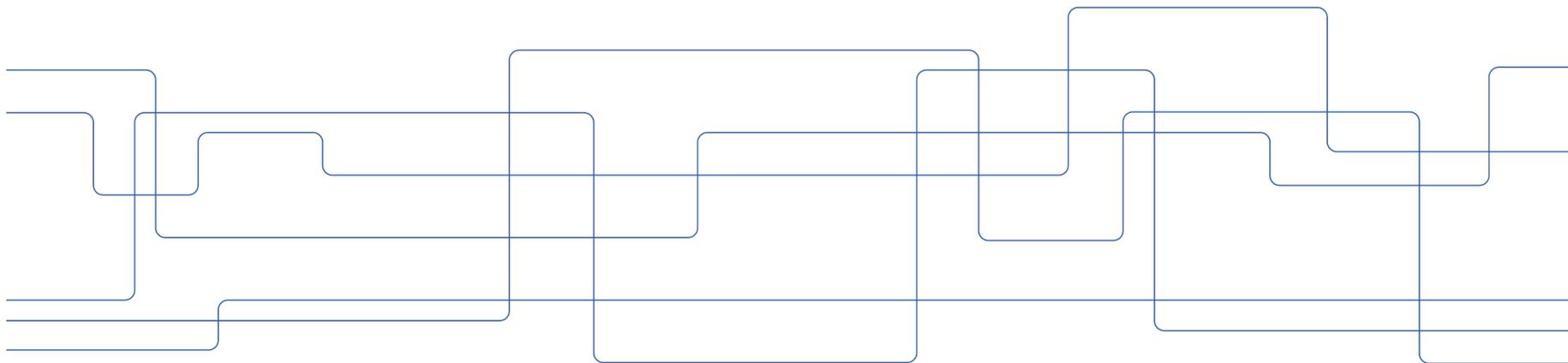




Online learning – Report results

201215





1. Key points

- Teachers and course administrators can report results.
- **The date is always the date of the exam**, i.e. the day the exam was written, the lab carried out et cetera. ("Plussning" is an exception where the original date is not changed.)
- A given grade on a module can have three different types of status:

Draft: The result reporting has been commenced and saved, but has not been marked as ready. In this status, the person reporting can change a given grade. It is also possible to remove the draft.

Marked as ready: The grades have been sent to the examiner and can be found in the examiners's view. The examiner and the person who has reported the grade can remove a grade which has been marked as ready. This means that the result is erased.

Certified: The result has been certified by the examiner. The student can now see the result in the student view of Ladok. An certified result can only be removed by the examiner. If this is done, the result is erased.



1. Key points

- If students have not re-registered, you may have to report results on more than one course session. There are three ways to do this:
 - If it only concerns a single student, it is easiest to look up the student in Ladok and report the results.
 - If you are reporting an exam or a re-exam, use the specific activity session.
 - If you have many students on different course sessions, you can merge course sessions which have identical course version.

This manual is intended as a support for those who report results in Ladok. It does not go into all special cases which may come up. If you find things that are not covered by this manual, please contact your course administrator.



2. An overview of Ladok's Home page

The Home page is an aid to have an easy overview of your courses and tasks that need to be done. From there, you can go straight to reporting results.

All who report results and/or are examiners are assigned to their own course, which are shown on the Home page. If a course is missing, talk to your course administrator at your Department or School.

Choose the semester for which you are reporting results. Then click "To-do". Your courses are shown if there is an examination within the chosen semester. If you wish to see all courses that you are assigned to that have course sessions, click the tab "A-Z". The courses are shown for each period.

