

MANUAL FOR LADOK STUDENT



START PAGE

[My pages](#) | [På svenska](#) | [Log out](#)

Current education
Completed education
Certificate
Qualification and certificate
Cases

Current education

CURRENT

UPCOMING

UNCOMPLETED

Freestanding courses

[ENG_Algebra I | 7.5 hp | 1MA004](#)

2018-01-01 – 2018-12-31 | 12345 | 100 % | *Campus based education*

[Application for "Salstentamen" is open](#)

There is no upcoming education

Information about discontinued courses is not available right now.

PLANNED STUDIES

Freestanding courses

[ENG_Algebra II | 7.5 hp | 1MA006](#)

2016-02-23 – 2016-03-29 | TST04 | 100 % | *Campus based education*

Partly credited education

The start page shows the “Current education” tab. Here you get an overview for your studies

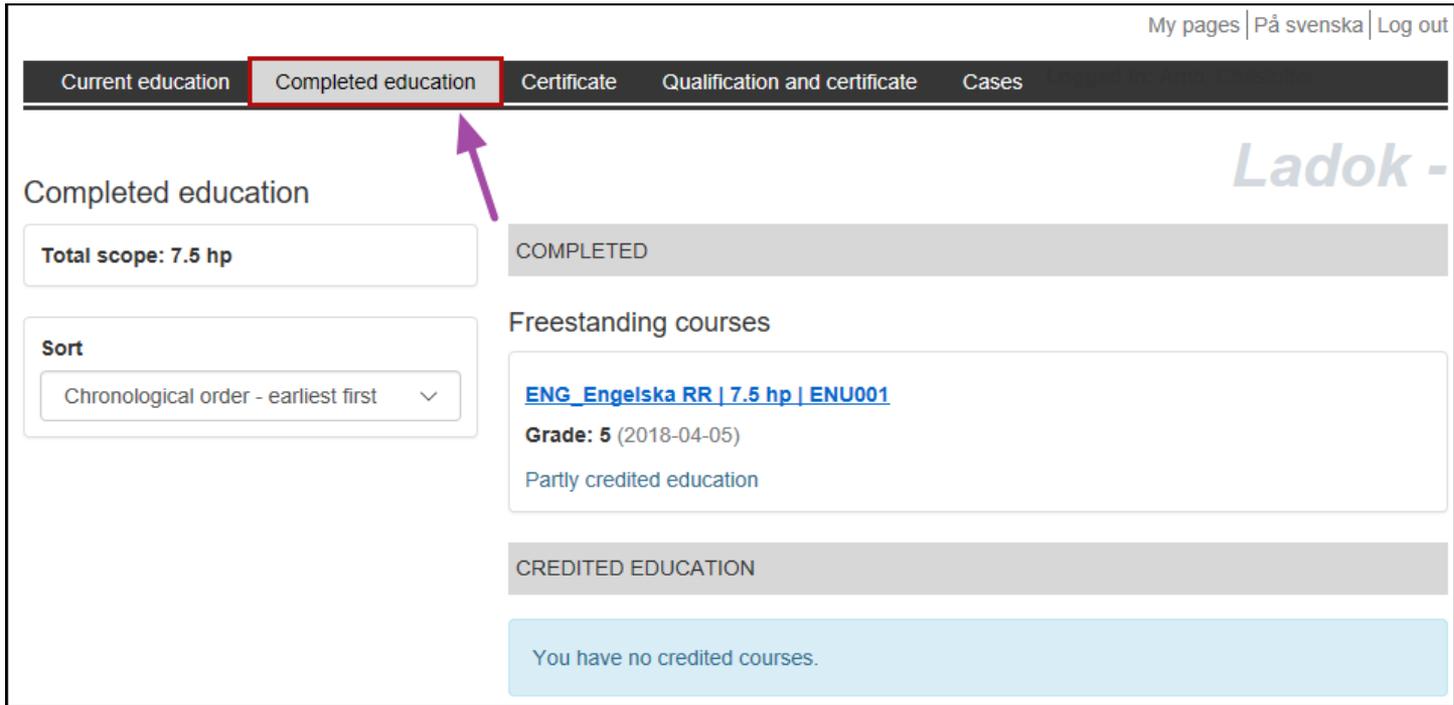
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MY PAGES – CHANGE CONTACT DETAILS AND CURRENT ADDRESS

