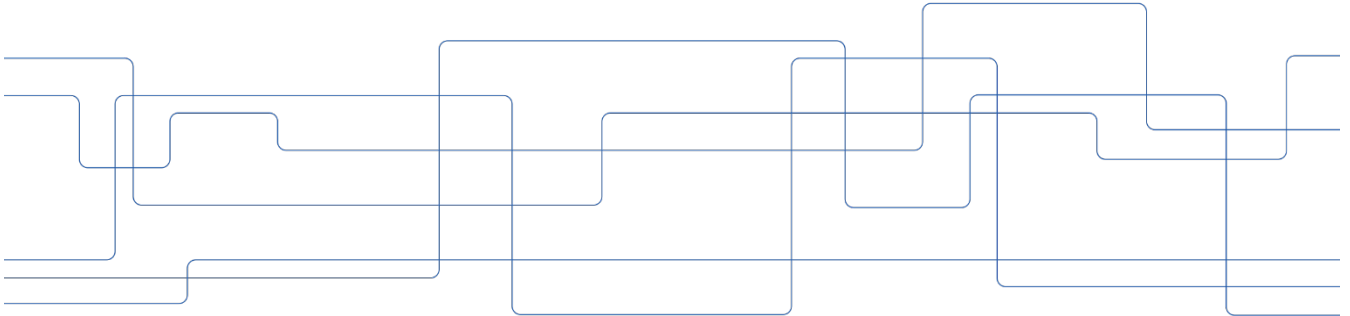




Manual – Certify results and credits

Certify results and credits

200618





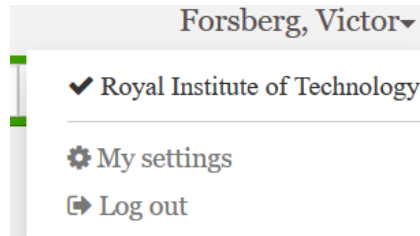
Content

1. Important to know
2. Certify results on module
3. Certify results on course
4. Certify credits



1. Important to know

- Verify that the title of degree projects is correct
- You can't change anything concerning a credit. If something is incorrect, you have to contact the administrator for the case.
- You will receive an E-mail when you have something to certify. Check under "*Settings*" that your E-mail is listed.





2. Certify result on a module

Log in to www.start.ladok.se

- On the home page choose "To Certify"
- Click on the module

[Home page](#) [Student](#) [Course](#) [Course packaging](#) [Activity sessions](#) [Reports](#) [Advanced](#)

Welcome Victor Forsberg

Personal identity no. Last name First name

☐ Extend with national search

Name

☒ To certify

☐ My courses

☒ Notified results from Ladok that need to be certified

☐ My ongoing cases

For a limited time, all results are not shown in this view

Results reported before March 25th will not show up in this new tab. Instead, please go to the tab ["Notified results from Ladok that need to be certified"](#) to certify these results.

To certify	Course/Module	Date	Usr
<div><input checked="" type="checkbox"/> Laboratory Work 2.5 hp LABA</div>	IE1202 Analog Electronics 7.5 hp	2020-06-18	For

2. Certify result on a module

Analog Electronics 7.5 hp IE1202

[Report](#)
[Certify](#)
[Results follow-up](#)
[Participation](#)
[Activity sessions](#)
[Results annotations](#)
[Groups](#)

Overview / Laboratory Work 2.5 hp LABA

Display participants for instance

60554 | 2020-01-15 - 2020-03-14 | 50% | Normal teaching ☐ Display from all instances in current course

Save (Ctrl+S)
 [Certify](#)
[Remove ready mark for results](#)
[Change column viewing](#)
 Number of search results: 2

<input checked="" type="checkbox"/>	Personal identity no.	Name	Grade	Ex.date	Status
<input checked="" type="checkbox"/>	20200101-2398	Andersson, Amal	P	2020-06-18	Marked as ready Filter by status Select
<input checked="" type="checkbox"/>	20200103-2396	Crawford, Celine	P	2020-06-18	Marked as ready Filter by status Select

Save (Ctrl+S)

- To the right you can see how many students you have to certify. You can choose to view up to 400 students at a time. Mark all the students on the page by clicking in the box next to "Personal identity no." If the results are correct, click "certify".
- If a result is wrong, click "Remove ready mark for results" and contact the person who reported the grade.



2. Certify result on a module

Certify results ✕

<u>Certifier</u>	Forsberg, Victor
<u>Decision date</u>	2020-06-18
<u>Note</u>	<div>The text can contain max. 1000 characters</div> <div>Max 1000 characters</div>

Save (Ctrl+S) Cancel

- Click "Save" (no need to write a note)
- Click "OK" to "Reauthenticate"

Reauthenticate ✕

For security reasons, you must log in again to complete the operation

OK (Ctrl+S) Cancel



2. Certify result on a module



Logga in på KTH

Användarnamn:

Lösenord:

Logga in


- Write your username and password for your KTH-id
- Click "Logga in"
- The results are now visible for the students

Result certified X

Participation Activity sessions Results annotations

3. Certify results on a course

- The procedure is similar to certification on a module. You can choose to show the modules that the course consists of and also show result listings.

 Analog Electronics 7.5 hp IE1202







[Report](#)
[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

[Save \(Ctrl+S\)](#)
[Certify](#)
[Remove ready mark for results](#)
[Show module \(2 / 2 \)](#)
[Change column viewing](#)
☐ Show examination points

<input type="checkbox"/>	Personal identity no.	Name	Examination 5.0 hp	Laboratory ... 2.5 hp	Grade	Ex.date	Status
<input type="checkbox"/>	20200101-2398	Andersson, Amal	B	P	 B	2020-06-18	  Ms
<input type="checkbox"/>	20200103-2396	Crawford, Celine	D	P	 D	2020-06-18	  Ms

[Save \(Ctrl+S\)](#)



4. Certify credits on a module

- As an examiner you have the authorisation to certify credits on a course module. You will however not receive an E-mail, so you have to click on "My ongoing cases" and then on the case.

Home page Student Course Course packaging Activity sessions Reports - Advanced -

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

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

Case number	Reference	Received	Case type	Case status	Personal iden...	Name	Case summary
RE140768		2020-06-18	Crediting	Processing	20200110-2389	Jones, Jack	IE1202-LABA : 2.5 hp Projektkurs i matematik...



4. Certify credits on a module

- Verify that everything is correct and then click "**Certify**" and "**Decide**". Then save and reauthenticate as you've done before.

20200110-2389 Jones, Jack

Overview Participation Study plans Cases/Decisions Student information National overview

Cases / RE140768 | Crediting | 2020-06-18 | Victor Forsberg | Processing

Mark as read **Certify** Assign Close Open Edit reference Distribute to case container Not in any case container

Crediting refers to Decide
CDATE Degree Program Document decision

Enter reason for crediting
Add

Part of course

Higher education institution	Royal Institute of Technology (KTH)
Course	Project Course in Calculus of one Variable with Applications 6.0 hp AB1001 (P - 2020-06-18)
Module	Assignments 6.0 hp INL1 (P - 2020-06-18)

Credited as
Add

Part of course

Course	Analog Electronics 7.5 hp IE1202
Module	Laboratory Work 2.5 hp LABA
Scope	2.5 hp