Welcome Victor Forsberg

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

Name Edu. code Inst. code
Search course instance Search

[To certify](#) [My courses](#) [Notified results from Ladok that need to be certified](#) [My ongoing cases](#) [My favourite course instances](#)

VT2020 HT2019 VT2019 Spring semester 2020

A-Z To-do

Examination sessions and other activity sessions

2020-06-03 Re-exam [Report results](#)
IE1202 Analog Electronics 7.5 hp (multiple)
TEN1 Examination 5.0 hp (multiple)

2020-03-11 Exam [Report results](#)
IE1202 Analog Electronics 7.5 hp
TEN1 Examination 5.0 hp

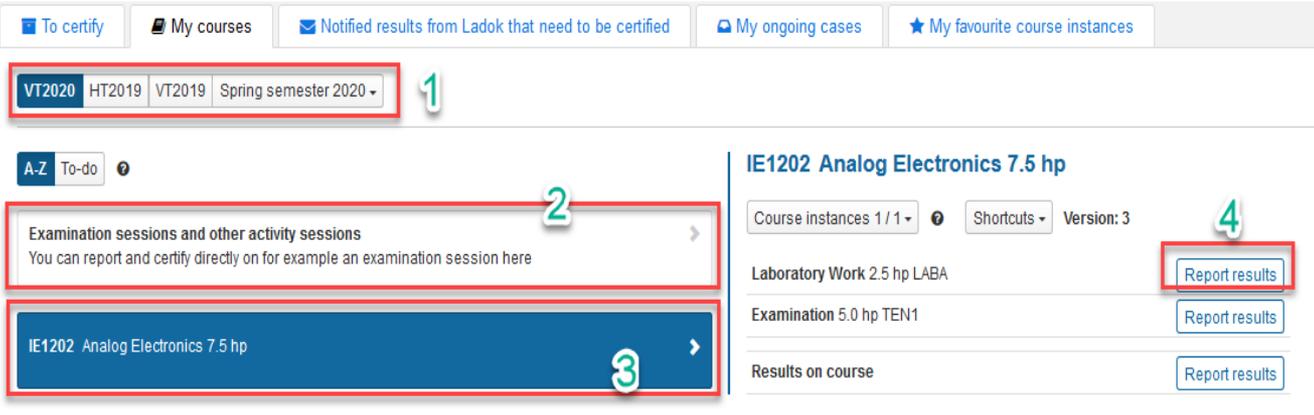


3. Report results

You can choose to report results in three different ways.

- a) Via module. This works well if you want to report results on several students for the same module.
- b) Via activity session. This will produce a list of those who have signed up for the activity session, regardless of which course session or course they are studying.
- c) Via student. This is best for reporting results on single students and makes it possible to report results for several different modules.

3a. Report results on a module via a course



The screenshot shows the KTH course management interface. At the top, there are navigation tabs: "To certify", "My courses", "Notified results from Ladok that need to be certified", "My ongoing cases", and "My favourite course instances". Below these, a dropdown menu is set to "VT2020", with "HT2019", "VT2019", and "Spring semester 2020" as options. A red box highlights this dropdown, with a green "1" next to it. Below the dropdown, there is a "To-do" section with a red box around it and a green "2" next to it. The "To-do" section contains two items: "Examination sessions and other activity sessions" and "IE1202 Analog Electronics 7.5 hp". The "IE1202 Analog Electronics 7.5 hp" item is highlighted with a red box and a green "3" next to it. To the right of the "To-do" section, the course details for "IE1202 Analog Electronics 7.5 hp" are shown. There are three "Report results" buttons: one for "Laboratory Work 2.5 hp LABA", one for "Examination 5.0 hp TEN1", and one for "Results on course". The "Report results" button for "Laboratory Work 2.5 hp LABA" is highlighted with a red box and a green "4" next to it.

1. Choose which period you want to report for here.
2. Choose course if you want to report results on an activity session.
3. Choose course here.
4. Click the module for which you want to report results.

3a. Report results on a module via a course

Algebra and Geometry 7.5 hp SF1624

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

Overview / Examination 7.5 hp TEN1

Display participants for instance

50088 | 2019-10-28 - 2020-01-14 | 50% | Normal teaching

Display from all instances in current course version

Filter on group: Select

Save (Ctrl+S) | Mark as ready | Change column viewing | Export to CSV | Select other | There are unsaved changes

Number of search results: 51 | 1 | 100

Personal identity no.	Name	Grade	Ex.date	Status
<input checked="" type="checkbox"/>		Select	Date	
<input checked="" type="checkbox"/>		B	Date	
<input checked="" type="checkbox"/>		C	Date	
<input checked="" type="checkbox"/>		D	Date	
<input type="checkbox"/>			Date	
<input checked="" type="checkbox"/>		C	Date	

1. Choose Grade for the student in the roll-up list available for each student.
2. Select several students here in order to report the same result and/or date.
3. Choose examination date, i.e. the day the exam was taken or the lab was carried out etc. If you choose a date at the top of the column, this date will be applied to all students who have been selected.
4. Choose how many students you wish to see on the same page here.

