

Get started guide for the participant



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Participant: How to get started

Setting up your user profile

When you have logged in using the authentication system chosen by your institution (eduGAIN, Feide, NEMID, WAYF, or WF login), you can edit your profile settings by clicking your name in the top right corner and then *Edit profile*.



This brings you to the *Profile Settings* page. Here you can:

1. Edit your name and phone number.

A screenshot of the 'Profile Settings' page. The title 'Profile Settings' is at the top with a person icon. Below it are four tabs: 'Personal information', 'Email', 'Password', and 'System requirements'. The 'Personal information' tab is active. It contains three input fields: 'First name(s)' with the value 'Demo', 'Last name' with the value 'Student 1', and 'Cell phone' which is empty. A green 'Save settings' button is at the bottom.

2. Edit existing email addresses or add new ones.

A screenshot of the 'Profile Settings' page, specifically the 'Email' tab. The tab is active and highlighted. Below it is a table of email addresses. The table has columns for 'Email', 'Status', and 'Receive message'. There are two rows of email addresses: 'demo_student@bit-degree.com' and '1@mail.com'. Each row has a status icon (a checkmark or a dash) and a 'Receive message' checkbox. To the right of each row are three icons: a pencil (edit), a trash can (delete), and an envelope (send test mail). At the bottom left of the table is a blue '+ Add email address' button. At the bottom right is a blue 'Send test mail' button. A green 'Save settings' button is at the bottom of the page.

3. If you have more than one role in WISEflow, you can choose your standard start page.

Profile Settings

Personal information | Email | Start page | System requirements

At login, go directly to the overview of

Participant

- Participant
- Assessor
- Author
- Manager
- Supporter

Save settings

4. Change password (if you are logged in with WF login)

Profile Settings

Personal information | Email | Start page | Password | System requirements

Current password

New password

Confirm password

Execute Change password

Save settings

5. Check whether the system requirements are met and install the required software.

Personal information | Email | System requirements

Basic requirements

In order for WISEflow to run smoothly, you have to use a supported browser.

Browser	Chrome 77 ✓
Operating system	Windows ✓
More information	Information about your browser

FLOWlock Requirements

To be able to participate in FLOWlock based flows, you must download and install the FLOWlock browser. When the browser has been installed, you can test it in a demo flow below.

1. Download and Install

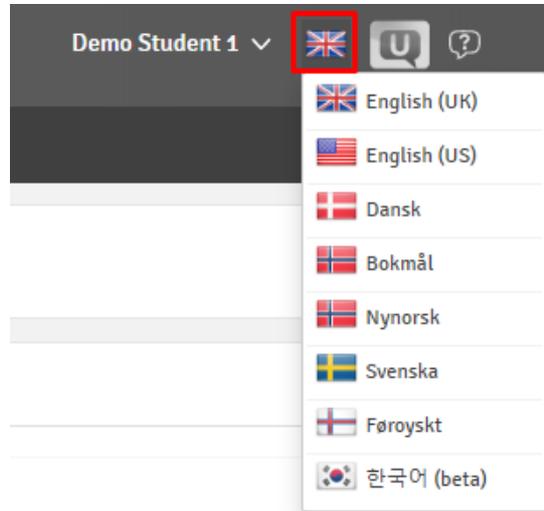
Operating system	Supported ✓
For Windows	Download Windows version
Verify FLOWlock browser	Test browser
More information	Support

2. Try it out

Demonstration of FLOWlock	Start the flow
Demonstration of FLOWmulti	Start the flow

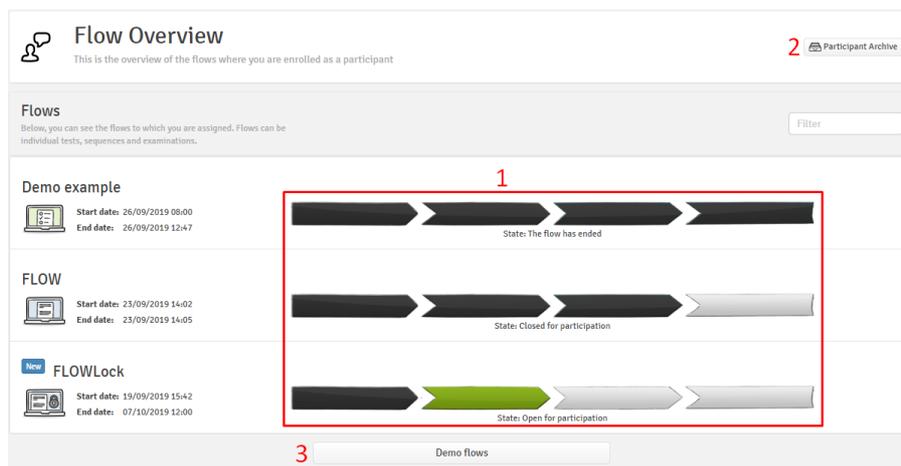
Change language

Next to your name in the top right corner, you can see which language your profile is using. By clicking on the flag, you will get a list of all available languages to choose from.



Flow Overview

When you log in to WISEflow, you are met by the flow overview. This is a list of all the active exam flows where you are added as a participant. This includes the demo flow, which can be used to get a feel for how a typical exam flow is conducted. You can also access the participant archive to see previous exam flows that have become inactive.



On the flow overview page, you can see:

1. The state of all flows
2. The archive of older flows
3. Demo flows

Flow types

Five different types of flow exist. The flow type on a flow determines how the exam will be carried out. You can see the flow type under the flow title.



The five types are:

1. FLOWassign: used for exams where participants hand in a PDF file 
2. FLOWlock: used for on-site exams without the use of aids 
3. FLOWoral: used for oral exams 
4. FLOWhandin: used for exams where the participants can hand in any type of file 
5. FLOWmulti: used for multiple-choice tests with or without the use of aids 

Flow state

A flow can be in four different states, which can be seen in the timeline of each flow:

1. Enrolled on flow



The flow has been activated by the manager on the flow, but the participation date has not yet been reached. You can access the flow to find information about the managers, assessors, curriculum, assignment etc.

2. Open for participation



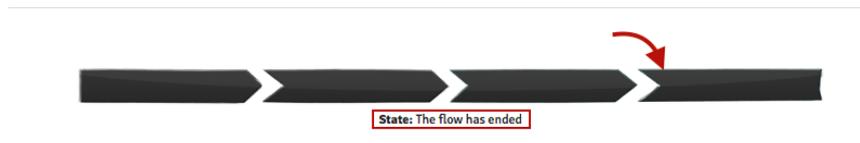
This is the most important state for you as a participant. During the period of this state, you can upload and hand in your assignment. The dates seen next to the flow icon indicate when the participation period starts and ends.

3. Closed for participation



The participation period has ended, and the assignments handed in are being assessed.

4. The flow has ended



All assignments handed in have been assessed. You can access the grade if it has been published by the manager on the flow.

How do I hand in my exam paper?

You enter a flow by clicking the flow timeline or title.

This brings you to the flow page, which changes depending on the state of the flow. The flow page shown below is an example of the state "Open for participation" because this is the most important state for you as a participant.

