Guide: Report results

Version of Ladok at 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.

<table>
<thead>
<tr>
<th>Version</th>
<th>Note</th>
<th>Updated by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
What you will learn

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

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction and your home page</td>
<td>3-7</td>
<td></td>
</tr>
<tr>
<td>Report results</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Reporting list</td>
<td>9-10</td>
<td></td>
</tr>
<tr>
<td>• Report on the course instance</td>
<td>11-13</td>
<td></td>
</tr>
<tr>
<td>• Report a course result</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>• Report title</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>• Report results for a single student</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Results annotations</td>
<td>17-20</td>
<td>Create and report on results annotations</td>
</tr>
<tr>
<td>Activity session</td>
<td>21-23</td>
<td>E.g. exams, laboratory work or field studies</td>
</tr>
<tr>
<td>Results on modules from different versions of the course</td>
<td>24-25</td>
<td></td>
</tr>
<tr>
<td>Results follow-up</td>
<td>26-27</td>
<td></td>
</tr>
</tbody>
</table>
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 unprocessed to "marked as ready".
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”
The information on the home page is divided into different categories. Two categories are important when you are reporting results:

- **My favourite course instances:** You will be able to see when there are students ready for course results within the course instance here. Click on a course instance to report results on it. You can mark course instances as favourites yourself by clicking “My settings” and using the star to mark course instances as favourites.

- **My courses:** You will be able to see when there are students ready for course results within the course instance here. Click on a course instance to report results on it. Note that only course instances that have been ongoing within the last year are automatically shown here. Select another period to show courses from that period instead.

There is a new version of the home page available now. Some universities are using the original home page (see below), and other are using the new version. For instructions on the new version of the home page, please see [Ladok.se](https://ladok.se).
When you click on a link for a course on the home page, you will be linked to the **course page**, and the tab "Reports".

**Overview**
You will see an overview of the results in the course here. You will see:

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

**Select what to report on**
Click on a module or "Ready for course results" to start reporting results.
Report results
By clicking on a module or "Ready for course results", you will be redirected to the reporting list of the module or the course result. The list shows all students that have been registered on the course instance, but have not yet received a passing grade.

A. Filter by status
You can filter the list based on the status a students’ grade is in.

B. Filter on group
If a number of persons are reporting 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 on 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 control which instances you are working with by adding or removing an instance here, or click “Display from all instances in current course version”.

D. Export to CSV
You can export the list to a CSV file, to work with the list in Excel. 
Note! You are only exporting the students listed on the page. The page will by default only show 25 students per page, so before you export the list: increase the number of students shown per page.
A number of symbols may be shown in the reporting 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 report a new grade for the student.
- If a result annotation has been reported and saved previously, for example within another instance of the course.

**T** = Accredited education
The “T” symbol is shown if the student has gotten a part of the module or the full module accredited.

- **Accredited a part of the module**: You can report a grade of the module.
- **Accredited the full module**: You are not able to report a grade on the module. The fields for “grade” and “examination date” are deactivated.

**⚠** = Terminated studies
The warning triangle is shown in case the student has terminated their studies. You can still report a result, but the examination date must be earlier than the termination date.
Guide - Ladok - 1.27.0 - Report results

Report results by selecting a grade and examination date. Then save it as draft.

You can report results efficiently by:

- Reporting with keyboard shortcuts
- Reporting the same result on several students

**Report with keyboard shortcuts**

1. **Select a grade for the first student** with the computer mouse.
2. Move to the next field by using the **tab key**, move until you reach the grade field for the next student.
3. Select a grade for the next student by using the **arrow, letter or number keys**. Note that the student is automatically marked in the list when a grade has been selected.
4. Continue with steps 2 and 3 until you have reported all grades.
5. Once you have reported the grades: **select an examination date in the menu**. All selected students will receive the same examination date.
6. **Save by clicking Ctrl + S** or click on “Save” with the computer mouse.

The results are now reported and saved as “Draft”. They are **not** sent to the examiner, and you can still make changes.
Report results and mark as ready (cont.)

Report the same grade on several students

1. **Mark all students who should receive the same grade.** Mark all students in the list by clicking the check-box in the menu.

2. **Select a grade in the menu:** all marked students will receive the same grade.

3. **In case a single student should receive another grade:** select that grade in the row for the student.

4. **Select examination date in the menu:** all students will receive the same date.

5. **In case a single student should have another date:** select that date in the row for the student.

6. **Save** by clicking on “Save” or use keyboard shortcut: Ctrl+S

The results are now reported and saved as “Draft”. They are not sent to the examiner, and you can still make changes.
Mark results as ready

Grade and examination date must be reported and saved as draft to be able to mark them as ready. It may be necessary to report title as well.

By marking results as ready, you are sending them to the examiner to be certified.