The screenshot displays a user interface for 'My pages'. At the top right, there is a navigation bar with the text 'My pages', 'På svenska', and 'Log out'. Below this is a dark navigation menu with the following items: 'Current education', 'Completed education', 'Certificate', 'Qualification and certificate', and 'Cases'. The main content area is titled 'My pages' and is divided into two sections: 'CONTACT CHANNELS' and 'CURRENT ADDRESS'. The 'CONTACT CHANNELS' section shows 'Phone/text message: 0001231231231' and 'E-mail: slu@slu.se', with a 'Change contact channels' button below. The 'CURRENT ADDRESS' section shows 'Naturvägen 135B' and a 'Change current address' button below. Three purple arrows point to the 'My pages' link, the 'Change contact channels' button, and the 'Change current address' button.

In order to change contact channels or address, click on My pages.

COMPLETED EDUCATION



My pages | På svenska | Log out

Current education **Completed education** Certificate Qualification and certificate Cases

Completed education

Total scope: 7.5 hp

Sort
Chronological order - earliest first

COMPLETED

Freestanding courses

[ENG_Engelska RR | 7.5 hp | ENU001](#)
Grade: 5 (2018-04-05)
Partly credited education

CREDITED EDUCATION

You have no credited courses.

Click on the tab completed education. Here you can see completed education and also results on courses. The total scope of credits is also presented here.

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EXAM RESULT

This is an example of how a result can be presented.

You can see both grade and examination points.

When either a part of the course or the whole course is completed you will get a notification. E-mail is the only alternative for notifications today