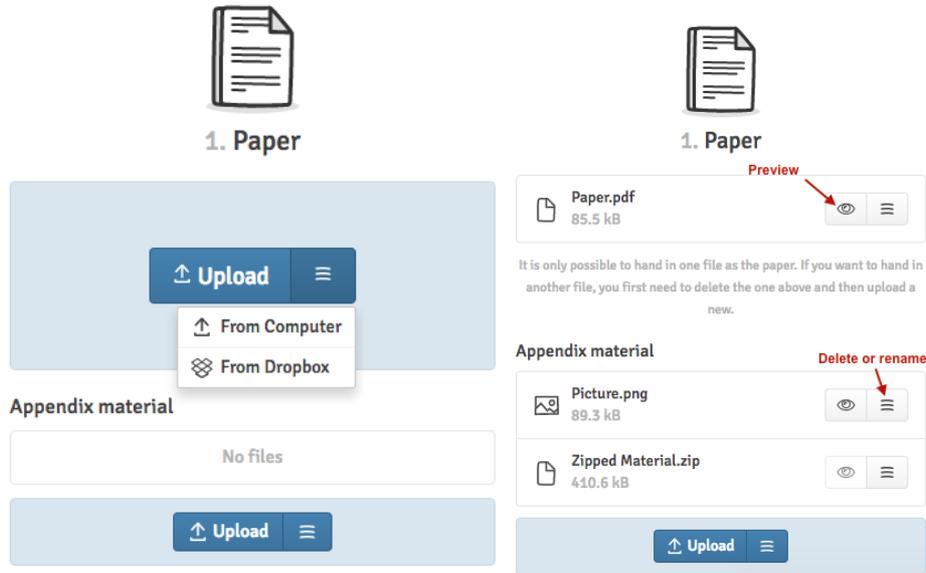
The screenshot displays the FLOWassess interface for an exam flow. At the top, there is a 'Get started' button. Below it, a flow timeline shows 'TODAY' (27/9/2019, 09:00) and 'TOMORROW' (28/9/2019, 12:00) with a duration of '1 day, 3 hours'. The 'Assignment' section lists files: 'Lorem Ipsum.pdf' (25.5 kB) and 'Sample_picture.jpg' (61.8 kB). The 'Additional material' section includes 'Curriculum.pdf'. The 'Hand in' section has three main options: '1. Paper', '2. Cover sheet', and '3. Hand in'. The 'Hand in' option includes a 'Click here to hand in' button, a 'Submission deadline: +1 day' warning, and a 'Hand in blank' button. Red boxes and numbers 1-5 highlight these key features.

1. Time left and the deadline for handing in your paper.
2. Preview or download the assignment on the flow.
3. Preview or download general and additional material.
4. View all previously acknowledged direct messages.
5. Upload your paper + fill out cover sheet (see below for more information about these functions).

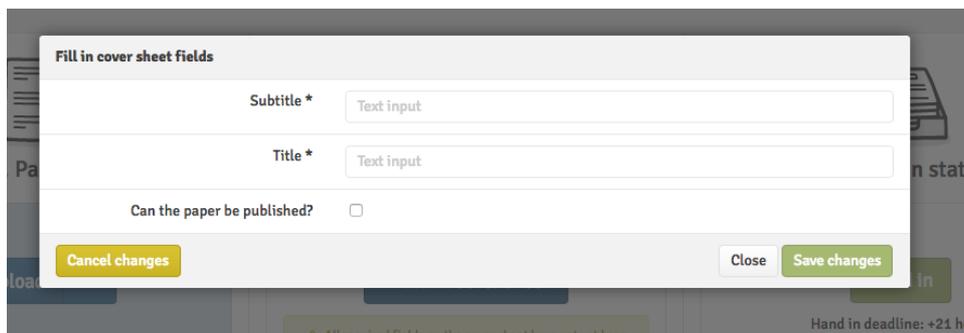
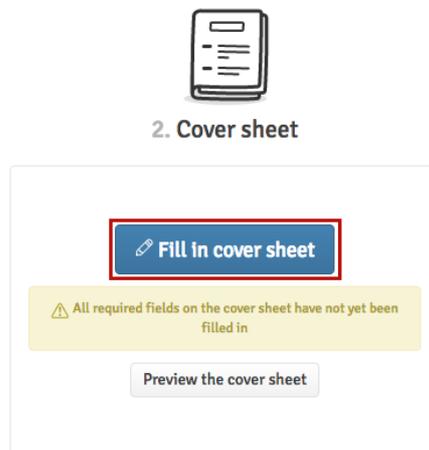
FLOWassess

1. Under "Paper", you can upload your paper as a PDF file (only one file is allowed) and upload appendix material, which can be any number and type of file.

If possible with the specific file type, you can preview a file after having uploaded it. You can also edit the title or download or delete files.



2. The cover sheet is a separate element that will be inserted as the first page of your hand-in. The cover sheet contains information that is used to manage, store, and assess your assignment. Click *Fill in cover sheet* to fill in the cover sheet, which has been set up by the manager on the flow. Required fields are marked with *.



When you have filled out the cover sheet, you can preview it:


2. Cover sheet

[✎ Fill in cover sheet](#)

⚠ All required fields on the cover sheet have not yet been filled in

[Preview the cover sheet](#)

WISEFlow
Europe/Competence(CCSE)
(Hand in date) 

UNLwise

FLOWassign

Predefined information

Start date:	2016-05-30 01:29 PM	Term:	Spring term
End date:	2016-05-31 12:00 PM	Assessment type:	Passed/Not passed
SIS Code:	02000117		

Participant

Name:	David Zachariae Test		
UNI-C ID:	(Not set)		
CFR (alias):	(Not set)		

Information from participant

Title *:	Title of paper	Subtitle *:	Subtitle
Can the paper be published?:	Chosen		

[Close](#)

3. Notice the "Can be handed in" message, which tells you that the uploaded material meets the requirements and can thus be handed in. Hand in by clicking *Hand in*. This is followed by a confirmation that your paper has been handed in. It is also possible to hand in blank if no files have been uploaded.


3. Hand in state

[Hand in](#)

Hand in deadline: +21 hours

✓ Can be handed in

[Hand in blank](#)

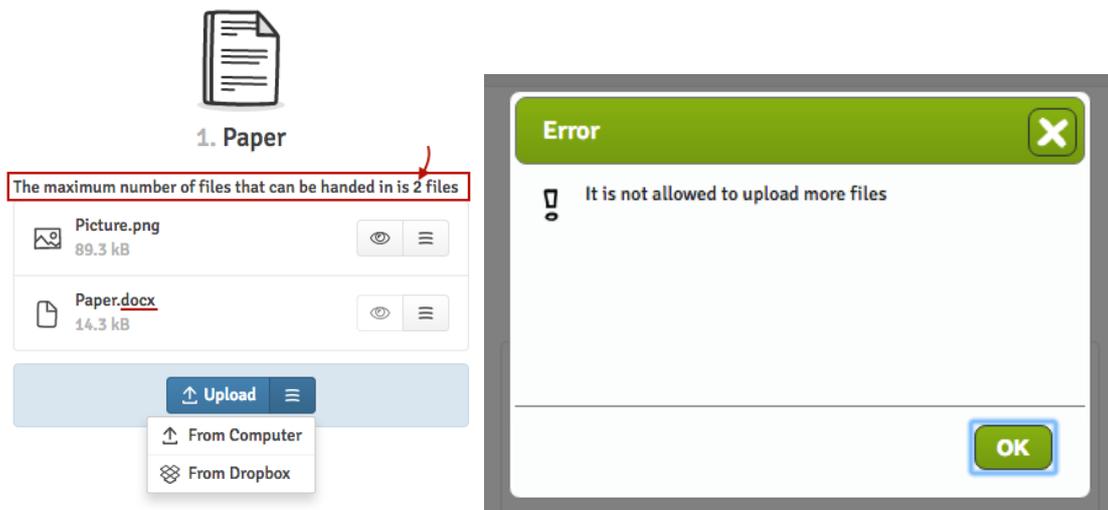
You can hand in blank if you have not uploaded any files. This will count as a hand in in regard to your institution's rules.