1. **Mark the students** whose results should be marked as ready
2. Click on **Mark as ready**
3. In the dialog box:
   - Select which teacher graded the results
   - **Select an examiner** to notify that they need to certify the results. You can only select examiners with a connection to the course.
4. Click **“Mark as ready and notify”**

The results are now marked as ready, and are waiting to be handled by the examiner. You can no longer change the results.
A course result can be reported when a student has received a passing grade on all mandatory modules, and the grades are certified.

1. Reach the reports list of the course result by going to the overview in the results tab, and click: “Ready for course results”.

2. The list will show all students you can report a course grade on. You will also see the grades that each student has received on the modules. Click “Show module” to control which modules are shown.

3. If examination points have been reported on the modules: click “Show examination points” to see them.

4. Report a grade and an examination date as you did for the module. Note that the examination date is automatically set as the latest date that the student received a grade on a module, you can change it to a later date if necessary.

5. Save as draft (Ctrl + S).

6. Mark as ready and notify the examiner (Ctrl + S).

Note, special handling may be necessary if a student has received grades on modules from different versions of the course.
A module or a course result may include a title, e.g. on: degree project, essay or thesis. If a title is included, it is mandatory to report a text in the field to be able to mark the results as ready.

To report on a module with title:
1. **Report the title** of the project of thesis by clicking on this symbol: 🗒️. The title can only be reported on each student individually.
2. Report the **grade** and **examination date**
3. **Save** as a draft
4. **Mark as ready** and notify the examiner
If you're only going to report a result on a single student, you might find it easier to report results by going via the student page, instead of the course page.

1. **Search for the student from the home page**
2. You will see the course listed on the student overview. **Click on the course you are going to report results in.**

3. You will be redirected to an overview of the student’s results within the course. **Click on the module you are going to report results within** (you can only click on modules that the student have not yet received a passing grade on).

   **Tip! To report results on several modules within the course:** choose to open the link to the module in another tab in the web browser. Once you have reported a result in that module: close the tab and click on the next module in the list.

4. You will be redirected to the reports list for the module. **The only student in the list is the one you are working with,** even if more students are waiting to receive results.

   **Report results and mark as ready**
Results annotations
Results annotations

Usage
Results annotations are a type of notes that can support the reporting in Ladok. This can be compared to notes that are made in Excel.
Results annotations are not mandatory and does not give any credits.
Use the results annotations to make notes about the students participation on the course. The notes give you an easy overview of each students participation in the module when it is time to report the grades.

Visibility in Ladok
Results annotations are visible to staff working in Ladok, e.g.:
• You who reports results
• The examiner that certifies the results
• The administrator of the course
It is elective to make the annotation 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.

Example: results annotations are being used to check the students participation in a number of seminars in the module. The notes can be used to ease the grading of the module.

Example: results annotations are used to note the date of a completed presentation and to note examination points of an examination in the module. The notes can be used when reporting results to set an examination date and/or grade.
A results annotation can be created by you who are reporting results or by someone else (e.g. an administrator).

**To create a results annotation**

1. Go to the course page and the tab “Results annotations”
2. Click “New results annotation” in the row of the module or course grade that you want to create the results annotation on.
3. Choose if you want to create a results annotation or a results annotation of the type “Examination points”*
4. In the dialog box: write name (keep it short for a better overview), select type of annotation and if the annotation should be visible to the student. Types of annotation:
   - Checkbox
   - Date
   - Numerical
   - Free text (max. 50 signs)
5. Save (Ctrl + S)

The results annotation is now created and you can report a note on it (see next page).

*Results annotation of the type “Examination points” = has a fixed name and is of the type: numerical. Can only be used once in each module.
**Report a note on a results annotation**

To report a note on a results annotation:

1. Go to the course page and the tab “Report”
2. Select the module or course grade that the results annotation was created for (see previous page)
3. You will be able to report a note on the results annotation and save as draft.

The note is now saved, and you can use it when you report a grade and examination date.

It is **not mandatory** to report a note on a results annotation. If you are marking a results as ready without filling out the results annotation, you will get notified that the results annotation is not filled in – but it is not a hindrance.

**The examiner**

The examiner of the course will see the results annotation when he or she certifies the results.

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Result annotations are added in columns between the students’ name and grade.

If a symbol of an eye is shown in next to the title of the annotation, it means that it will be visible to the student.
Activity session (e.g. an examination)
An activity session

An activity session 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 the course grade. When you are reporting a result on the activity session, the result will be reported on the module or course grade that the activity session relates to.

Find the activity session in the course page...

in the tab “Report”. 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.
Report on an activity session

Participant 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 in the tab: "Report".

The tab “Report” 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 following different courses or course instances.

You will either see the students names or an anonymisation code, depending on if the activity was anonymous or not.

Report on an activity session

Report a result in the same way as a module: select a grade and examination date and save as draft. Then mark the results as ready and notify the examiner.

Note! If the activity session is given within two or more courses, you may only be able to report results for the students attending one of the courses. The other students will be shown, but with a hindrance.
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 did 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 course version, and you are now going to report a course grade for the student.

Report course grade

The overview when you are reporting 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 students 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.

Report 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.