Guide: Certify results

Version of Ladok by the latest update: 1.27.0
**Version of the guide and Ladok**

Ladok is updated with new functionality every other week. You will find the version number in the footer of the system.

The guide is updated if new functions are implemented or if functions described in the guide are changed. You will find the date of the update and version number of Ladok in the footer of the guide.

All updates of the guide are listed below.

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**Guide-Ladok-1.27.0-Certify results**
What you will learn

The guide describes how results are certified in Ladok. You will learn how to certify results and how to use functions that can help you certify more efficiently (e.g. groups, results annotations and activity sessions).

We recommend that you have an elementary understanding of the navigation and concept of Ladok before you read this guide.

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Introduction and your home page
A course consists of a number of modules. Results are reported on each of the modules in the course, and on the full course (“Course grade”).

A result consists of two mandatory parts:

- **Grade**
- **Examination date**: The date of the examination or the date when the student handed in the last assignment in the module.

The result may also include:

- **Title** of essay or paper (may be mandatory)
- **Results annotation**: aka. a note to support the grading on the module or course.

The process

1. **Draft**: the results are reported in Ladok and saved.
2. **Marked as ready**: the reporter has finalized the result and the result is ready to be certified by the examiner of the course.
3. **Certified**: the examiner has checked the results and have certified them. By certifying the results, the official decision is made and the results are presented to the students.

This guide describes the process from “marked as ready” to “certified”.

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**Guide-Ladok-1.27.0-Certify results**
Ladok is automatically set to Swedish. To change language to English:

1. Log in to Ladok
2. Click on your name in the top right corner and select “Mina inställningar”
3. Select the tab “Språk”
4. Select “Engelska”
You will receive an e-mail notification when a result that you need to certify has been marked as ready.

When you log in to Ladok, you will have a link to the course on your home page.

The information on the home page is divided into different categories. Three categories are important when you are certifying results:

**Notified results that need to be certified:** a to-do list for you.

You will find a link to all courses that you have been notified about via e-mail here. Click on the link to begin certifying results.

*Note!* The courses will **not be cleared automatically from the list after you have notified the results.** Clear the course from your to-do list after you have certified the results by clicking on the “x” in the right-hand column.
My favourite course instances: Click on the grey links (“Ready for certification” or “Prepared for removal”) to start certifying or remove results within the course instance. You can mark course instances as favourites yourself by clicking “My settings” and using the star to mark course instances as favourites.

Certifications: You will find links to courses here once there are results that are ready for certification or to be removed. Click on the course to begin certifying or removing results. Note! If there are several persons responsible for the certification within the same course, they will all find a link to the course on their home pages.
When you click on a course on the home page, you will be redirected to the **course page**, and the tab **Certify**.

**Overview in the tab “Certify”**

You will see an overview of the results in the course in the tab “certify”. You will see:

- Which modules are included in the course
- A summation of how many results are in status “draft”, “marked as ready” and “certified” for each of the modules and the course result.

**Select where to certify results**

Check the column “Marked as ready”. If there is a number higher than 0, it means that there are results within the module or course result that are waiting to be certified.

Click on a module or “Ready for course results” to start certifying results.
Certify results
By clicking on a module or “Ready for course results” in the tab “Certify”, you will be redirected to the certifying list. You can sort or filter the list:

A. **Filter by status**

You will automatically see all results in status “Marked as ready”. Use the filter to view the results that are already certified or the results that are prepared for removal.

B. **Filter on group**

If a number of persons are certifying on the same module, it may be useful to filter on groups of students. By filtering on groups, the list will only show the students within the group. A group is prepared in advance by you or someone else working with the course. Choose a group to filter on under “Filter by group”.

C. **Select course instance**

In the box “Display participants for instance” you will be able to see which instance of the course you are working with. You can change which instances you are working with by adding or removing an instance here, or click “Display from all instances in current course version”.

Certifying list
A number of symbols may be shown in the certifying list. Click on the symbols to find out what they mean.

Some common symbols:

R = Previous result
The “R” symbol shows if the student has a result on the module already, for example:
- If the student has received a failing grade previously. You can still certify a new grade for the student.
- If a result annotation has been reported and saved as draft previously, for example in another instance of the course.

T = Accredited a part of the module
The “T” symbol is shown if the student has gotten a part of the module accredited. You can still certify the grade.

⚠️ = Terminated studies
The warning triangle is shown in case the student has terminated their studies. You can still certify a result on the module, but the examination date must be earlier than the termination date.
Certify results

As an examiner on a course, you can do the following to a result that is marked as ready:

- **Certify the result** if it is correct
- **Change the result** if it is incorrect, and then certify it.
- **Reject the result** if it should be deleted. Reject the result by removing the marking as ready.

### Handle multiple students at once

1. Mark the students in the list
2. Select an action:
   - **Certify the results**. You may need to log in to Ladok again, to confirm your identity.
   - **Remove ready mark for results** to reject the results.

### Handle a single student

1. In the row of the student: choose to:
   - **Certify the result**. You may need to log in to Ladok again to confirm your identity.
   - **Remove marking as ready** to reject the result.
   - **Change** the grade, examination date or title in the respective boxes. Save as draft (Ctrl + S), and then certify the result.
Results annotations and title
Results annotations are a type of notes that can support the results reporting in Ladok. This can be compared to notes that are made in Excel. By using the results annotations, you and the person reporting results will have a better overview of the students’ participation and performance on the course.

Results annotations are not mandatory and does not give any credits.

Visibility in Ladok

The results annotations are visible to all staff in Ladok. It is elective to make the annotations visible to the student or not. If the annotation is made visible to the student, the student will see the note after the result is certified.