When your paper has been handed in, you can request a receipt, which will be sent to your email address. If allowed by the flow manager, it is possible to withdraw your paper and hand in a new one.



FLOWhandin

1. You upload your paper under “Paper”. The paper you hand in can be of any type and any number of files. The exception to this is cases where the manager has set up the flow to allow only a limited number of files or restricted the permitted file types to PDF only. If there are any restrictions, these will be shown above the upload button. If you upload more than the allowed number of files, a pop-up window will inform you about this.



2. The cover sheet is a separate element that will be inserted as the first page on your hand-in. The cover sheet contains information that is used to manage, store, and assess your assignment. Click *Fill in cover sheet* to fill in the cover sheet, which has been set up by the manager on the flow. Required fields are marked with *.



2. Cover sheet

Fill in cover sheet

⚠ All required fields on the cover sheet have not yet been filled in

Preview the cover sheet

Fill in cover sheet fields

Subtitle *

Title *

Can the paper be published?

Cancel changesCloseSave changes

When you have filled out the cover sheet, you can preview it:

2. Cover sheet

Fill in cover sheet

⚠ All required fields on the cover sheet have not yet been filled in

Preview the cover sheet

WISE (voor
Europe/Convergence/CEES)
(Hand in. aan)

UNIwise

FLOWassign

Predefined Information

Start date:	2016-05-10 01:29 PM	Term:	Spring term
End date:	2016-05-31 12:00 PM	Assessment type:	Passed/Not passed
SS Code:	0200017		

Participant

Name:	David Duchateau Test
UNI-C ID:	(Not set)
CPR (visible):	(Not set)

Information from participant

Title *:	Title of paper	Subtitle *:	Subtitle
Can the paper be published?:	Chosen		

Close

3. Notice the "Can be handed in", which tells you that the uploaded material is ready to be handed in. Hand in by clicking *Hand in*. This is followed by a confirmation that the paper has been handed in. It is also possible to hand in blank if no files have been uploaded.



3. Hand in state

Hand in

Hand in deadline: +21 hours

✓ Can be handed in

Hand in blank

You can hand in blank if you have not uploaded any files. This will count as a hand in in regard to your institution's rules.

When your paper has been handed in, you can request a receipt, which will be sent to your email address. If allowed by the flow manager, it is possible to withdraw your paper and hand in a new one.



3. Hand in state

✓ Handed in
2016/6/6, 2:40 p.m.

Request receipt

Withdraw submission

FLOWoral

FLOWoral is used for oral examinations, and this means that you will not have to upload any files or material. On the flow page, you can see the times and dates of preparation, examination, and discussion of grade as seen below. This includes the location of your examination.

1. Timeline for the full examination including participants.
2. Flow information
3. Here you will see the assignment when the countdown timer reaches zero.
4. Overview of your personal flow period.
5. Overview of all participant in the specific period (in this case just one participant).

1

2017/9/12

TODAY

🕒 2:30 p.m.

50 minutes

2017/9/12

TODAY

🕒 3:20 p.m.

Assignment 3

The assignment will automatically be available when the countdown ends

00:06:07

Manager

These are the managers associated with the flow

Curriculum

No curriculum

Additional material

No additional content

2

4

1. Preparation

Today

2:30 p.m. - 2:55 p.m.

(25 minutes)

2. Examination

Today

2:55 p.m. - 3:15 p.m.

(20 minutes)

🔒 Not set

3. Discussion of mark

Today

3:15 p.m. - 3:20 p.m.

(5 minutes)

Period overview 5

This is the overview of the period of your oral examination

2:30 p.m.

2:55 p.m.

↓

3:20 p.m.

Demo studerende 1

FLOWlock

Before the FLOWlock-exam begins

To be able to hand in a paper in FLOWlock, you need to install the FLOWlock browser on your computer. The FLOWlock browser blocks applications and other external aids during an exam. The browser is downloaded by clicking *Edit profile* in the top right corner and then 'Profile Settings > System Requirements > FLOWlock requirements' or by clicking *Guide to FLOWlock Browser* on the front page of the FLOWlock flow.

Personal information
Email
System requirements

1 **Basic requirements**

In order for WISEflow to run smoothly, you have to use a supported browser.

?	Browser	Chrome 77 ✓
?	Operating system	Windows ✓
More information		Information about your browser

FLOWlock Requirements

To be able to participate in FLOWlock based flows, you must download and install the FLOWlock browser. When the browser has been installed, you can test it in a demo flow below.

1. Download and Install

Operating system 2 Supported ✓

For Windows 3 Download Windows version

Verify FLOWlock browser 4 Test browser

More information Support

2. Try it out

Demonstration of FLOWlock 5 Start the flow

Demonstration of FLOWmulti 6 Start the flow

1. See if your computer meets the general criteria for WISEflow.
2. See if your computer has the necessary operating system.
3. Download the FLOWlock browser to your computer.
4. Verify that the installation is correctly downloaded.
5. Demonstration of FLOWlock that lets you try out the features of this exam type.
6. Demonstration of FLOWmulti that lets you try out the features of this exam type.

Note: The steps mentioned above are important to go through before starting a real FLOWlock-based exam.

You can also download the FLOWlock-browser by clicking *Guide to FLOWlock browser*.

The screenshot shows the FLOWlock participant interface. At the top, there is a 'Participant' header. Below it, the 'FLOWlock' logo is displayed. A timeline indicates the flow duration from 2017/9/12 at 3:13 p.m. to 2017/9/13 at 12:00 p.m., lasting 20 hours and 47 minutes. On the right side, there are sections for 'Flow information' (Passed/Not passed), 'Manager' (These are the managers associated with the flow), 'Curriculum' (No curriculum), and 'Additional material' (No additional content). The 'FLOWlock guide' section contains instructions: 'This flow is run as an on-site test, and it cannot be started until the flow starts. Your paper is written directly in the embedded editor in WISEflow, which is only accessible from the time the flow starts until it ends. The embedded editor can only be used with the FLOWlock Browser. The browser limits your access to all files, applications and system actions on your computer while the flow runs. You need to install and test the FLOWlock Browser before the flow starts by following the instructions in the link below.' A red box highlights the 'Guide to FLOWlock Browser' link.

