Report results
with a title

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> A title may be reported for some courses in Ladok, for example courses with a paper or a project. The title may be reported on either a module or with the course result.
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> For courses and modules with a title, it is mandatory to report the title, grades and examination date.

1. Log in to Ladok and select the tab **Report results**
2. **Click on the course** you're going to report on.
3. **Click on "Report results" in the row of a module** to start reporting

Report results with a title (Cont.)

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.

5. **Click on "Add title"** in the row of a student.

6. In the dialogue box: write the **Title** and **alternative title**.

7. **Save** (keyboard shortcut: Ctrl + S). The dialogue box closes.

   Note! If you are leaving the web page now to continue with the results at a later time, you need to save the title with the Save-button on the web page as well. The title is then saved as a draft and you can continue with the result later on.

8. Report a **grade and examination date** and save as draft.

Mark several students and click on "Title / Alternative title" in the column header to add the same title for them.

9. **Mark the students** whose results should be marked as ready

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> **Mark as ready** = 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.
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> Results (grade + examination date) and title must be saved as draft before you mark them as ready.

10. Click on **Mark as ready**

Click on the pen to edit the title again.

11. I 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 who has the right in Ladok to certify the results.

12. Click on **Mark as ready and notify**. If needed later on, you can notify the results to an examiner again.

The results are now marked as ready, and are waiting to be handled by the examiner. You can no longer change the results.

The examiner will receive an e-mail with information about the results and will also get a link to the results on their home page.