3a. Report results on a module via a course

Algebra and Geometry 7.5 hp SF1624

Overview / Examination 7.5 hp TEN1

Display participants for instance

50088 | 2019-10-28 - 2020-01-14 | 50% | Normal teaching Display from all instances in

There are unsaved changes

Personal identity no.	Name	Grade	Ex.date	Status
<input type="checkbox"/> 1	2	x Select	x Date	Filter by status
<input checked="" type="checkbox"/> 19920601-163	Allebeck, David	B	Date	
<input checked="" type="checkbox"/> 19980519-321	Allgulander, Svante	C	Date	
<input checked="" type="checkbox"/> 19890921-327	Araman, Mohamad	D	Date	
<input type="checkbox"/> 19930406-1840	Arppe, Hannah		Date	
<input checked="" type="checkbox"/> 20000429-327	Asmar, Antoine	C	Date	3

1. Once you have reported your grades, click "Save" (or ctrl+s). You can do this at any point.
2. When you have reported all grades and dates and you wish to send the results to the examiner, click "Mark as ready" (which will then be a dark blue).
3. There may be certain students for whom you cannot report results, e. g. due to a leave of studies. If you still wish to report results on the student, contact your course administrator.



3a. Report results on a module via a course

Mark as ready and notify to examiner and certifier ×

Marked as ready by Forsberg, Victor

Graded by teacher **1**

Notify **2**

1. Specify who or whom who have been the grading teacher.
2. Notify the examiner
3. Click "*Mark as ready and notify*"
4. The examiner will now receive an e-mail that the results can be certified.



3b. Report results on a module via activity session

The screenshot shows a web interface for reporting results. At the top, there are navigation tabs: 'To certify', 'My courses', 'Notified results from Ladok that need to be certified', 'My ongoing cases', and 'My favourite course instances'. Below these are filters for 'VT2020', 'HT2019', 'VT2019', and 'Spring semester 2020'. A sidebar on the left has a search bar and a menu item 'Examination sessions and other activity sessions' which is highlighted with a red box. The main content area is titled 'Examination sessions and other activity sessions' and contains a table of sessions:

Date	Session Name	Details	Action
2020-06-03	Re-exam	IE1202 Analog Electronics 7.5 hp (multiple) TEN1 Examination 5.0 hp (multiple)	Report results
2020-04-17	Re-Examen	SF1624 Algebra and Geometry 7.5 hp TEN1 Examination 7.5 hp	Report results
2020-03-11	Exam	IE1202 Analog Electronics 7.5 hp TEN1 Examination 5.0 hp	Report results

The approach is the same as for reporting results on a module, but here, click "*Examination sessions and other activity sessions*". The activity session for your course will be shown (provided an activity session exists). The advantage of reporting results via activity session is that all students who have signed up will be shown, regardless of which course session they are studying.



3c. Report results on a module via a student

The screenshot shows the Ladok web interface. The navigation bar includes 'Ladok', 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. The 'Home page' menu item is highlighted with a red box. Below the navigation bar, the user is logged in as 'Victor Forsberg'. There are search fields for personal ID, name, and course instances. The 'Search' button in the personal ID field is also highlighted with a red box. Below the search fields, there are buttons for 'To certify', 'My courses', 'Notified results from Ladok that need to be certified', 'My ongoing cases', and 'My favourite course instances'. A table below shows a course result for 'IE1202 Analog Electronics 7.5 hp' with a date of '2020-06-22' and user 'Forsberg, Victor'. The 'Search' button in the personal ID field is also highlighted with a red box.

To certify	Course/Module	Date	User	Notified to me
Course result	IE1202 Analog Electronics 7.5 hp	2020-06-22	Forsberg, Victor	✉

This is best course of action if you only need to report results on a single student. Find the student on Ladok's Home page. You need to write the personal number using all 12 numbers.