Alg 2 - 3.5 hp

Grade: G (2018-04-09) ←

Examiner: Erik Boström

Code: ALG2

Examination points: 50 ←

2018-04-09 16:00 - 17:00 | Salstentamen

Place: Umeå

Location: Sal 1

Link: <http://www.sarskildabehov.se>

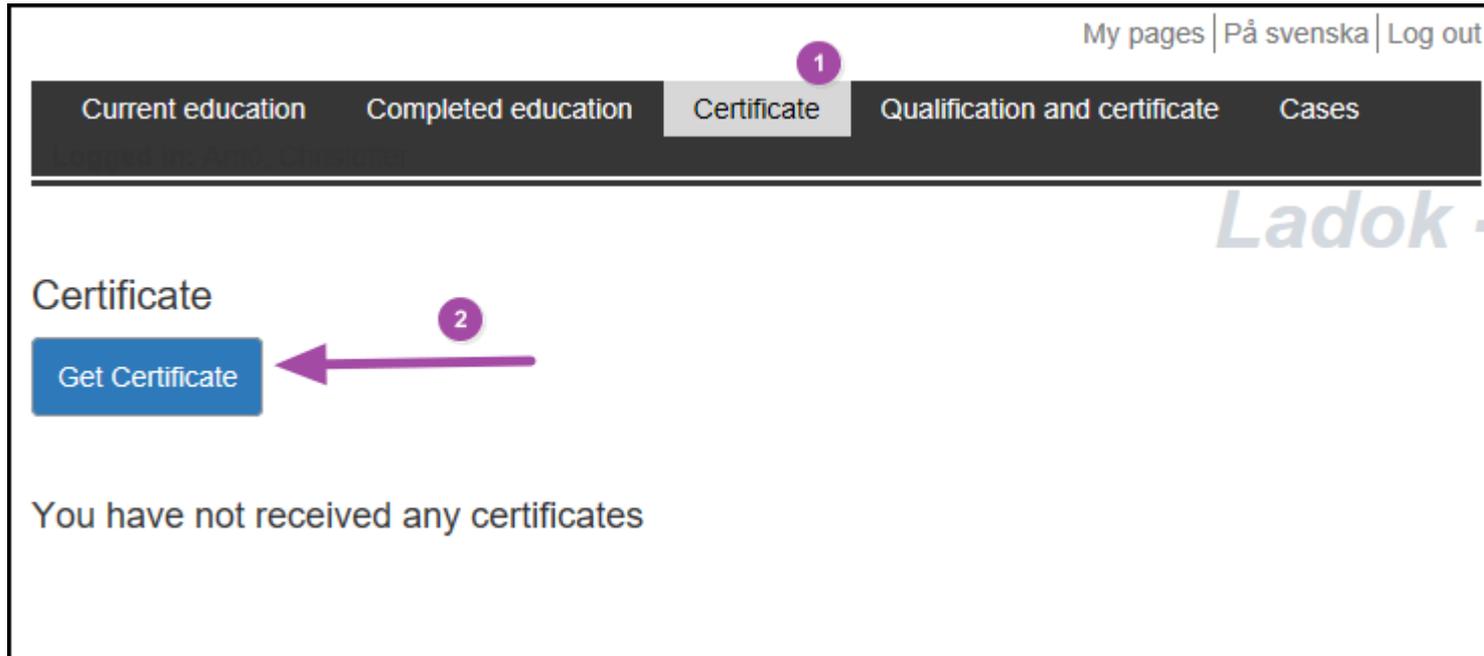
Other information: Ta med miniräknare

Anonymisation code: SLU-ENG-CHM

Your application is made. Your code is SLU-ENG-CHM

Application: 2018-04-09 - 2018-04-10

CREATE CERTIFICATES



The screenshot shows the Ladok user interface. At the top right, there are links for "My pages", "På svenska", and "Log out". Below this is a navigation menu with five tabs: "Current education", "Completed education", "Certificate", "Qualification and certificate", and "Cases". The "Certificate" tab is highlighted with a purple circle containing the number "1". Below the navigation menu, the word "Ladok" is displayed in a large, light blue font. Underneath, the word "Certificate" is written in a smaller font. A blue button labeled "Get Certificate" is shown, with a purple arrow pointing to it from a purple circle containing the number "2". Below the button, the text "You have not received any certificates" is displayed.

Under the certificates tab you can get result certificates, registration certificates and a certificate of the expected participation.

QUALIFICATION AND CERTIFICATE

My pages | På svenska | Log out

Current education Completed education Certificate **Qualification and certificate** Cases

Qualification and certificate *Ladok -*

Apply for degree certificate

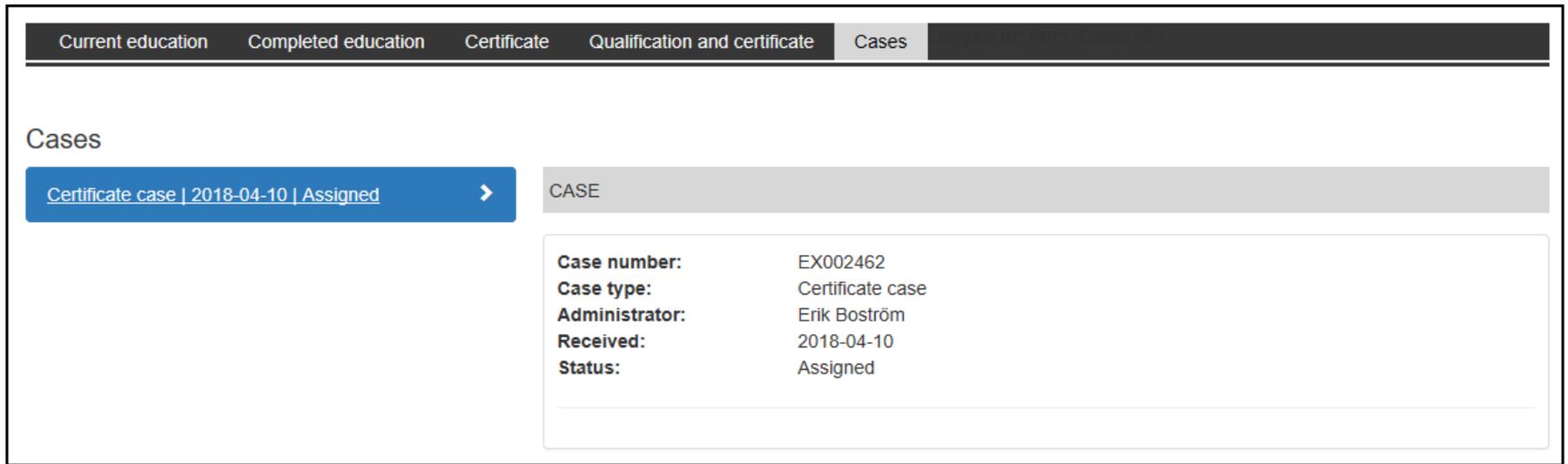
Apply for certificate for completed education