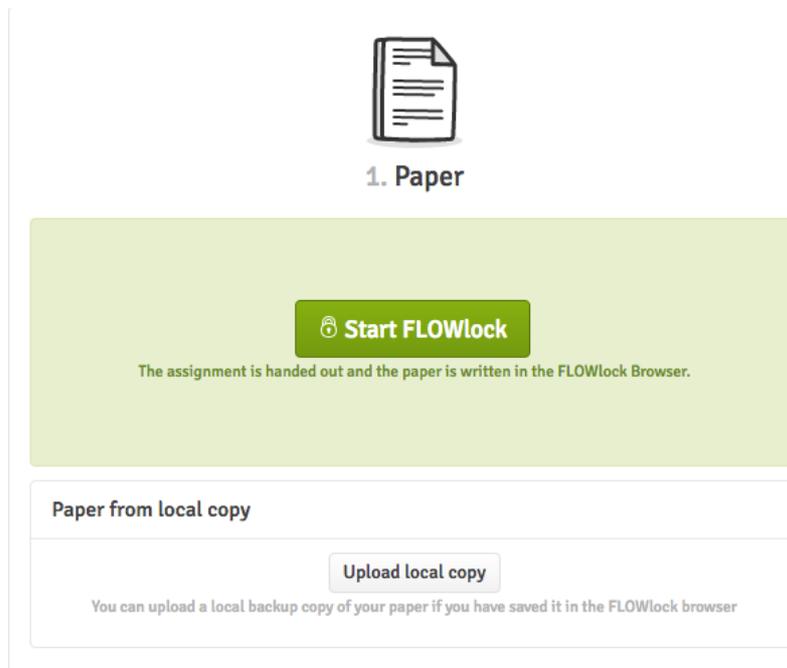
The screenshot shows the 'Preparing for FLOWlock' guide page. It contains two main sections:

- 1. Install/update browser**: You have to install the latest version of the FLOWlock Browser to be able to participate in a flow based on FLOWlock. A button labeled 'Download latest version' is provided.
- 2. Verify FLOWlock Browser**: To participate in a flow that requires the FLOWlock Browser, you must have installed and tested the latest version. When the browser has been installed, you can test it below to make sure that all system requirements are met. A button labeled 'Test browser' is provided.

 At the bottom right, there is a 'Finish' button.

When the FLOWlock-exam has begun

Less than an hour before the beginning of the exam, the button *Start FLOWlock* will be accessible on the examination page in WISEflow. When you click this button, the FLOWlock browser will launch.



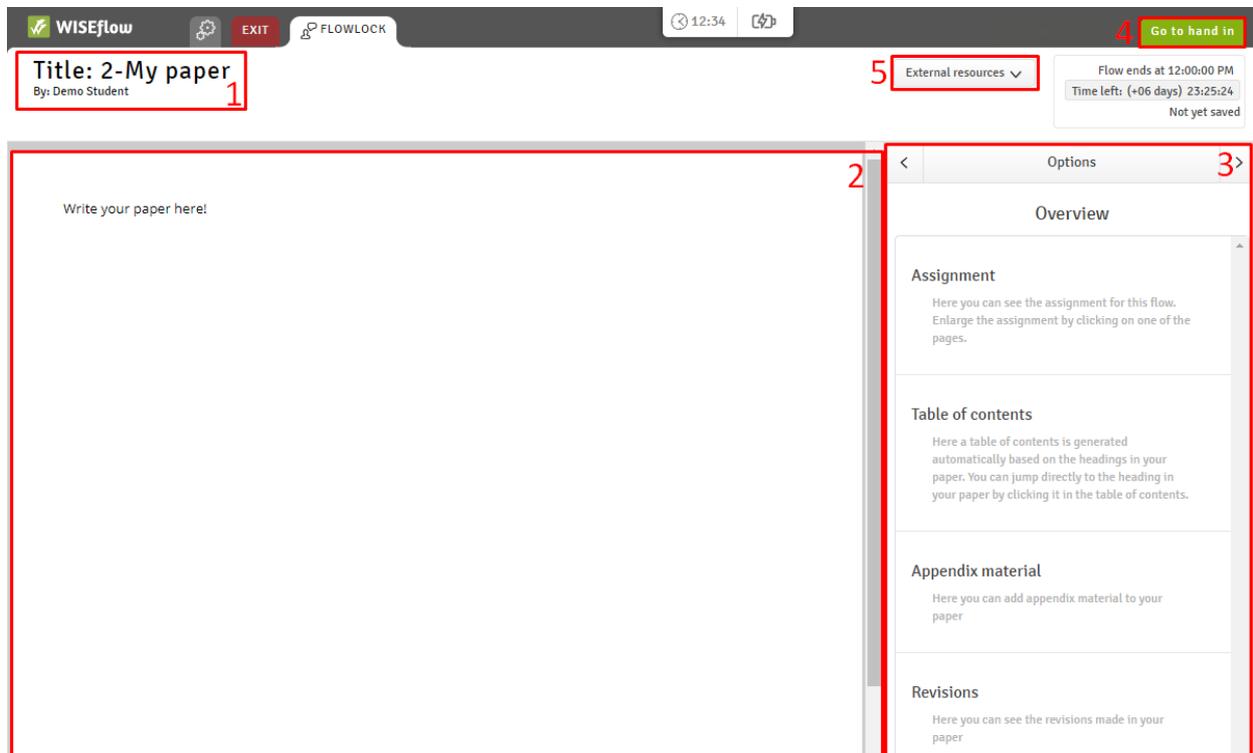
The screenshot shows a user interface for the FLOWlock exam. At the top, there is a document icon and the heading "1. Paper". Below this is a large green button labeled "Start FLOWlock" with a lock icon. Underneath the button, a message states: "The assignment is handed out and the paper is written in the FLOWlock Browser." Below this is a section titled "Paper from local copy" which contains a button labeled "Upload local copy" and a message: "You can upload a local backup copy of your paper if you have saved it in the FLOWlock browser".

When FLOWlock is launched, you will be taken to a page that counts down to the beginning of the exam. The exam will begin once the countdown concludes. You will be provided with a password in the examination room, which you must enter to gain access to the assignment and the built-in writing tool.



The screenshot shows a password entry screen. At the top, there is a green header with the text "Participation password". Below the header, a message reads: "To access the flow, please enter the participation password." There are two input fields: the first is labeled "Password" and contains a single vertical bar; the second is labeled "Invigilator password" and is empty. At the bottom of the screen, there are two green buttons: "Enter" and "Cancel".

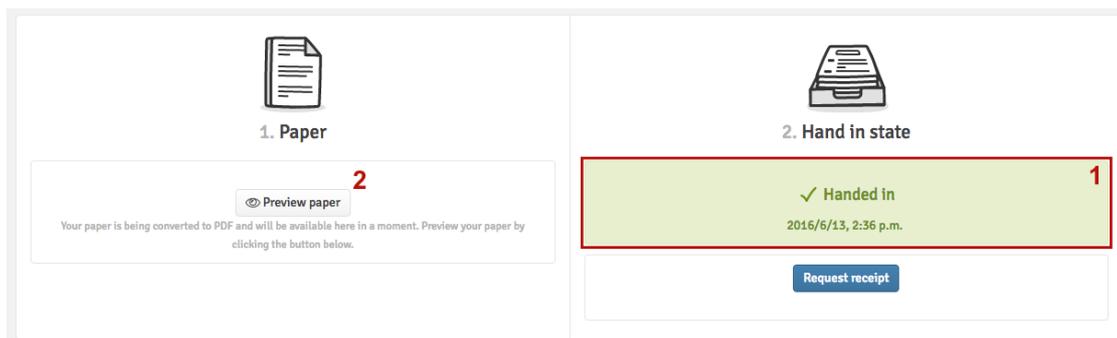
Note: If you access the exam when the exam is underway, you will have to type in an invigilator password in addition to the participant password to access the exam. Ask an invigilator for assistance. You will now be able to read the given assignment and start writing your paper.



