Follow the results reporting

My favourite course instances

You can select course instances that you want to be able keep better track of. It may, for example, be useful you as an administrator because it gives you an insight to the results reporting on the course, or for you who report results as you can see if the reported results have been certified.

Your favourite course instances will show up in the tab "My favourite course instances" on the home page. You will get a direct link to the page of the course instance as well as information about:

• When the final **course grade** can be reported

• If there are results that **needs to be certified**

• If there are results that have been **prepared for removal**

Mark course instance as your favourite

1. Go to the tab **My favourite course instances** on the home page
2. Click on the link **My settings**

3. **Search for the course instance** you want to add as a favourite
4. Click **the star in the left column** to mark the course instance as a favourite

You can limit the search to only look for course instances that you are authorized to report or certify grades on. Check mark this box to do so.

The marked course instances has now been added to your home page.

Mark course instance as favourite for an examiner

1. Go to: **Study documentation → Advanced → Employee rights ***

2. Select the tab **Mark as favourite**

3. **Select which examiner** you want to add the course instance favourite for. You can only choose an examiner who are authorized to certify on a course.

4. **Search for the course instance** you want to add as a favourite

5. Click **the star in the left column** to mark the course instance as a favourite

Start to write the name of the examiner in the list – that will filter the list.

You can limit the search to only look for course instances that the examiner is authorized to report or certify grades on. Check mark this box to do so.

Once you have marked the course instance with a star, the examiner will find the course instance on their home page.

The examiner can remove the favourite them selves straight from the home page, or you can do it for them by searching for the examiner and course again and un-marking the star.

* You need special authorisation in Ladok to mark a course instance as a favourite for another user. In case you do not have the authorisation to do so, you will not see this tab.

1. **Go to the page of a course instance**, e.g. by searching for it
2. You will see an overview of where in the process of reporting the results each result on the course is:
   A. You will see the number of results in status draft, marked as ready and certified.
   B. You will see the number of students that are ready to receive the final course grade.

📖 FMAF05 Mathematics - Systems and transformers 7.0 hp

| ✏ Report results | ☰ Certify | 📊 Results follow-up | 👤 Participation | 🗓 Activity sessions | 🏷 Results annotations | 👥 Groups |

Overview

Show course version ❓   Show students registered on course instance from version 3

| Course version 3 ⌄ | 2021-01-18 - 2021-06-06 05021 25% Normal teaching Uppsala ⊗ | ⌄ |

Course content	🔓 Draft	🔒 Marked as ready	📦 Certified	More information
3001 Mathematical Structures 5.0 hp	1	1	12	
3002 Optimization 3.0 hp	1	1	8	
Show all activity sessions				
Course result				
Course results to report: 9 pcs	0	0	0	

B

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Add more course instances to the overview

You can add another course instance to be able to see the overview for the results on that instance as well. Use the field "Show students registered on course instance from version X" to add or remove a course instance.

You can only select course instances on one course version. To change which course version you're working with: change in the field "Show course version".

Show course version ❓   Show students registered on course instance from version 3

| Course version 3 ⌄ | 2021-01-18 - 2021-06-06 05021 25% Normal teaching Uppsala ⊗ | ⌄ |

| Filter | 🔍 |

☐ All course instances from version 3

⌄ ☐ 2022

   ☐ 2022-08-29 - 2023-01-15 05170 25% Normal teaching Uppsala

⌄ ⊟ 2021

   ☐ 2021-01-20 - 2021-01-27 Stockholm

   ☑ 2021-01-18 - 2021-06-06 05021 25% Normal teaching Uppsala

1. Go to **Course** in the main menu

2. **Search for course instances**
   Example: select an institution in the field "Organisation unit" and a semester in the field "Ongoing within" to find all course instances that were ongoing that semester within the selected institution.

3. Click on **Customize columns** and select to show the column **Ready for course results**

4. In the table of search results: Check-mark the box **Filter**

The list is now only showing the course instances where there are students waiting to receive a final course grade. You can see the number of students in the column "Ready for course results".

Note: the filter is applied on each page of the search results. If your search results were shown on several pages in the table, you have to go through all pages in the table after activating the filer to see all course instances with students ready for course results.