Contact details

0001231231231

By clicking and applying for a degree certificate or a certificate for completed education one must follow five steps. See the steps below

1. Select qualification/certificate >
2. Select courses >
3. Message >
4. Preview >
5. Acknowledgement



Current education Completed education Certificate Qualification and certificate Cases

Cases

[Certificate case | 2018-04-10 | Assigned](#) >

CASE

Case number:	EX002462
Case type:	Certificate case
Administrator:	Erik Boström
Received:	2018-04-10
Status:	Assigned

Under the Cases tab you can see your cases. In the image above we see a certificate case with associated case number, case type, administrator, when it is received and status.

Certificate cases such as course certificates, degree certificates and certificates for completed education can be initiated via Ladok Student while credited education cases must be performed by a supervisor.

REGISTRATION

My pages | På svenska | Log out

Current education | Completed education | Certificate | Qualification and certificate | Cases

Current education

CURRENT

UPCOMING

UNCOMPLETED

There is no current education

Freestanding courses

[ENG_Algebra I | 7.5 hp | 1MA004](#)
2018-01-01 – 2018-12-31 | 12345 | 100 % | Campus based education
Register during the period
2018-01-01 - 2018-12-31
[Register](#)

Information about discontinued courses is not available right now.

Freestanding courses

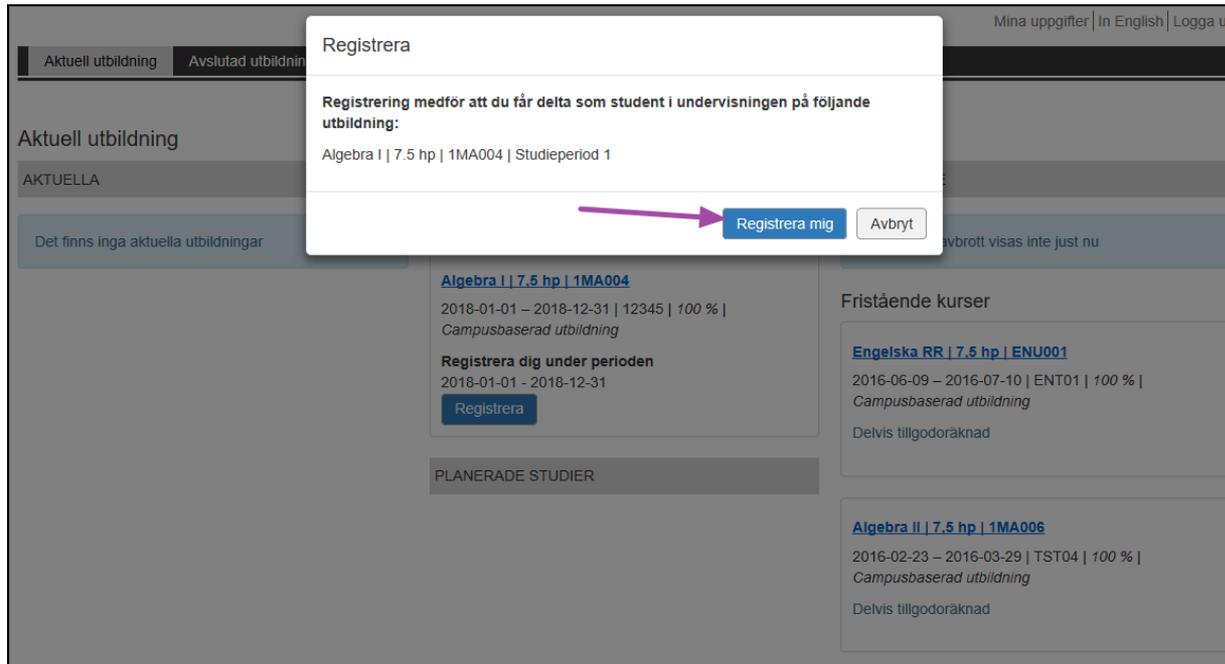
[ENG_Algebra II | 7.5 hp | 1MA006](#)
2016-02-23 – 2016-03-29 | TST04 | 100 % | Campus based education
Partly credited education