1. This is the title of your paper and by clicking here you can change the title.
2. This is the text editor where you write your assignment.
3. In the sidebar of the FLOWlock browser, you can find the assignment options. From here you can access different elements of your assignment, such as the table of contents, appendix material or revisions.
4. This is where you hand in your assignment once you are done writing. Note that you will have to type in an invigilator password to hand in your assignment. Ask an invigilator for assistance.
5. If the exam has been set up with external resources, this is where you will find them.

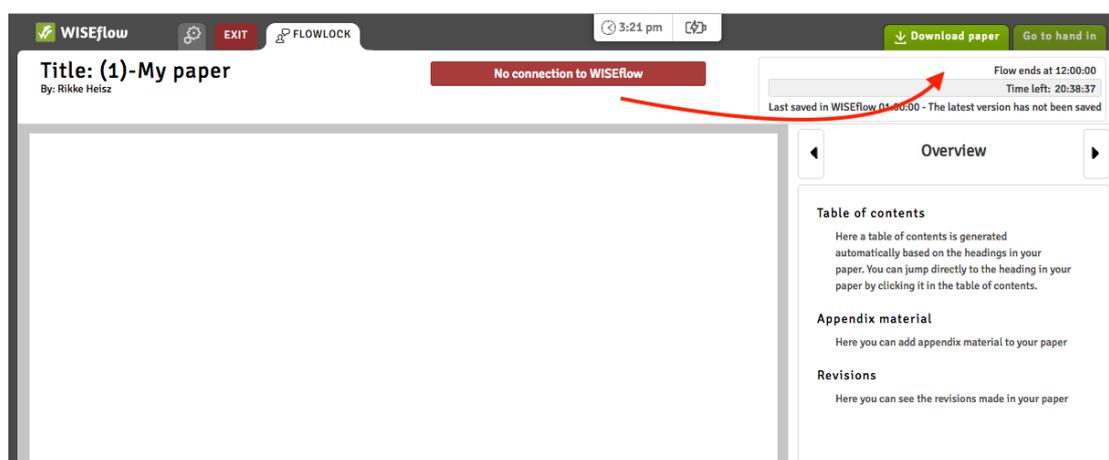
When the paper is handed in, you will

1. Get confirmation from the flow front page and can
2. Preview the paper handed in by clicking *Preview paper*.



Loss of internet connection during a FLOWlock-exam

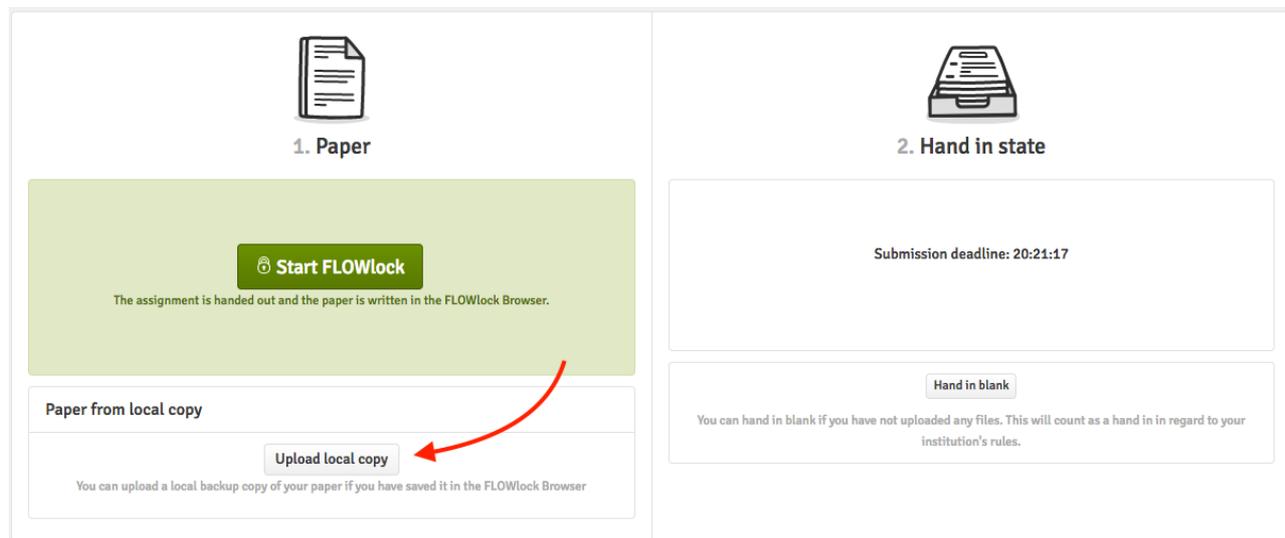
During the exam, WISEflow will automatically and continuously save your paper, and you will be able to keep track of this in the upper right-hand corner of the screen. If your internet connection fails during the exam, you may proceed as though nothing has happened. If your computer can re-establish the connection, the WISEflow connection will automatically be re-established as well, and your paper will be saved to the server continuously as before. You will be notified directly through the FLOWlock browser if your connection is lost and the bar *No connection to WISEflow* will show at the top of the screen. You will know if the connection is re-established, as the bar *No connection to WISEflow* will disappear.



If your connection is lost and is not re-established within a few moments, it is recommended that you save your paper manually to your computer. Do this regularly to prevent loss of data in case your computer should shut down by clicking *Download paper* in the upper right corner of the screen.

If the internet connection is re-established you will not need to use this back-up version, because you will be able to save and hand in your paper through WISEflow. If it is not re-established, you must upload the local copy which you saved manually during the exam. This is done on the front

page of the FLOWlock-exam by clicking *Upload local copy* and locating the copy of your assignment that you saved on your computer. The file ends with .wf, and the time when the file was saved is by default a part of the file name.



Note that you will have to type in an invigilator password to upload a local copy through WISEflow. Ask an invigilator for assistance.

FLOWmulti

A FLOWmulti flow can be carried out with the FLOWlock browser like a FLOWlock flow or without the browser depending on how the flow is set up by the administrator. This means that you need to have the FLOWlock browser installed on your computer as described in the FLOWlock section. The example below is a flow conducted without the FLOWlock browser, but a flow conducted with the FLOWlock browser would look almost the same, apart from the fact that the assignment will be answered in the FLOWlock browser instead of the normal browser.

1. From the front page of the flow, you can click *Start FLOWmulti* during the participation period. This will start the multiple-choice test in a new tab.



FLOWlock multi

2017/9/12 20 hours, 18 minutes 2017/9/13

TODAY **TOMORROW**

🕒 3:42 p.m. 🕒 12:00 p.m.

