Quick guide - reporting results in Ladok

Steps to enter the grade for a module

1. Look for the course under "My courses" on the start page. If needed, change to the relevant semester. Click the course.

2. Click the exam you wish to enter grades on.

3. Enter Exam credits, then save.

4. Click Overview, then the module name.

5. Fill out all other relevant fields, enter grade and date (when the exam was held), then save.

6. Mark as ready. If you are not the examiner, select the person who will certify in the notification field. Click Mark as ready and notify.

If you are the examiner:

7. Click on the tab Certify

8. Choose course name, select students, then Certify.

Steps to mark an entire course as completed (requires all modules to be completed)

9. Go to the Reports tab for the course, click Ready for course results.

10. Mark all and choose Copy to course certificate (in case there is only one module) or enter the grades manually (if they are based on several modules).

11. Save and Mark as ready. Notify the examiner if it's not you.

If you are the examiner:

12. Select the Certify tab, click Ready for course results.

13. Select all and certify.