

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

## Search activity session

4. Click on a group!

Type	Name	Sess. code	Course code
Select	*Tarek*		




 New common activity session  Show course session information

Type	Name	Course / Session
Other activity	<a href="#">Group 1-IP-fall 2018-Tarek</a>	Political Science in English I   30.0 hp   SVE001 International Politics   7.5 hp   SV104E
Other activity	<a href="#">Group 2-IP-fall 2018-Tarek</a>	Political Science in English I   30.0 hp   SVE001 International Politics   7.5 hp   SV104E
Other activity	<a href="#">Group 3-IP-fall 2018-Tarek</a>	International Politics   7.5 hp   SV104E Political Science in English I   30.0 hp   SVE001
Other activity	<a href="#">Group 4-IP-fall 2018-Tarek</a>	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 list

Print 

	Personal ident...	Name	Operation
			Select ▼
			Select ▼
			Select ▼
			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"/>							

8. SAVE SAVE SAVE! 😊

Group 1-IP-fall 2018-Tarek

📄 Reports   📄 Certify   👤 Participants

Included: SV E001 (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! 😊