PLANNED STUDIES

On the tab current education and under the column upcoming you can register on a course. This is only possible if the course is prepared and allowing students to registrate themselves.

This is easily done by clicking on the registration button under the course.

REGISTRATION PART 2



The screenshot shows a web interface for course registration. A modal dialog titled "Registrera" is open, displaying the text: "Registrering medför att du får delta som student i undervisningen på följande utbildning: Algebra I | 7,5 hp | 1MA004 | Studieperiod 1". Below this text are two buttons: "Registrera mig" (highlighted with a purple arrow) and "Avbryt". The background interface is dimmed and shows sections for "Aktuell utbildning" (Aktuella) and "Fristående kurser".

Mina uppgifter | In English | Logga ut

Aktuell utbildning

Aktuella

Det finns inga aktuella utbildningar

Algebra I | 7,5 hp | 1MA004
2018-01-01 – 2018-12-31 | 12345 | 100 % |
Campusbaserad utbildning

Registrera dig under perioden
2018-01-01 - 2018-12-31

Registrera

PLANERADE STUDIER

Fristående kurser

Engelska RR | 7,5 hp | ENU001
2016-06-09 – 2016-07-10 | ENT01 | 100 % |
Campusbaserad utbildning

Delvis tillgodoräknad

Algebra II | 7,5 hp | 1MA006
2016-02-23 – 2016-03-29 | TST04 | 100 % |
Campusbaserad utbildning

Delvis tillgodoräknad

In the next step you verify the registration by clicking on the register me button

REGISTRATION PART 3

Sveriges lantbruksuniversitet

Inloggad:
Mina uppgifter | In English | Logga ut

Aktuell utbildning Avslutad utbildning Intyg Examen och bevis Ärenden

Aktuell utbildning

AKTUELLA	KOMMANDE	OAVSLUTADE
<p>Algebra I 7.5 hp 1MA004 2018-01-01 – 2018-12-31 12345 100 % Campusbaserad utbildning</p>	<p>Det finns inga kommande utbildningar</p>	<p>Kurser med avbrott visas inte just nu</p>
	PLANERADE STUDIER	Fristående kurser
	<p>Det finns inga studieval att göra</p>	<p>Engelska RR 7.5 hp ENU001 2016-06-09 – 2016-07-10 ENT01 100 % Campusbaserad utbildning Delvis tillgodoräknad</p>
		<p>Algebra II 7.5 hp 1MA006 2016-02-23 – 2016-03-29 TST04 100 % Campusbaserad utbildning Delvis tillgodoräknad</p>



The course is moved from the upcoming column to the current column when the registration is done

TERMINATE A COURSE

The screenshot displays a user interface for managing education. At the top right, there are links for "My pages", "På svenska", and "Log out". Below this is a navigation bar with tabs: "Current education", "Completed education", "Certificate", "Qualification and certificate", and "Cases". The "Current education" tab is active.

Under "Current education", there are three columns: "CURRENT", "UPCOMING", and "UNCOMPLETED".

- CURRENT:** Contains a "Freestanding courses" section with a highlighted course: **ENG Algebra | 7.5 hp | 1MA004**. Below it, the text reads: "2018-01-01 – 2018-12-31 | 12345 | 100 % | Campus based education". A purple arrow points to this course.
- UPCOMING:** Contains a message: "There is no upcoming education".
- UNCOMPLETED:** Contains a message: "Information about discontinued courses is not available right now."

