

Report results with a title (Cont.)

- 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.
- There is a column to report a title, between the students name and grade. **Click on**  in the row of a student. *Note that you need to report the title for each student individually.*
- In the dialogue box: write the **Title** and **alternative title**.
- Save** (keyboard shortcut: Ctrl + S). The dialogue box closes.
Note! If you are leaving the web page now to continue with the results at a later time, you need to save the title with the Save-button on the web page as well. The title is then saved as a draft and you can continue with the result at a later time.
- Report a **grade and examination date** and save as draft.

 Nursing - Research Methodology and Nursing Science Degree project 20.0 hp

 Report  Certify  Results follow-up  Participation  Activity sessions  Results

[Overview](#) / Thesis title 15.0 hp 1602

Display participants for instance

21000 | 2017-10-16 - 2018-01-12 | 100% | Normal teaching Display

Save (Ctrl+S) **8** Mark as ready   Export to CSV Display compressed mode

<input type="checkbox"/>	Personal identity no. ^	Name ^	Title / Alternative title *	Grade ^	Ex.date
<input type="checkbox"/>				Select v	* Date
<input type="checkbox"/>	19940902-2390	Algotson, Malte	(Mandatory text) 	v *	Date
<input type="checkbox"/>	19401012-6672	Andersson, Daniel	(Mandatory text) 	v *	Date
<input type="checkbox"/>	19300917-9221	Andersson, Simon	(Mandatory text) 	v *	Date
<input type="checkbox"/>	19940914-2396	Arnö, Christoffer	(Mandatory text) 	v *	Date
<input type="checkbox"/>	19300302-9091	Asp, Erik	(Mandatory text) 	v *	Date
<input type="checkbox"/>	19400427-9107	Asp, Sarah	(Mandatory text) 	v *	Date

7. Mark the students whose results should be marked as ready



Mark as ready = you are sending the results to the examiner of the course to be certified. Results marked as ready can only be handled by the examiner.

Results (grade + examination date) and title must be saved as draft before you mark them as ready.

8. Click on **Mark as ready**

Report Certify Results follow-up Participation Activity sessions Results annotations Err

Overview / Thesis title 15.0 hp 1602

Display participants for instance

21000 | 2017-10-16 - 2018-01-12 | 100% | Normal teaching Display from all instances in current

Save (Ctrl+S) **Mark as ready** 10 Report to CSV Select other Display compressed mode Numb

Personal identity no.	Name	Title / Alternative title *	Grade	Ex.date	Status
<input checked="" type="checkbox"/> 19940902-2390	Algotson, Malte	Lorem ipsum dolor sit amet, consectetur ...	G	2018-01-12	Draft
<input checked="" type="checkbox"/> 9 012-6672	Andersson, Daniel	Nulla sapien urna, rhoncus eu sem sit am...	G	2018-01-12	Draft
<input checked="" type="checkbox"/> 19300917-9221	Andersson, Simon	Phasellus pellentesque rhoncus tellus, ne...	VG	2018-01-12	Draft
<input checked="" type="checkbox"/> 19940914-2396	Arnö, Christoffer	Vestibulum tempor elit purus, a convallis ...	G	2018-01-12	Draft
<input checked="" type="checkbox"/> 19300302-9091	Asp, Erik	In tincidunt ipsum non orci tincidunt iaculis.	VG	2018-01-12	Draft

9. In the dialogue box:

- Select which teacher graded the results
- **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.

10. Click on **Mark as ready and notify**. If needed later on, you can notify the results to an examiner again.

Mark as ready and notify to examiner and certifier

Marked as ready by Allsmäktig, Eva

Graded by teacher 9

Notify

10 **Mark as ready and notify** Cancel

The results are now marked as ready, and are waiting to be handled by the examiner. You can no longer change the results.

The result is made official and available to the student when it is certified by the examiner.