3c. Report results on a module via a student

COPEN Degree Programme Open Entrance 300.0 hp

Ongoing HT2019 - 2024-06-07 32115 100% Normal teaching KTH Campus

Total within education 3.0 hp

Name	Scope	Edu. code	Period	State
Electromagnetism and Waves	(3.0) 7.5 hp	SK1115	HT2019	<input type="checkbox"/> Not completed
Calculus in One Variable	(0) 7.5 hp	SF1625	HT2019	<input type="checkbox"/> Not completed
Programming Techniques	(0) 6.0 hp	DD1310	HT2019	<input type="checkbox"/> Not completed
Engineering Skills	(0) 6.0 hp	SF1502	HT2019	<input type="checkbox"/> Not completed (2)
Algebra and Geometry	(0) 7.5 hp	SF1624	HT2019	<input type="checkbox"/> Not completed
Calculus in Several Variables	(0) 7.5 hp	SF1626	VT2020	<input type="checkbox"/> Not completed
Numerical Methods, Basic Course	(0) 6.0 hp	SF1546	VT2020	<input type="checkbox"/> Not completed
Mechanics I	(0) 9.0 hp	SG1133	VT2020	<input type="checkbox"/> Not completed

Overview | **Participation** | Study plans | Cases/Decisions | St

Overview / Algebra and Geometry 7.5 hp SF1624

Enter modules required for course completion [Note]

Version 1 - Latest course registration

Name	Scope	Grade	Ex.date
Examination TEN1	7.5 hp		

Results on course 7.5 hp

Click on your course and then the module or modules for which you wish to report results. Fill in the grade(s) and date(s). Save and Mark as ready.

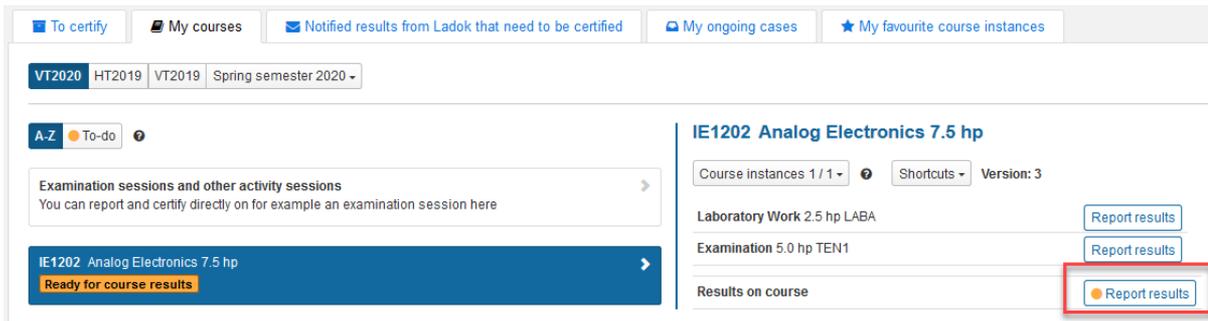
Overview | Participation | **Study plans** | Cases/Decisions | Student information

Overview / Algebra and Geometry 7.5 hp SF1624 / Version 1

Save (Ctrl+S) | Mark as ready | Certify | Enter modules required for course completion | Note | There ar

Name	Scope	Grade	Ex.date	S
Examination TEN1	7.5 hp	B	2020-06-15	
Course result			YYMMDD	

4. Report results on a whole course

A screenshot of the KTH course page for 'IE1202 Analog Electronics 7.5 hp'. The page is divided into several sections. At the top, there are navigation tabs: 'To certify', 'My courses', 'Notified results from Ladok that need to be certified', 'My ongoing cases', and 'My favourite course instances'. Below these, there are filters for 'VT2020', 'HT2019', 'VT2019', and 'Spring semester 2020 -'. A 'To-do' section is visible, containing a list of 'Examination sessions and other activity sessions' and a highlighted entry for 'IE1202 Analog Electronics 7.5 hp' with an orange dot and the text 'Ready for course results'. On the right side, the course details are shown, including 'Course instances 1 / 1', 'Shortcuts', and 'Version: 3'. Below this, there are two rows: 'Laboratory Work 2.5 hp LABA' and 'Examination 5.0 hp TEN1', each with a 'Report results' button. At the bottom, there is a 'Results on course' section with a 'Report results' button highlighted by a red box.