Course code	Course	Ver.	Instance code	Study venue	Ready f.	Operation
					☑ Filter	
BKURS1	Biologi kurs grund (ver 1) 30.0 hp	1	KTF44	Stockholm	3	Select ⌄
1FA514	Electromagnetism I 5.0 hp	1	63017	Uppsala	1	Select ⌄
1TE655	Power Engineering 5.0 hp	1	64486	Uppsala	1	Select ⌄
3FF219	Pharmacology for Engineering Students 7.5 hp	2	87307	Uppsala	1	Select ⌄
FMAF05	Mathematics - Systems and transformers 7.0 hp	3	05021	Uppsala	9	Select ⌄

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Notifications can be set to be sent automatically when course new results can be reported.

See instructions in the guide Employee rights.

The results follow-up lists all the certified grades within the course instance.

1. Go to the tab **report results** on the **home page**
2. Select the **semester** and **course** you wish to see results from
3. Click on **Shortcuts → Results follow-up**

4. 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.

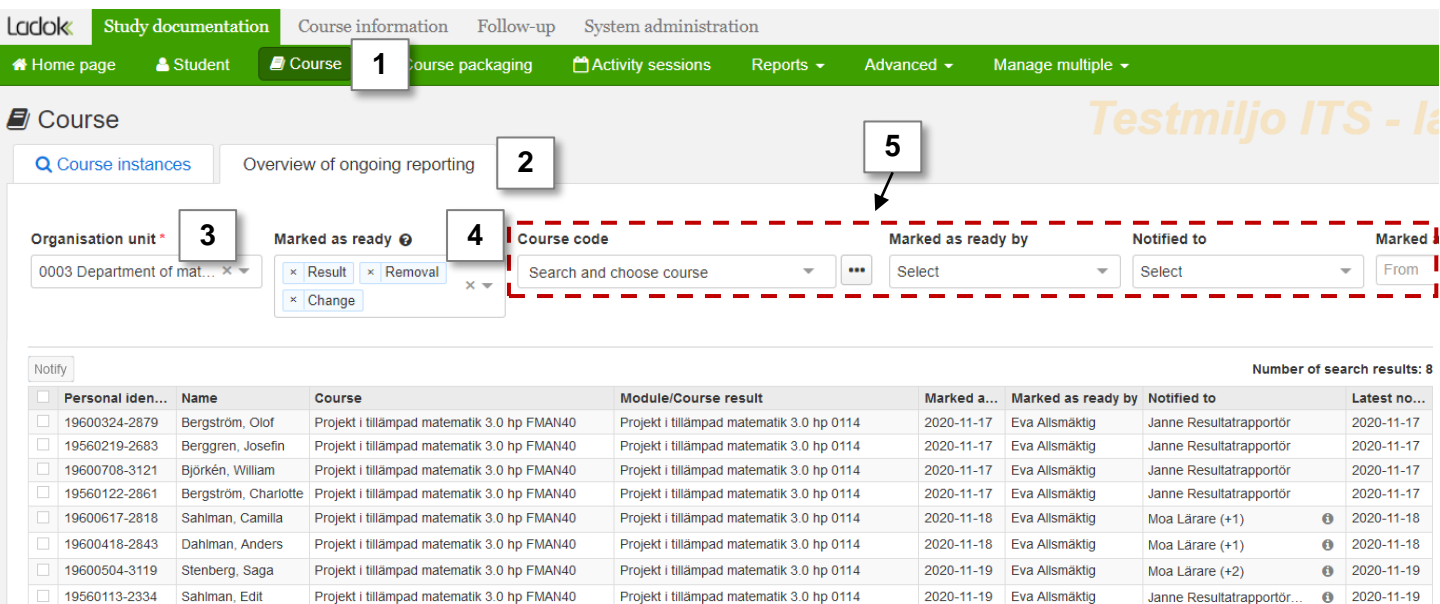|			1901 Assignment 1 10.0 hp		1902 Assignment 2 5.0 hp		Course result	
Personal identity no.	Name	State	Grade	Ex.date	Grade	Ex.date	Grade	Ex.date
19880415-2380	Dahlman, Jacqueline	Completed	G	2022-04-01	G	2022-04-15	VG	2022-06-05
19090411-9815	Emanuelsson, Edla	Completed	G	2022-04-01	VG	2022-04-15	G	2022-06-05
19090509-9818	Hummeldal, Oscar	Registered	G	2022-04-01	U	2022-04-15		
19400927-9169	Laike, Alexandra	Completed			G	2022-04-15	VG	2022-06-05
19090611-9805	Långman, Julian	Completed	G	2022-04-01	G	2022-04-15	G	2022-06-05

