

1. Go to
Advanced...

2. ...and **Activity sessions**

Ladok Study documentation Course information Follow-up System administration

Home page Student Course Course package Reports **Advanced**

Search student

Personal identity no. Last name First name Search

Employee rights
Student cases
Activity sessions
Admission, several students

My ongoing cases

Case number	Reference	Received	Case type	Case status	Personal ident...	Name
You have no assigned cases						

Notified results that need to be certified

3. Search ***Tarek*** in **Name**, and you'll find your four groups

4. Click on a group!

Search activity session

Type	Name	Sess. code	Course code
Select	*Tarek*		

Show course session information

Type	Name	Course / Session
Other activity	Group 1-IP-fall 2018-Tarek	Political Science in English I 30.0 hp SVE001 International Politics 7.5 hp SV104E
Other activity	Group 2-IP-fall 2018-Tarek	Political Science in English I 30.0 hp SVE001 International Politics 7.5 hp SV104E
Other activity	Group 3-IP-fall 2018-Tarek	International Politics 7.5 hp SV104E Political Science in English I 30.0 hp SVE001
Other activity	Group 4-IP-fall 2018-Tarek	International Politics 7.5 hp SV104E Political Science in English I 30.0 hp SVE001

5. Got to **Reports!**

If a yellow warning message comes up, just ignore it and continue..

Group 1-IP-fall 2018-Tarek



Reports



Certify



Participants

Included: SVE001 (International Politics 7.5 hp), SV104E (

Add participants from ▾

Remove

Apply

Cancel application

Address lis

Print

Numb

<input type="checkbox"/>	Personal ident...	Name	Operation
<input type="checkbox"/>			Select ▾
<input type="checkbox"/>			Select ▾
<input type="checkbox"/>			Select ▾
<input type="checkbox"/>			Select ▾
<input type="checkbox"/>			Select ▾


There are two columns for each function because the students are admitted to two different courses.

7. If the student has **missed** something, please make a note here, for example "Sem.4" or "Group assignment".

6. Mark here ("Seminars completed") if the student has done all seminar work.

Group 1-IP-fall 2018-Tarek

 Reports

 Certify

 Participants



Included: SVE001 (International Politics 7.5 hp), SV104E (International Politics 7.5 hp)


Display participants for session

✕ 42468 | 2018-12-03 - 2019-01-20 | 100% | Normal teaching

✕ 42498 | 2018-09-03 - 2019-01-20 | 100% | Normal teaching





Save

 Mark as ready 

Export to CSV 

Select other ▾

Display compressed mode

	Personal identity no. ▲	Name ▲	 Missing sem...	 Missing sem...	 Sem. compl..	 Sem.comple...	G
<input type="checkbox"/>			✕ Free text OK	✕ Free text OK	✕ Select ▾	✕ Select ▾	✕
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	

8. SAVE SAVE SAVE! 😊

Group 1-IP-fall 2018-Tarek

Reports Certify Participants

Included: SVE001 (International Politics 7.5 hp), SV10.

Display participants for session

× 42468 | 2018-12-03 - 2019-01-20 | 100% | Normal teaching × 42498 | 2018-09-03 - 201

Save Mark as ready Export to CSV Select other

	Personal identity no.	Name	Miss
<input type="checkbox"/>			Free
<input checked="" type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

9. And now you're done! 😊