When you can report results for a whole course, this is visible on your course page "To-do" has an orange dot, and you can see on the course that it is possible to report results. Click "Report results".

4. Report results on a whole course

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

Overview / Analog Electronics 7.5 hp IE1202

Display participants for instance

60554 | 2020-01-15 - 2020-03-14 | 50% | Normal teaching Display from all instances in current course version Filter on Select -

Save (Ctrl+S) Mark as ready Change column viewing Export to CSV Copy results to course certificate Select other Show module (2 / 2)

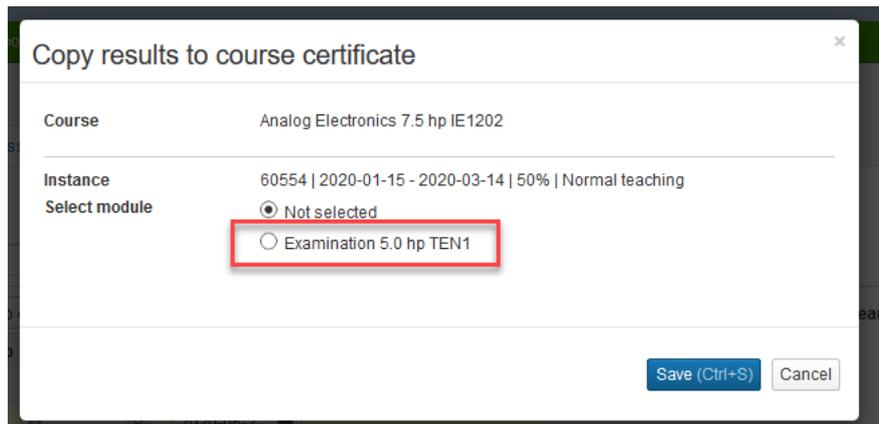
Personal identity no.	Name	Examination 5.0 hp	Laboratory... 2.5 hp	Grade	Ex.date	Status
<input checked="" type="checkbox"/>				Select	Date	Filter by status
<input checked="" type="checkbox"/> 20200105-2394	Eriksson, Erik	B	P		2020-06-22	
<input checked="" type="checkbox"/> 20200106-2385	Flink, Frida	B	P		2020-06-22	

Save (Ctrl+S) Mark as ready

Select your students and the grades you wish to report. If your course only has one module with grades from A–F as in the example above, click *Copy results to course certificate*.

The date will automatically be set to the module which was completed last.

4. Report results on a whole course

A screenshot of a software dialog box titled "Copy results to course certificate". The dialog box has a white background and a dark border. It contains the following information:

- Course:** Analog Electronics 7.5 hp IE1202
- Instance:** 60554 | 2020-01-15 - 2020-03-14 | 50% | Normal teaching
- Select module:** This section has two radio button options:
 - Not selected
 - Examination 5.0 hp TEN1The "Examination 5.0 hp TEN1" option is highlighted with a red rectangular box.

At the bottom right of the dialog box, there are two buttons: "Save (Ctrl+S)" and "Cancel".

You can choose which module which is to be copied to the course certificate. If you choose the result that the student has for TEN1, that will also be the result that the student has as course certificate.

Thereafter, click save and Mark as ready.