Students who have received a passing course grades are automatically marked with "Completed"

Accredited education and results from previous course versions (with another set of modules) of the course are not shown in the results follow-up

Overview of ongoing reporting

In "Overview of ongoing reporting" you get an overview of results that are marked as ready, prepared for removal or prepared for change. It is possible to send new notifications to remind the examiner via this view.

1. Click on **Course** in the green menu bar
2. Select tab **Overview of ongoing reporting**
3. Select the **Organisation unit** (department, faculty etc.) that you want to search for results within.
4. You can choose which types of results marked as ready you wish to search for
5. You can also choose other, non-mandatory parameters. E.g. the course or a certain person who marked the results as ready
   To search for a specific course: write the course code in the field, or click on ⋯ for more options
6. **Search**

Ladok	**Study documentation**	Course information	Follow-up	System administration

| 🏠 Home page | 👤 Student | 📗 Course | **1** | Course packaging | 📅 Activity sessions | Reports ▾ | Advanced ▾ | Manage multiple ▾ |

📖 Course

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| 🔍 Course instances | Overview of ongoing reporting **2** |

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Organisation unit * **3**	Marked as ready ❓ **4**	Course code	Marked as ready by	Notified to	Marked
0003 Department of mat... ✕ ▾	✕ Result ✕ Removal ✕ Change ✕ ▾	Search and choose course ▾ ⋯	Select ▾	Select ▾	From

[Notify] Number of search results: 8

	Personal iden...	Name	Course	Module/Course result	Marked a...	Marked as ready by	Notified to		Latest no...
☐	19600324-2879	Bergström, Olof	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik 3.0 hp 0114	2020-11-17	Eva Allsmäktig	Janne Resultatrapportör		2020-11-17
☐	19560219-2683	Berggren, Josefin	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik 3.0 hp 0114	2020-11-17	Eva Allsmäktig	Janne Resultatrapportör		2020-11-17
☐	19600708-3121	Björkén, William	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik 3.0 hp 0114	2020-11-17	Eva Allsmäktig	Janne Resultatrapportör		2020-11-17
☐	19560122-2861	Bergström, Charlotte	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik 3.0 hp 0114	2020-11-17	Eva Allsmäktig	Janne Resultatrapportör		2020-11-17
☐	19600617-2818	Sahlin, Camilla	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik 3.0 hp 0114	2020-11-18	Eva Allsmäktig	Moa Lärare (+1)	ⓘ	2020-11-18
☐	19600418-2843	Dahlman, Anders	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik 3.0 hp 0114	2020-11-18	Eva Allsmäktig	Moa Lärare (+1)	ⓘ	2020-11-18
☐	19600504-3119	Stenberg, Saga	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik 3.0 hp 0114	2020-11-19	Eva Allsmäktig	Moa Lärare (+2)	ⓘ	2020-11-19
☐	19560113-2334	Sahlman, Edit	Projekt i tillämpad matematik 3.0 hp FMAN40	Projekt i tillämpad matematik 3.0 hp 0114	2020-11-19	Eva Allsmäktig	Janne Resultatrapportör...	ⓘ	2020-11-19

ⓘ

Search parameters

- This search function can only be used for one organisation unit at a time.
- The results presented are those belonging directly to the chosen organisation unit.

The list of results shows one result per line. If a student has more than one result that matches your search, he/she will show up on more than one line.

To notify a result again, you:

1. **Mark the results** you want to send a notification about

2. Click on **Notify**

3. **Choose** examiner/certifier to get the notification
   You can only choose a person with authorization to certify all of the marked results

4. Click on **OK (Ctrl-S)**

The examiner/certifier you chose will now receive an e-mail notification about the results.

"Notified to" shows the latest certifier that was notified of the result. "Latest no…" shows the date of the latest notification. Details of all notified certifiers is given by clicking the information symbol "i".