FLOWlock guide

This flow is run as an on-site test, and it cannot be started until the flow starts

Your paper is written directly in the embedded editor in WISEflow, which is only accessible from the time the flow starts until it ends.

The embedded editor can only be used with the FLOWlock Browser. The browser limits your access to all files, applications and system actions on your computer while the flow runs. You need to install and test the FLOWlock Browser before the flow starts by following the instructions in the link below.

[Guide to FLOWlock Browser](#)


1. Paper



The assignment is handed out and the paper is written in the FLOWlock Browser.


2. Hand in state

Submission deadline: 20:16:27

2. When you enter the password and invigilator password provided by the institution, the test will start.

Participation password

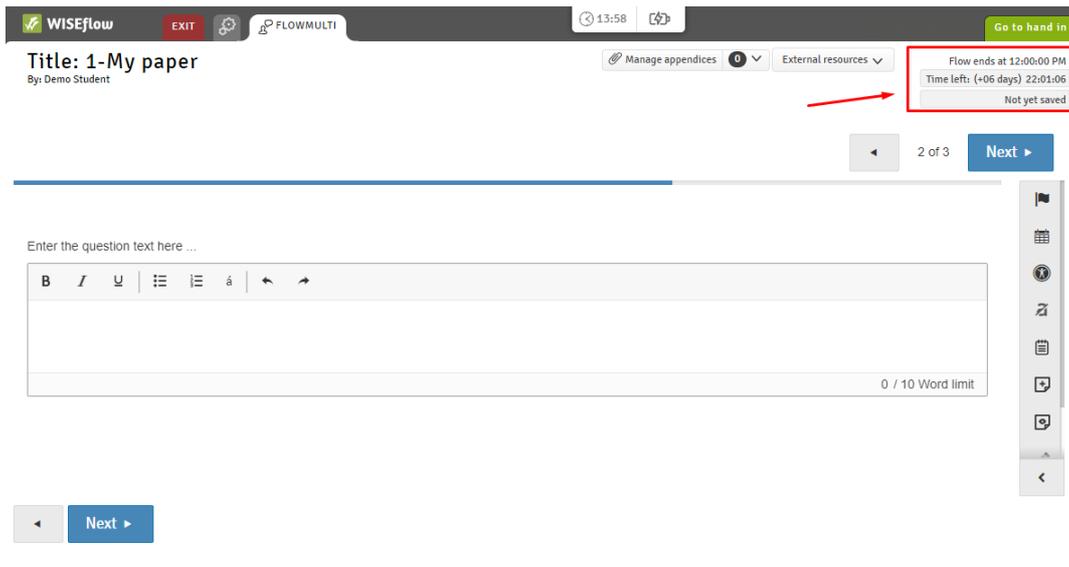
To access the flow, please enter the participation password.

Password

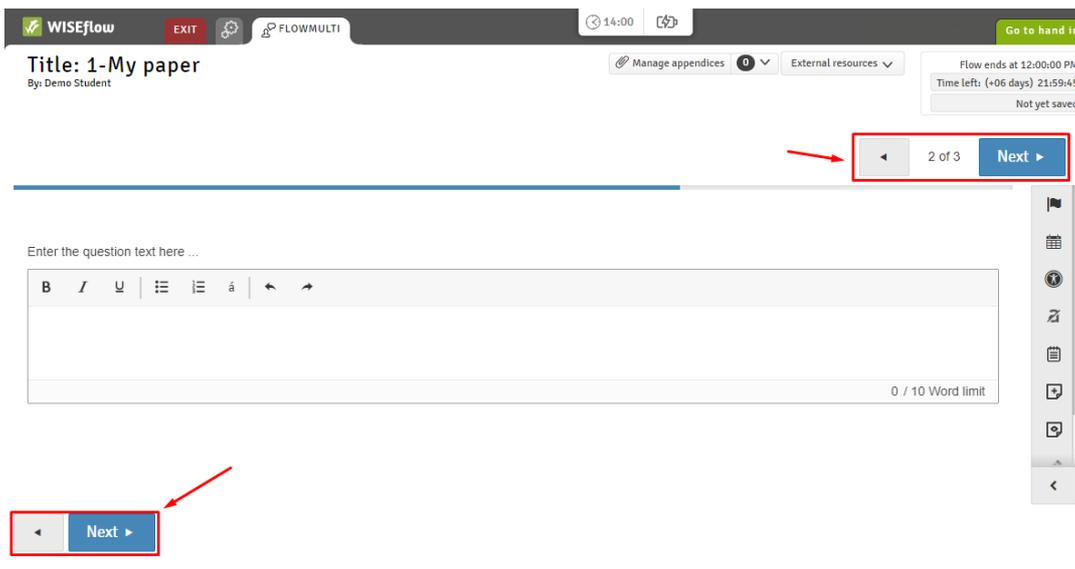
Invigilator password

EnterCancel

3. In the top right corner, you can see the amount of time that remains for you to hand in your answers. Here you will also get a confirmation when your answers have been saved.