Below the "UPCOMING" and "UNCOMPLETED" sections, there is a "PLANNED STUDIES" section with a message: "There are no study selections to do".

On the right side, there is another "Freestanding courses" section containing a course: **ENG Algebra II | 7.5 hp | 1MA006**. Below it, the text reads: "2016-02-23 – 2016-03-29 | TST04 | 100 % | Campus based education" and "Partly credited education".

In order to do a termination on a course you first click on the course under the current column.

TERMINATE A COURSE PART 2

The screenshot shows a user interface for a course titled "ENG_Algebra I 7.5 hp 1MA004". At the top right, there are links for "My pages", "På svenska", and "Log out". Below this is a navigation bar with tabs: "Current education", "Completed education", "Certificate", "Qualification and certificate", and "Cases".

The course details on the left include:

- About the session
- Study period: 2018-01-01 – 2018-12-31
- Code: 12345
- Pace: 100 %
- Type of instruction: Normal teaching
- Place: Campus based education

Below the details is a "Result" section with a right arrow. Underneath, the "Participation on the course" link is highlighted in blue and has a purple arrow labeled "1" pointing to it.

The main content area is titled "PARTICIPATION ON THE COURSE" and contains two sections:

- Study period 1** (2018-01-01 – 2018-12-31)
Scope: 7.5 hp
Registered
- Other options**
 - I want to terminate**
Termination means that you do not intend to complete the studies in the course. You therefore give up your place.
 - Terminate the course** (button highlighted with a red box and labeled "3")

Follow the steps on the picture above and finish by clicking on terminate the course.

TERMINATE A COURSE PART 3

The screenshot shows a web interface for course management. A modal dialog box titled "Termination" is centered on the screen. The dialog contains the following text: "EN EN Studieavbrott innebär att du inte tänker fullfölja kursen och avsäger din plats. Om du gör avbrottet inom tre veckor efter kursstart och inte har resultat inom kursen ghar du möjlighet att söka och bli antagen till kursen igen(gäller högskolekurser på grund och avancerad nivå)." Below this text, it asks "Do you want to terminate the following course?: ENG_Algebra I | 7.5 hp | 1MA004". At the bottom of the dialog, there are two buttons: "Yes, I am terminating the course" (highlighted with a red arrow) and "Cancel".

My pages | På svenska | Log out

Current education | Completed education

ENG_Algebra I 7.5 hp 1MA004

About the session
Study period: 2018-01-01 – 2018-12-31
Code: 12345
Pace: 100 %
Type of instruction: Normal teaching
Place: Campus based education