5. Special cases – versions of courses

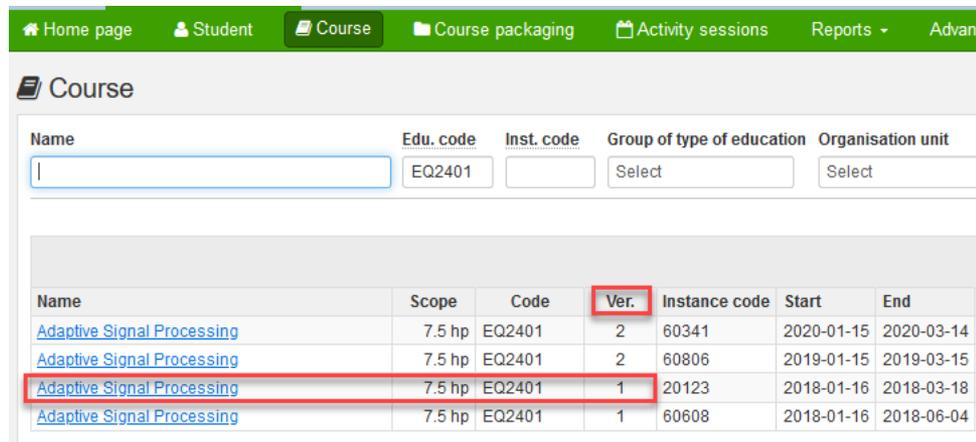
- A course which has changed its exam structure will have a new course version in Ladok.
- **An example:** A course begins in 2017 and consists of two modules: INL1 (2,5 ECTS) and TEN 1 at 5 ECTS credits. In 2020, the course changes its structure. INL1 is now 4 ECTS, and the exam 3,5 credits. The modules change, but not the total number of credits.

The screenshot shows the Ladok system interface. At the top, there is a navigation bar with tabs for 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. Below this is a green menu bar with icons and labels for 'Home page', 'Student', 'Course', 'Course packaging', 'Activity sessions', 'Reports', and 'Advanced'. The main content area starts with a welcome message: 'Welcome Victor Forsberg'. Below the welcome message, there are two search forms. The first form is for student search, with fields for 'Personal identity no.', 'Last name', and 'First name', and a 'Search' button. The second form is for course search, with fields for 'Name', 'Edu. code', and 'Inst. code', and a 'Search' button. The 'Edu. code' field in the course search form contains the value 'EQ2401' and is highlighted with a red box.

5. Special cases – versions of courses

Here you can see that the course changed version in 2019.

If you only have one student studying the older course version, the easiest way to report results is via the student view. If you have several students studying on the older version, it's easiest to click on a course session that belongs to the older course version. In this case, click on the 3rd course session.

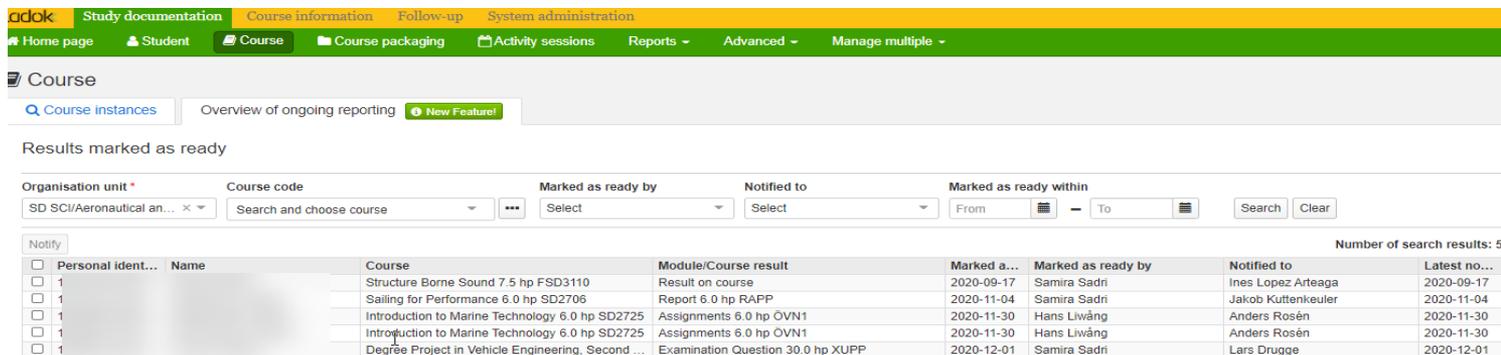


Course management interface showing a table of course sessions. The 'Ver.' column is highlighted in red, and the third row is also highlighted in red.

