Manual Ladok – Certify results

1. When an administrator or a teacher reports a result and you have rights to certify as an examiner on the course, you will get an email that tells you to certify the result.

2. The first time you use Ladok, you will want to change the language to English. Click in on your name in the upper right corner on the page and choose Mina inställningar.

3. Click on Språk and change the language to English.
4. You will find all your courses that have results that you have to certify under the tab “Certify” on the Homepage. Click on the link with the name on the module in the course.

5. You will then see a page with the students personal number, name, grade and examination date. First, click on the “numbers-per-page” and choose to show all students on the same page. This way, you can certify grades and dates on all students at the same time.
6. I you can now choose to certify the results (see instructions below), or remove the marked as ready-mark. By removing the marked as ready-mark, the student will be removed from the list with results to certify and instead appear in the list for the person who report results. To remove the marked as ready-grade, select a student and click on More functions. Then, choose Remove ready mark for results.

7. Mark all students who should have their grade certified. You can mark all students in the list by clicking the checkbox in the menu. Then, click on Certify.
8. When you click on certify a dialog box will appear. You don’t have to write anything in the note box. Click in Certify results.

9. For security reasons, you need to log in once more to let the system know that you are you.
10. Log in with your UMU-id and password.

11. The results are now certified.