Result >
Participation on the course >

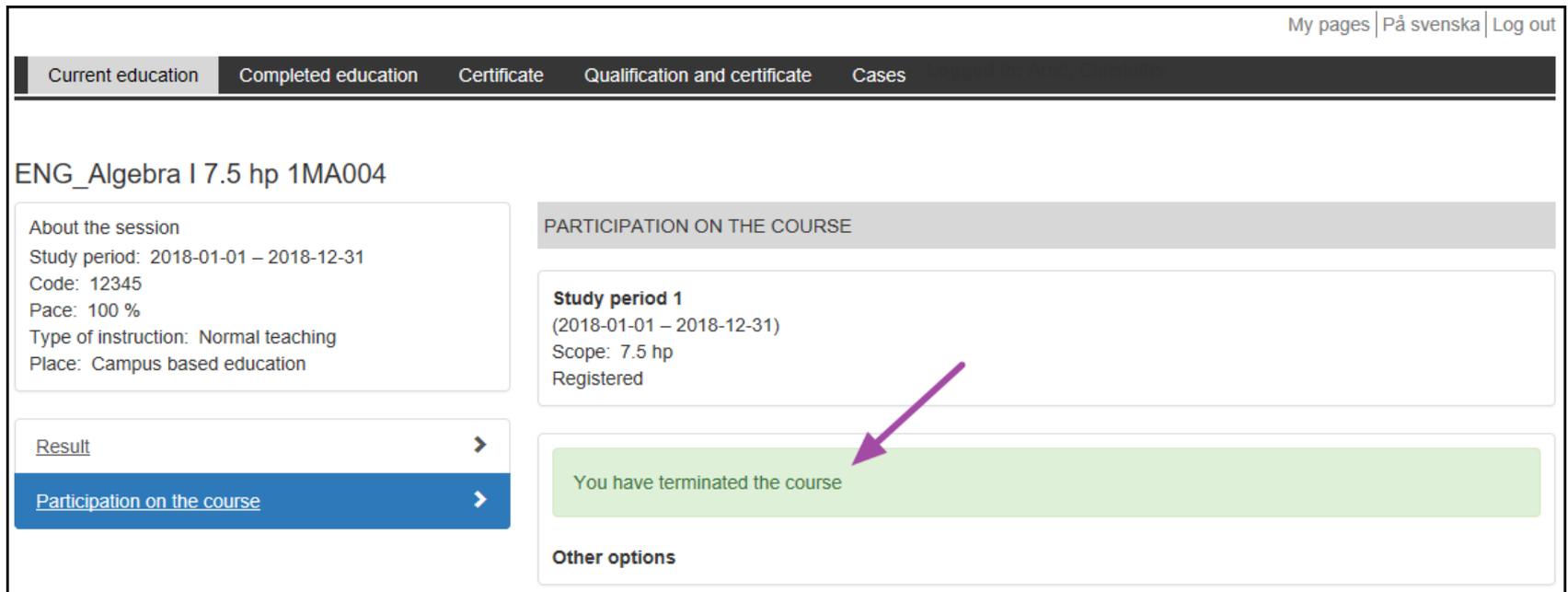
Other options

I want to terminate
Termination means that you do not intend to complete the studies in the course. You therefore give up your place.

Terminate the course

Confirm the termination by clicking on the button that the arrow is pointing on.

TERMINATE A COURSE PART 4



The screenshot displays a web interface for course management. At the top right, there are links for "My pages", "På svenska", and "Log out". Below this is a navigation bar with tabs: "Current education", "Completed education", "Certificate", "Qualification and certificate", and "Cases". The main content area is titled "ENG_Algebra I 7.5 hp 1MA004". On the left, there is a sidebar with sections: "About the session" (containing details like study period, code, pace, and place), "Result", and "Participation on the course" (highlighted in blue). The main content area has a section titled "PARTICIPATION ON THE COURSE" with a sub-section "Study period 1" (2018-01-01 – 2018-12-31) showing a scope of 7.5 hp and a "Registered" status. A green confirmation message "You have terminated the course" is displayed, with a purple arrow pointing to it. Below this is an "Other options" section.

When the termination of the course has been done you will receive a confirmation on this.

APPLICATION FOR EXAM

My pages | På svenska | Log out

Current education Completed education Certificate Qualification and certificate Cases

Current education

CURRENT UPCOMING UNCOMPLETED

Freestanding courses

[ENG_Algebra I | 7.5 hp | 1MA004](#)
2018-01-01 – 2018-12-31 | 12345 | 100 % | Campus based education

[Application for "Salstentamen" is open](#)

There is no upcoming education

Information about discontinued courses is not available right now.

PLANNED STUDIES

Freestanding courses

[ENG_Algebra II | 7.5 hp | 1MA006](#)
2016-02-23 – 2016-03-29 | TST04 | 100 % | Campus based education
Partly credited education

You can apply for an exam if this is prepared on the course. Click where the arrow is pointing.

APPLICATION FOR EXAM PART 2

Select the blue result tab when you've clicked in on the course.

In the next step you tick the checkbox and hit the apply button just like in the picture.

