Report results on a module or a course

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Report results on a module

Home page

This section describes a new version of the home page. Some universities are using the original home page and others are using the new home page. Check with your university which home page to use.

1. Select "Beta home page" in the top right corner of Ladok
   
   Your preference is saved in the web browser in your computer, which means that you only need to select home page once.
2. You will see a list on the home page of all courses where you can report or certify results. The courses from the current semester are automatically shown. **Click on a course** to report results on.

3. All modules (parts of the course) within the course are shown to the right on the home page. **Click on "Report" in the row of a module** to report results on it.
Report results on a module (cont.)

Reporting list

4. You are now re-directed to the reporting list of the module. All students who attended
the course during the semester, but haven’t received a passing grade yet, are listed
here.

Symbols in the reporting list

A number of symbols may be shown in the reporting list. Click on the symbols to find out what they
mean. Some common symbols:

[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.

[R] = Previous result
The “R” symbol means that 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 results annotation has been reported and saved previously, for example within another
  instance of the course.
Report results

5. Report results by selecting a grade and an examination date.
   *Examination date: The date of the examination or the date when the student handed in the last assignment in the module.*

Two ways of reporting results are described on this and the next page:
- Reporting with keyboard shortcuts (favourable if you want to report the results one student after the other).
- Reporting the same result for several students

**Reporting with keyboard shortcuts**

1. **Select a grade for the first student** with the computer mouse
   *Note that the student is automatically marked in the list when a grade has been selected.*

2. Move to the next field by using **the tab key** on the keyboard, 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**.

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 bar**. All selected students will receive the same examination date.

6. **Save as draft by clicking Ctrl +S** or click on “Save” with the computer mouse

The results (grade + examination date) are now reported and saved as draft. They are not sent to the examiner, and you can still make changes.

You can leave the web page now to continue later, or if you are finished with the grades: move on straight away and **mark the results as ready**.
Report the same grade on several students

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

2. Select a grade in the menu bar: 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 bar: 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 “Save” (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.

You can leave the web page now to continue later, or if you are finished with the grades: move on straight away and mark the results as ready.
Mark results as ready

To mark as ready means that you are sending the results to the examiner of the course to be certified. Results marked as ready can only be handled by the examiner. Results (grade + examination date) must be saved as draft before you mark them as ready.

7. **Mark the students** whose results should be marked as ready
8. Click on **Mark as ready**

9. In the dialogue 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.*

10. 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.
    The result is made official and available to the student when it is certified by the examiner.
A course result can be reported when a student has received a **passing grade on all mandatory modules**, and the **results have been certified**.

### How to:

1. Select **"Beta home page"** in the top right corner of Ladok
   
   *Your preference is saved in the web browser in your computer, which means that you only need to select home page once.*

2. Courses where you can report a course result are marked in orange with "Ready for course results". **Click on the course.**

3. On the right side of the home page: **click on “Report” in the row “Results on course”**

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If you need to report results on a course instance from a previous semester, select the semester here and then click on the course.

If there is more than one version of the course, you need to select the correct version here.
4. You are now re-directed to the reporting list of the course result. You can:
   • View the results students received on the modules of the course. Select which
     modules to see by clicking "Show module"
   • View any examination points from the modules by check-marking "Show
     examination points"

If the student has received results on modules from different course versions they may be
marked with "Discontinued" in the field of a module. See next page how to handle this.

5. Report a grade and examination date (the date is automatically set to the same
   examination date of the last module, you can change to a later date).
   You can copy the result of a module to the course grade. Mark the students and select
   "Copy results to course certificate"*

6. Save the results (grade + examination date) as draft

7. Mark the results as ready and notify the examiner who will certify the grades

* You can only copy results from modules with the same grading scale as the course grade.
The overview when you are reporting a course grade is only showing results for modules within the current course version. If a student has participated on different versions of the course, he/she may have results from modules within different course versions.

The modules within the current course version which the student does not have to have a result on are marked with “Discontinued”.

To view results of modules within all course versions:

- Click on the students personal identity number to see all results (including failing grades).
- or click on the "i" symbol next to the box for the grade, to show all passing grades

Report course result for the student

You can report a course result (grade + examination date) as usual (see previous pages).
Results annotations are handled in two steps, it is not necessary that the steps are handled by the same person.

**Step 1: Create the results annotation.** Instructions can be found on [Ladok.se](http://ladok.se).

**Step 2: Report the results annotation.** See instructions in the following segment.

Results annotations is a type of notes that can support your grading in Ladok. The annotations can be reported continuously during the semester, and when it’s time to set the grades you will have an easy overview of the students participation on the course. Results annotations are not mandatory and does not give any credits.

All results annotations are visible to staff working in Ladok, e.g.:

- You who reports results
- The examiner who 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.

**How to: Report on an results annotation**

1. Select "Beta home page" in the top right corner of Ladok

   *Your preference is saved in the web browser in your computer, which means that you only need to select home page once.*

2. Click on the course that you want to report the annotations for, and then click on “report” in the row of the module or course.
3. You are re-directed to the reporting list. Columns for the results annotations are placed between the students name and grade. You can select which results annotation to view by clicking "Change column viewing".

4. Report a note on the results annotation by:
   - Fill in the note in the row of each student
   - Or mark several students and fill in the note in the menu bar

5. Save as draft (keyboard shortcut: Ctrl + S)

The results annotation is saved. When you are logging in to Ladok at a later date to report the grade and examination point, you will be able to see the annotation and use that as support when grading.

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Results annotations for re-registered students

If a student is re-registered on the course instance, you will still be able to see any results annotations that were reported on a previous course instance.

The students are marked with an “R” symbol in the reporting list. Click on the symbol to see the results annotation.
The results follow-up lists all the certified grades within the course instance. The beta home page provides you with a shortcut to the results follow-up.

1. **Go to the beta home page and click on a course** (make sure to change the period shown on the home page if you want to see the results from a previous semester)

2. On the right side of the home page: click on **Shortcuts → Results follow-up**

3. 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.