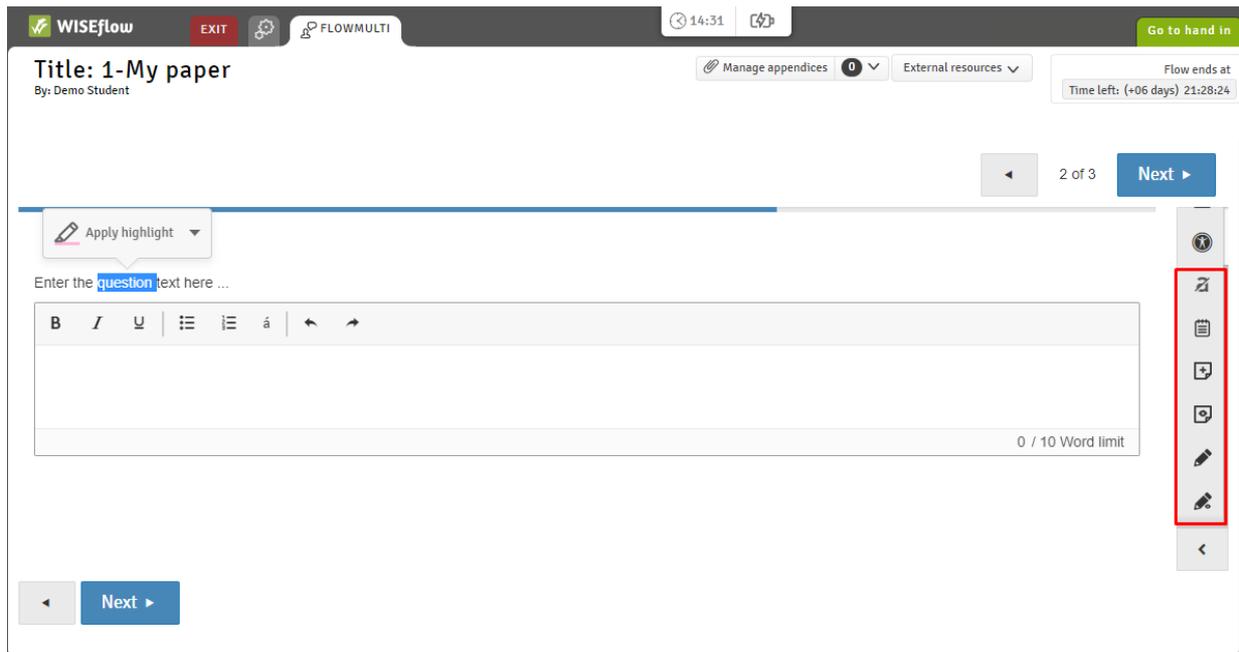


4. You can go to the next page by clicking *Next* in the top right or lower-left corner.

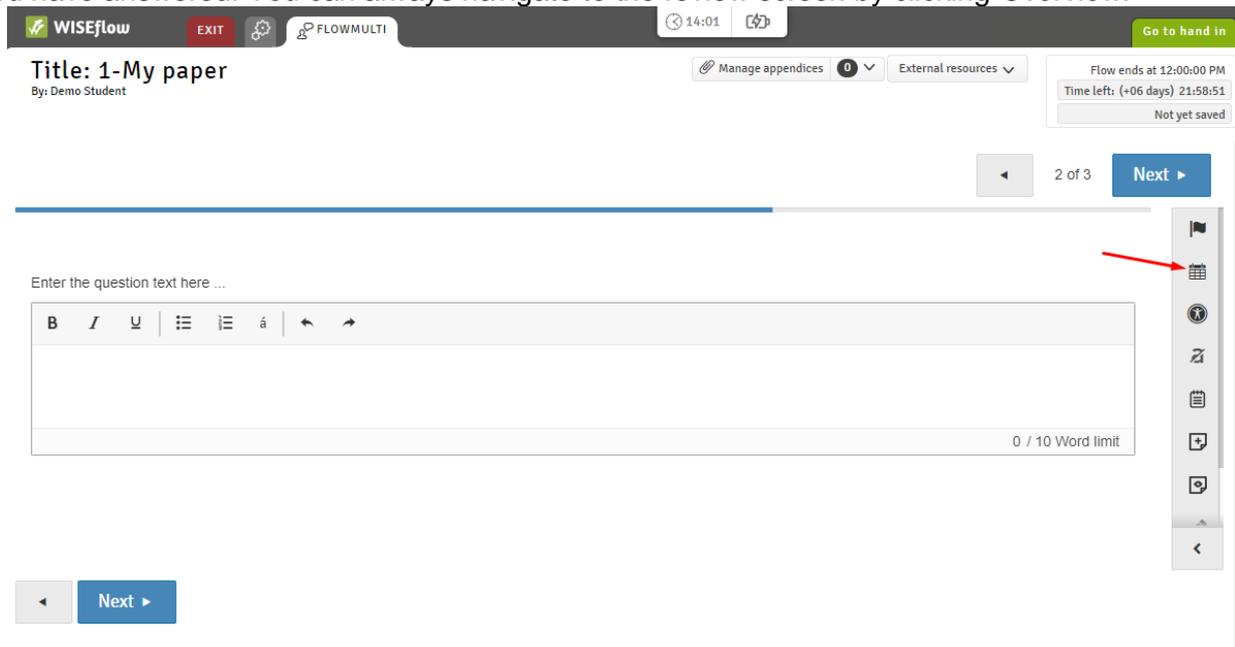


5. During your exam, you may need to take personal notes and the right-hand side menu has options that you can use to assist you. You can disallow options in a multiple-choice to prevent you from selecting the option you know is wrong. There is a small notepad, that you can use across the entire exam. Sticky notes can be put on a section and are only available there. And finally, there is also the option to draw on the section.

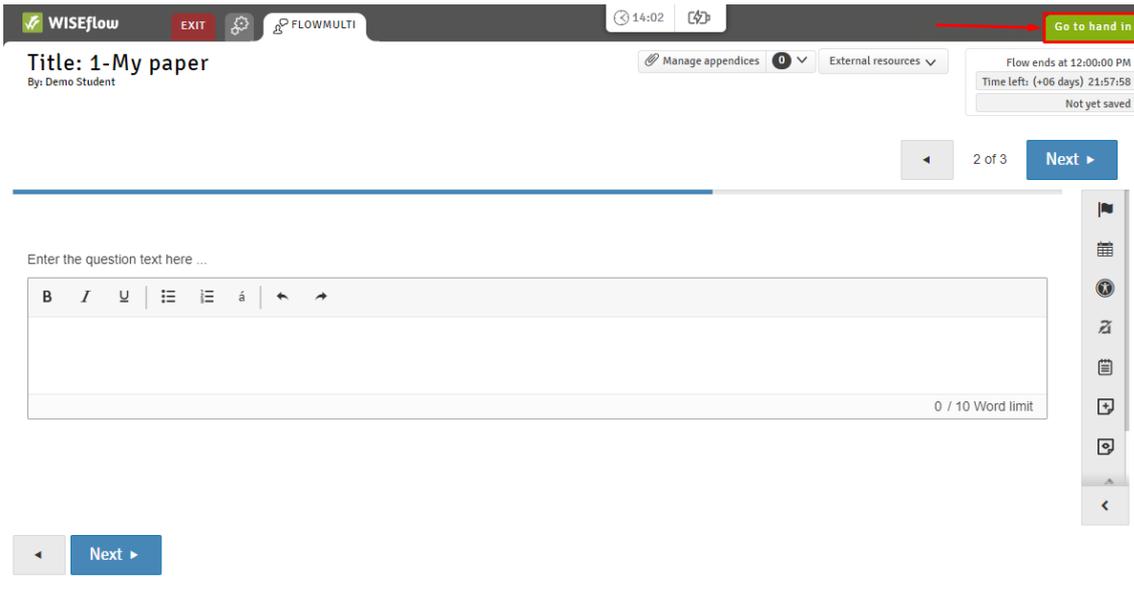
The last option is the ability to highlight question text. If you select some of the question text a small tool will appear where you can apply the highlight and change colour if needed.



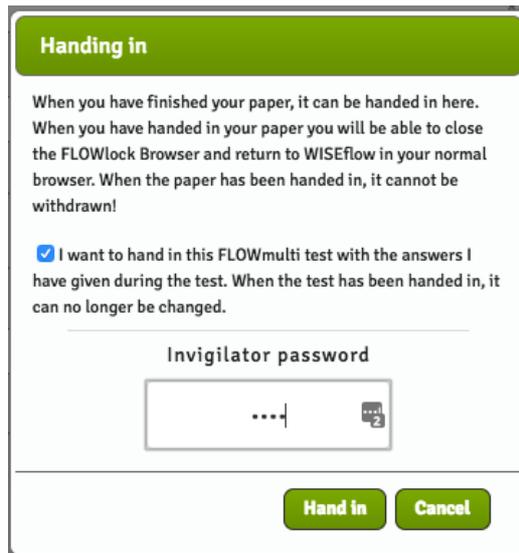
6. When you reach the last page, you can view the review screen of all pages to see which ones you have answered. You can always navigate to the review screen by clicking *Overview*.