Certify a result with results annotations

The results annotations are shown in the certifying list between the students’ name and grade. You certify or reject the results as usual.

The “R” symbol shows if the student has a result on the module already, for example: If a results annotation has been reported and saved as draft previously, for example in another instance of the course.

Visible to the student

Results annotations that will be visible to the student (after the result has been certified) are marked with a symbol on an eye in the title bar.
Certify results with title

It is possible to report a title on some modules or course results, e.g. on: degree project, essay or thesis.

Certify results with title

The titles are shown in the certifying list between the students’ name and grade.

Click on [ ] to open a dialogue box where you can see the full title before you certify the result.

In case of faults in the title: correct the title in the dialogue box and save (Ctrl + S). Then certify the result.
Activity session (e.g. an examination)
An activity session in Ladok is a way to handle and plan activities within the course, e.g.: sit-in exam, take-home exam, laboratory work or field studies.

The activity session relates to a module or to the course grade. When you are certifying a result on the activity session, the result will be placed on the module or course grade that the activity session relates to.

Find the activity session in the course page...

in the tab “Certify”. If there is an activity session in the course instance, it will be listed in the overview. The activity is listed under the module or course grade that it relates to, and is marked with a symbol of a calendar.

Another way to find the activity session...

is to click on “Activity session” in the main menu. You will be able to search for an activity session by course code, course name, name of the activity or the date the activity was given.
Certify results on an activity session

Participation list

Enter the page of the activity session by clicking on it on the course page or by searching for it.

Check that you are on the tab: “Certify”.

The tab “Certify” shows the complete participant list of the activity: this means that all students who have participated on the activity session are listed—even if they are registered on different courses or course instances.

If the activity was anonymous, you will see the students names and their anonymization code.

Certify the results on an activity session

Certify the results in the list as usual: mark students and click “ Certify” or certify the result in the row of a single student.

Note! If the activity session is given within two or more courses, you may only be able to certify results for the students attending one of the courses. The other students will be shown, but with a hindrance.
Remove or change a certified result
Remove or change a certified result

**Change a certified result**

- The grade and examination date cannot be changed after it has been certified. In case the grade or date is incorrect, you need to remove the certification and then a new result can be reported for the student.
- The title can be changed by users with special authorization.

**Remove a certified result**

- A certified result can only be removed by users with authorization to certify results on the course.
- Any results annotations that have been reported for the student on the certified result will be removed when the result is removed.
- If a course result has been certified, you will have to remove that result before you can remove a certified result on a module.
- Remember that a certification is an official decision, and there are regulations regarding how you are allowed to change it.

**There are two ways to remove a certified result:**

A. **One by one:** you can do this yourself
B. **Multiple at once:** the results need to be prepared first by a user with special authorization
A: Remove results, one by one

To remove a single certified result:

1. Go to the course page, via the home page or by searching for the course instance
2. Go to the tab “Certify”
3. In the course overview: click on the number in the column “Certified” in the row of the module/course result that you will remove a result in.
   You will be redirected to the certify list. The list is now filtered to only show the certified results.
4. In the row of a student: select to remove the certified result.
5. You may need to log in to Ladok again to confirm your identity.
   Once you have logged in to Ladok again, the results have been removed.

= Hindrance
A red “i” will be shown in the row of the student if there is a hindrance against removing the result. The hindrance may e.g. be:
- The result is included in a degree certificate
- You are trying to remove a result on a module, but there is already a course result. You need to remove the course result first.
To remove multiple certified results at once, the results need to be prepared by a user with special authorization.

You will get an e-mail when there are results that are prepared for removal. Do the following:

1. **Find the course instance** by searching for it or click on the link in the home page (under "My favourite course instances" or "Certifications")

   You will be redirected to the course page and the tab "Certify".

2. You will find a flag marking the module or course grade where there are results prepared for removal. **Click on the flag**.

   You will be redirected to the certify list, and only see the students with results prepared for removal.

3. **Mark the students** whose results should be removed.

4. Click on "Remove results that are prepared for removal".

5. You may need to log in to Ladok again to confirm your identity.

Once you have logged in to Ladok again, the results have been removed.

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**B: Remove results, multiple at once**

A red "i" will be shown in the row of the student if there is a hindrance against removing the result. The hindrance may e.g. be:

- The result is included in a degree certificate
- You are trying to remove a result on a module, but there is already a course result. You need to remove the course result first.
Results on modules from different versions of the course
This page contains instructions for how to handle a case where:

1. A student was registered for a course and received a result in one or more modules
2. The student does not complete all modules within the course instance.
3. The course later changes to another course version, with another set of modules. The student registers for the course again.
4. The student completes a number of modules within the new set of modules, and you are now going to certify a course grade for the student.

Certify the students’ course grade

The overview when you are certifying a course grade is only showing results for modules within the current course version. The modules within the current course version where the student does not have to have a result on are marked with “Discontinued”.

To see all the results:

A. Click on the students personal identity number. This will redirect you to a page where you can see all grades that the student have received within the course.

B. Click on the “i” symbol next to the grade. This will open a list where you can see all passing grades that the student have received within the course.

Certify the course grade as usual.
Results follow-up
Click on the tab “results follow-up” to see all certified results within the course instance.

- Select which modules you want to view the results from by clicking “Show module”
- Click “Export to CSV” to download the list that’s shown, to work with it in Excel.
- 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”

The student has completed the course when a course grade has been certified.

Accredited modules are not shown in the results follow-up.

Students lacking a passing grade on all mandatory modules cannot receive a course result.