Name	Scope	Code	Ver.	Instance code	Start	End
Adaptive Signal Processing	7.5 hp	EQ2401	2	60341	2020-01-15	2020-03-14
Adaptive Signal Processing	7.5 hp	EQ2401	2	60806	2019-01-15	2019-03-15
Adaptive Signal Processing	7.5 hp	EQ2401	1	20123	2018-01-16	2018-03-18
Adaptive Signal Processing	7.5 hp	EQ2401	1	60608	2018-01-16	2018-06-04

6. Overview of ongoing reporting – Notify about results again

- In " Overview of ongoing reporting" you get an overview of all results that are marked as ready but have not yet been certified. It is possible to send new notifications to certifiers via this view. This function may facilitate the work for you as a reporter, since you can see if the reported results has been certified. The view shows who or whom and when that the notify has been sent.
- 1. Go to Course that is under Study documentation
- 2. Click on Overview of ongoing reporting
- 3. Choose the Organisation unit (department, faculty etc.) that you want to do the search on.
- 4. You can also choose other, non-mandatory parameters: course (search by course code here or click on to search on other parameters), who marked the result as ready, which certifier that has been notified, or date period.
- 5. Search.



The screenshot shows the 'Overview of ongoing reporting' page in the KTH system. It features a navigation bar with 'Study documentation', 'Course information', 'Follow-up', and 'System administration'. Below this is a search bar with 'Course instances' and 'Overview of ongoing reporting' (marked as a 'New Feature!').

Search filters include:

- Organisation unit: SD SCI/Aeronautical an...
- Course code: Search and choose course
- Marked as ready by: Select
- Notified to: Select
- Marked as ready within: From - To

Number of search results: 5

Notify	Personal ident...	Name	Course	Module/Course result	Marked a...	Marked as ready by	Notified to	Latest no...
<input type="checkbox"/>	1		Structure Borne Sound 7.5 hp FSD3110	Result on course	2020-09-17	Samira Sadri	Ines Lopez Arteaga	2020-09-17
<input type="checkbox"/>	1		Sailing for Performance 6.0 hp SD2706	Report 6.0 hp RAPP	2020-11-04	Samira Sadri	Jakob Kuttenekeuler	2020-11-04
<input type="checkbox"/>	1		Introduction to Marine Technology 6.0 hp SD2725	Assignments 6.0 hp ÖVN1	2020-11-30	Hans Liwáng	Anders Rosén	2020-11-30
<input type="checkbox"/>	1		Introduction to Marine Technology 6.0 hp SD2725	Assignments 6.0 hp ÖVN1	2020-11-30	Hans Liwáng	Anders Rosén	2020-11-30
<input type="checkbox"/>	1		Degree Project in Vehicle Engineering, Second ...	Examination Question 30.0 hp XUPP	2020-12-01	Samira Sadri	Lars Drugge	2020-12-01



6. Overview of ongoing reporting – Notify about results again

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.
4. Click on OK (Ctrl-S)

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

Results marked as ready

Organisation unit * Course code ... Marked as ready by Notified to Marked as ready within

Number of search results: 5

<input type="checkbox"/>	Personal ident...	Name	Course	Module/Course result	Marked a...	Marked as ready by	Notified to	Latest no...
<input type="checkbox"/>	1		Structure Borne Sound 7.5 hp FSD3110	Result on course	2020-09-17	Samira Sadri	Ines Lopez Arteaga	2020-09-17
<input type="checkbox"/>	1		Sailing for Performance 6.0 hp SD2706	Report 6.0 hp RAPP	2020-11-04	Samira Sadri	Jakob Kutteneuler	2020-11-04
<input checked="" type="checkbox"/>	1		Introduction to Marine Technology 6.0 hp SD2725	Assignments 6.0 hp ÖVN1	2020-11-30	Hans Liwång	Anders Rosén	2020-11-30
<input checked="" type="checkbox"/>	1		Introduction to Marine Technology 6.0 hp SD2725	Assignments 6.0 hp ÖVN1	2020-11-30	Hans Liwång	Anders Rosén	2020-11-30
<input type="checkbox"/>	1		Degree Project in Vehicle Engineering, Second ...	Examination Question 30.0 hp XUPP	2020-12-01	Samira Sadri	Lars Drugge	2020-12-01