The screenshot shows a web interface for a course. At the top right, there are links for "My pages", "På svenska", and "Log out". Below this is a navigation bar with tabs: "Current education", "Completed education", "Certificate", "Qualification and certificate", and "Cases". The main content area is titled "ENG_Algebra I 7.5 hp 1MA004". On the left, there is a sidebar with two tabs: "Result" (highlighted in blue) and "Participation on the course". The "About the session" box contains the following information: Study period: 2018-01-01 – 2018-12-31, Code: 12345, Pace: 100 %, Type of instruction: Normal teaching, Place: Campus based education. The "RESULT" section shows "Final grade" with "Grade: -" and "Examiner: -". Below this, "Alg 1 - 4.0 hp" is listed with "Grade: -", "Examiner: -", and "Code: -". A yellow box contains exam details: "2018-04-10 10:00 - 12:00 | Salstentamen", "Place: Umeå", "Location: Sal 1", "Other information: Ta med penna och sudd", and "Application: 2018-04-04 - 2018-04-09". At the bottom of this box, there is a checked checkbox "I want to apply" and a blue "Apply" button. A purple arrow points to the "Apply" button.

APPLICATION FOR EXAM PART 3

A confirmation is given and it is possible to see the anonymisation code if this is prepared.

Now it is also possible to decline the application. Do this by hitting the red button.

My pages | På svenska | Log out

Current education | Completed education | Certificate | Qualification and certificate | Cases

ENG_Algebra I 7.5 hp 1MA004

About the session
Study period: 2018-01-01 – 2018-12-31
Code: 12345
Pace: 100 %
Type of instruction: Normal teaching
Place: Campus based education

Result >

Participation on the course >

Final grade

Grade: -
Examiner: -

Alg 1 - 4.0 hp

Grade: -
Examiner: -
Code: -

2018-04-10 10:00 - 12:00 | Salstentamen
Place: Umeå
Location: Sal 1
Other information: Ta med penna och sudd
Anonymisation code: SLU-0001-PAW

Your application is now made

Application: 2018-04-04 - 2018-04-09

Decline

DECLINE APPLICATION FOR EXAM

Follow the instructions on the picture in order to decline the application of the exam.

Finish by hitting the confirm button that pops up.

My pages | På svenska | Log out

Current education | Completed education

ENG_Algebra I 7.5 hp 1MA004

About the session
Study period: 2018-01-01 – 2018-12-31
Code: 12345
Pace: 100 %
Type of instruction: Normal teaching
Place: Campus based education

Result >
Participation on the course >

Grade: -
Examiner: -

Alg 1 - 4.0 hp

Grade: -
Examiner: -
Code: -

2018-04-10 10:00 - 12:00 | Salstentamen
Place: Umeå
Location: Sal 1
Other information: Ta med penna och sudd
Anonymisation code: SLU-0001-PAW

Your application is now made

Application: 2018-04-04 - 2018-04-09
Decline

Confirm removal of the application

You will now be removed from the activity session. Note that the application period is limited.

Application period: 2018-04-04 - 2018-04-09

Confirm Cancel

DECLINE APPLICATION FOR EXAM PART 2

The screenshot displays a university portal interface. At the top right, there are links for "My pages", "På svenska", and "Log out". Below this is a navigation bar with tabs for "Current education", "Completed education", "Certificate", "Qualification and certificate", and "Cases". The main content area is titled "ENG_Algebra I 7.5 hp 1MA004". On the left, there is a sidebar with "About the session" (Study period: 2018-01-01 – 2018-12-31, Code: 12345, Pace: 100 %, Type of instruction: Normal teaching, Place: Campus based education) and a "Result" section with a blue header and a link for "Participation on the course". The main content area is divided into sections for "Final grade" (Grade: -, Examiner: -) and "Alg 1 - 4.0 hp" (Grade: -, Examiner: -, Code: -). A yellow box contains exam details: "2018-04-10 10:00 - 12:00 | Salstentamen", "Place: Umeå", "Location: Sal 1", and "Other information: Ta med penna och sudd". A green box with a purple arrow pointing to it contains the message "Your have now declined". Below this, there is an "Application" section with the date "2018-04-04 - 2018-04-09", a checked checkbox "I want to apply", and an "Apply" button.

A confirmation is given like in the other examples.