockholm	3	Select
1FA514	Electromagnetism I 5.0 hp	1	63017	Uppsala	1	Select
1TE655	Power Engineering 5.0 hp	1	64486	Uppsala	1	Select
3FF219	Pharmacology for Engineering Students 7.5 hp	2	87307	Uppsala	1	Select
FMAF05	Mathematics - Systems and transformers 7.0 hp	3	05021	Uppsala	9	Select

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

View certified results

The results follow-up lists all the certified grades within the course instance.

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**

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

ME133A Business Processes within the Media Industry 15.0 hp

ME173A Digital Marketing 15.0 hp

1XN009 Introduction to eHealth 7.5 hp

1SHA06 Social Studies II - for Upper Secondary School Teachers 30.0 hp

ME173A Digital Marketing 15.0 hp

Course instances 1 / 1

Shortcuts

List of participants:
Possibility to extract csv file (personal identity number, address, phone number, e-mail)

Summation for period:
Summation of Completed, Ready for results, Registered, Not started, Withdrawal for select period

Results follow up:
Result on module and course for student on select course instances

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.

ME173A Digital Marketing 15.0 hp

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

Show students registered on course instance from version 1

2022-01-17 - 2022-06-05 TS214 50% Normal teaching Malmö

State Registered Completed

Filter on group Select

Export to CSV Issue course certificate

Show module (2 of 2) Number of search results: 19


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

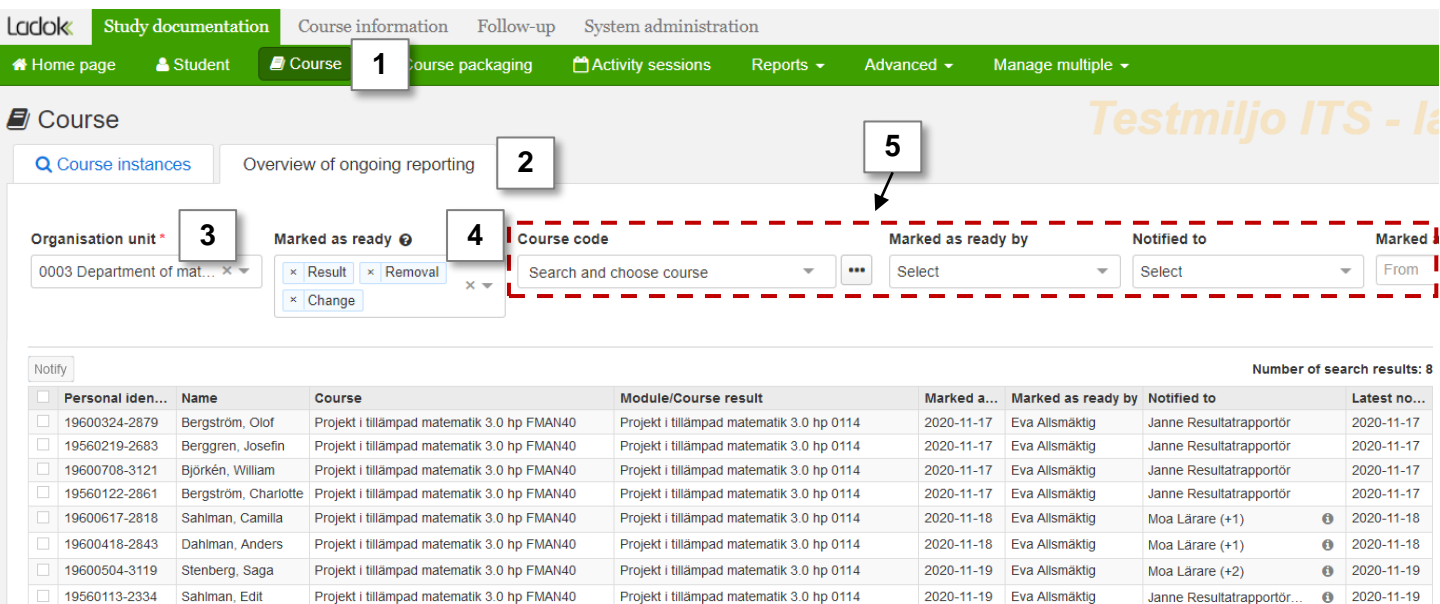
Students who have received a passing course grades are automatically marked with "Completed"

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

Overview of ongoing reporting

In "Overview of ongoing reporting" you get an overview of results that are marked as ready, prepared for removal or prepared for change. It is possible to send new notifications to remind the examiner via this view.

1. Click on **Course** in the green menu bar
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

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
19560219-2683	Berggren, Josefin	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

- i** **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.

Overview of ongoing reporting – Notify about results again

The list of results shows one result per line. If a student has more than one result that matches your search, he/she will show up 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 all 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.

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 navigation links: 'Home page', 'Student', 'Course', 'Course packaging', 'Activity sessions', 'Reports', 'Advanced', and 'Manage multiple'. The main content area is titled 'Course' and 'Overview of ongoing reporting'. There are search filters for 'Organisation unit', 'Marked as ready', 'Course code', 'Marked as ready by', 'Notified to', and 'Marked as ready by'. A table of results is displayed with columns: 'Personal iden...', 'Name', 'Course', 'Module/Course result', 'Marked a...', 'Marked as ready by', 'Notified to', and 'Latest no...'. A 'Notify' button is highlighted with a red box and the number '2'. A red box with the number '1' highlights the first row of the table. A tooltip shows details for the first row: 'Moa Lärare , 2020-11-18', 'Janne Resultatrapportör , 2020-11-19', and 'Eva Allsmäktig , 2020-11-19'.

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	2020-11-17	Eva Allsmäktig	Janne Resultatrapportör	2020-11-17
19560219-2683	Berggren, Josefin	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik	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	2020-11-17	Eva Allsmäktig	Janne Resultatrapportör	2020-11-17
19560000-0061	Bergström, Charlotte	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik	2020-11-17	Eva Allsmäktig	Janne Resultatrapportör	2020-11-17
19600000-0018	Sahlman, Camilla	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik	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	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	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	2020-11-19	Eva Allsmäktig	Janne Resultatrapportör...	2020-11-19

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 , 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".