Manual – Report results

**Note:** If this is not the first time you log into Ladok, you may start reading at step 5.

1. Use any of the browsers Chrome, Firefox och Safari. Go to the webpage www.start.ladok.se. Click on ”Select higher education institution to log in”.

2. The first time you log into the system you have to type Umeå in the searchbox to find Umeå University. Then, click on Umeå University and log in with your UMU-id.
3. You are now logged in. 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.

4. Click on Språk and change the language to English.
5. When you are on the homepage in Ladok, click on the tab Report results. This is where the course/courses that you have a right to report results on. If you can’t find your course here, talk to your administrator. **NOTE:** Make sure that you select the right semester.

6. Select the course that you want to report on. The, click on “Report results” on the module of your choice.
7. You are now re-directed to the reporting list of the module. All students who attended the course during the semester, but haven’t received a passing grade yet, are listed here.

Click on the “numbers-per-page” and choose to show all students on the same page. This way, you can report grades and dates on all students at the same time.

8. Mark all students who should receive the same grade. You can mark all students in the list by clicking the check-box in the menu.
9. Select a grade in the menu bar. All marked students will receive the same grade. In case a single student should receive another grade: select that grade in the row for the student.

10. Select examination date in the menu bar: all students will receive the same date. In case a single student should have another date: select that date in the row for the student. Then, click on “Save”.

**NOTE:** *The examination date must be the date that the students preformed/handed in the examination.*
11. Now you can mark the grades as ready. Click on Mark as ready. Note that the students has to have a grade and an examination date AND be marked to be able to be marked as ready.

12. In the dialogue box (see next page): Select which teacher/teachers who graded the results, just to have a documentation in Ladok who these teachers are. If these teachers are hired at your department, you can find them under “Authorised reporters”. Otherwise, see if you can find them in “Users at the university”. If not, you can always type the teachers name in “Other” box.

Select an examiner to notify that they need to certify the results. You can only select examiners who has the right in Ladok to certify the results.

Click in Mark as ready and notify.

The results are now marked as ready and are waiting to be handled by the examiner. You can no longer change the results.
### Mark as ready and notify to examiner/certifier

<table>
<thead>
<tr>
<th>Course</th>
<th>2SO135 Research Methods for the Behavioural Sciences 15.0 hp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module</td>
<td>KVAL Qualitative Analysis 7.5 hp</td>
</tr>
</tbody>
</table>

**Students**
- U: 2 pcs
- G: 35 pcs
- VG: 1 pcs

**Number of grades selected**: 38 pcs

**Marked as ready by**: Bek. Maria

**Graded by teacher**:

**Authorised reporters**
- Select

**Users at the university**
- Select

**Other**
- Surname, Name (e-mail) University/organization

**Notify**
- Select

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**By marking the results as ready, you are locking the results and preparing them to be certified by the examiner.**

[Mark as ready and notify (Ctrl+S)](#)