

Report results with a title



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.

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

🏠 Welcome Eva Ållsmäktig

Personal identity no. Last name First name
Search student Extend with national search Search

Course code Name
ABC123

Certify

Report results

1

My ongoing courses

All courses that I can report results on

Ready for certification

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

VT2021 HT2020 VT2020 Spring semester 2021

0000 Computer Science

Examination sessions and other activity sessions

You can report and certify directly on for example an examination session here

1XN009 Introduction to eHealth 7.5 hp

ME127A Media Technology: Degree Thesis 30.0 hp

2

1IK422 Methodology of Interaction Design I 15.0 hp

ME127A Media Technology: Degree Thesis 30.0 hp

Course instances 1 / 1



Shortcuts

Version: 1

1401 Project Plan 1.0 hp

Report results

1402 Preparatory Seminar 1.0 hp

Report results

1403 Presentation, Public Discussion 1.0 hp

Report results

1404 Graduation Thesis 27.0 hp

3

Report results

Course result

Report results

Report results with a title (Cont.)

- 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.
- Click on "Add title"** in the row of a student.
- In the dialogue box: write the **Title** and **alternative title**.
- 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.
- Report a **grade and examination date** and save as draft.

ME127A Media Technology: Degree Thesis 30.0 hp

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

Overview / 1404 Graduation Thesis 27.0 hp

Number of students: 32 pcs (8 marked) Show students registered on course instance from version 1
2020-01-20 - 2020-06-07 96001 50% Normal teaching Malmö

Save (Ctrl+S) | Mark as ready (Ctrl+S) | More functions | Grades saved as draft: U: 1 G: 1 VG: 1

Pers. Id. No.	Name	Title / Alternative title	Grade	Ex. date	Status
<input type="checkbox"/> 19600318-0988	Algotson, Mario	Add title	U G VG		
<input checked="" type="checkbox"/> 19850712-9990	Andersson, Hannes	Add title	U G VG		
<input type="checkbox"/> 19680214-9283	Arnö, Daniel	Add title	U G VG		
<input type="checkbox"/> 19400427-9107	Asp, Sarah	Add title	U G VG		
<input type="checkbox"/> 19800608-9240	Bengtsson, Frida	Add title	U G VG		
<input type="checkbox"/> 19811001-9299	Berggren, Björn	Add title	U G VG		

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

Report results with a title (Cont.)

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



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.

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

10. Click on **Mark as ready**

ME127A Media Technology: Degree Thesis 30.0 hp

Report results

Certify

Results follow-up

Participation

Activity sessions

Results annotations

Groups

Overview / 1404 Graduation Thesis 27.0 hp

Number of students Show students registered on course instance from version 1

Filter results by st

3 pcs

2020-01-20 - 2020-06-07 96001 50% Normal teaching Malmö

Hide discontinuations

Draft

Save (Ctrl+S)

Mark as ready (Ctrl+S)

10

functions

Grades saved as draft:

U : 1

G : 1

VG : 1

<input checked="" type="checkbox"/>	Pers. Id. No. ↑	Name ↑	Title / Alternative title *	Grade * ↑↓	Ex. date * ↑↓	Status	Mo
<input checked="" type="checkbox"/>	15-2380	Dahlman, Jacqueline	Processbaserad verksamhetsutvecklin...	U G VG	2020-06-07	Draft remove draft	
<input checked="" type="checkbox"/>	21-2696	Granström, Sarah	Tänk om : systemiskt tänkande för mo...	U G VG	2020-06-07	Draft remove draft	
<input checked="" type="checkbox"/>	19340720-7020	Hultberg, Ida	Nudging i praktiken : så gör organisatio...	U G VG	2020-06-07	Draft remove draft	

Click on the pen to edit the title again.

11. 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.