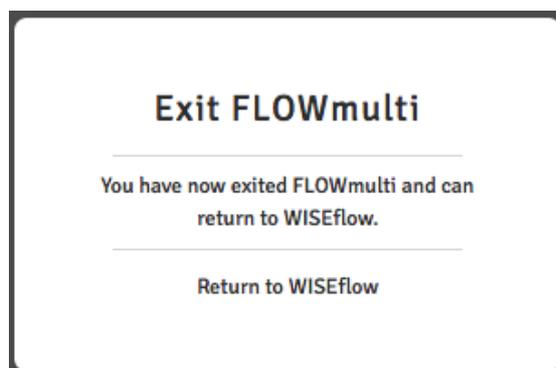
7. When you are ready, you can hand in your answers by clicking *Go to hand in*



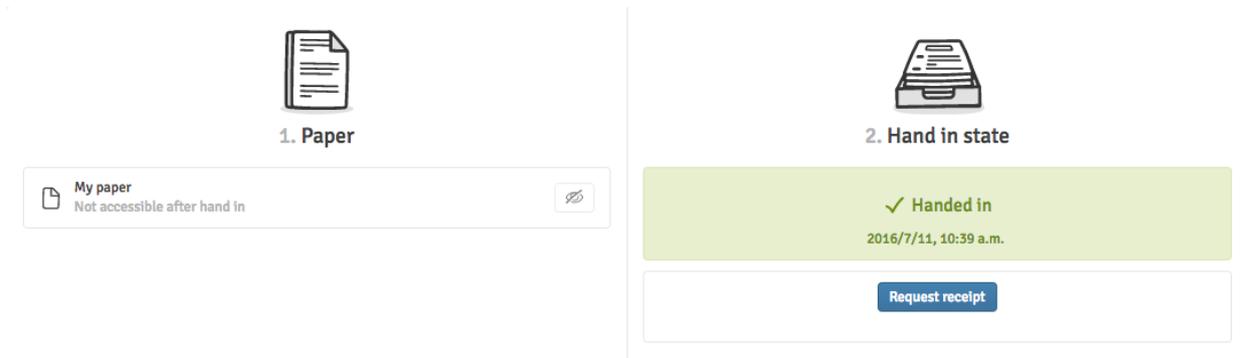
To hand in your answers, you need to enter the invigilator password and then click *Hand in*.



8. You can now return to the front page of the flow.

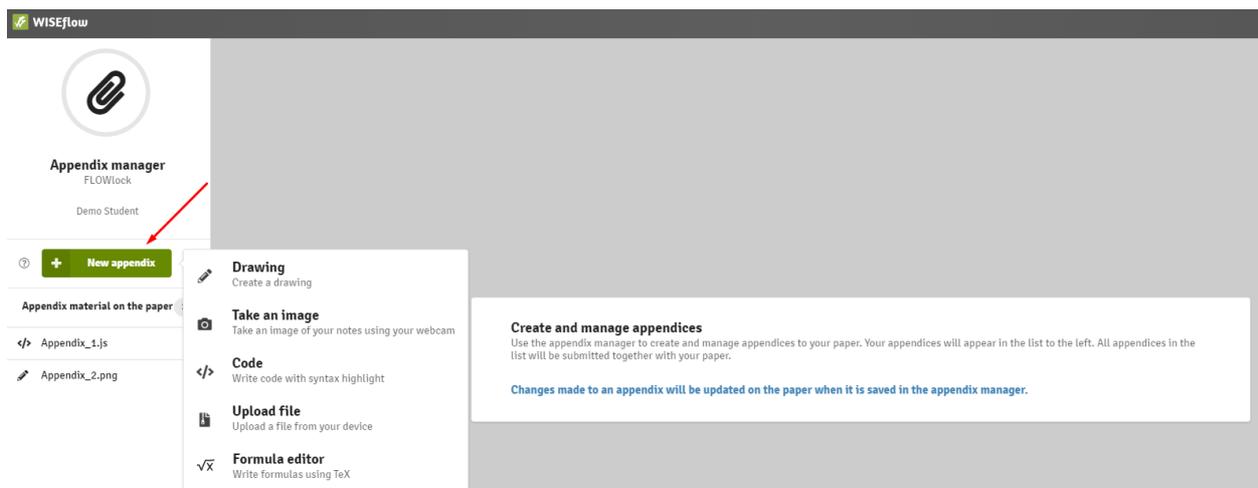


The paper will now be marked as *Handed in*, and the paper can be reviewed if this has been enabled by the flow administrator.



Appendix manager

During the exam in FLOWlock or FLOWmulti, you may be required to add appendix material to your exam. This is done by navigating to the appendix material in the options menu and then opening the appendix manager. After you have clicked the button, the appendix manager will appear in a new tab and looks like this.



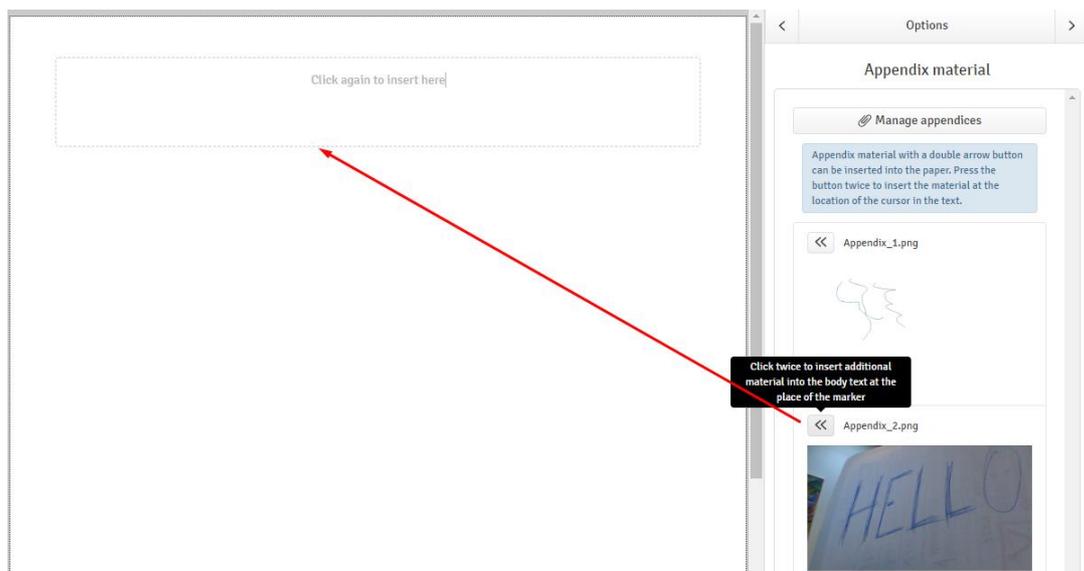
In the appendix manager, you can click the *New appendix* button, which will give you a list of different appendixes to add. The options are creating a new drawing, taking an image with a webcam, a code editor, upload a file from your computer and a formula editor. The appendix option may differ from each exam, as the manager can set which types of appendix are allowed for each exam.

After creating your chosen appendix, you get a screen that looks similar to this.



1. Here you can save your work or cancel any changes since the last save. If you are not editing the current appendix, the cancel button will change to an edit button.
2. This is the name of your appendix. While editing you can change the name of the appendix by clicking the small pencil to the right of the name.
3. Delete the chosen appendix
4. Hide and unhide the left side menu.
5. The toolbar is available while editing an appendix and its functions will differ depending on what appendix type you are working on.
6. This is the main area where you see your appendix and make any changes.
7. The list of appendixes saved on the paper.

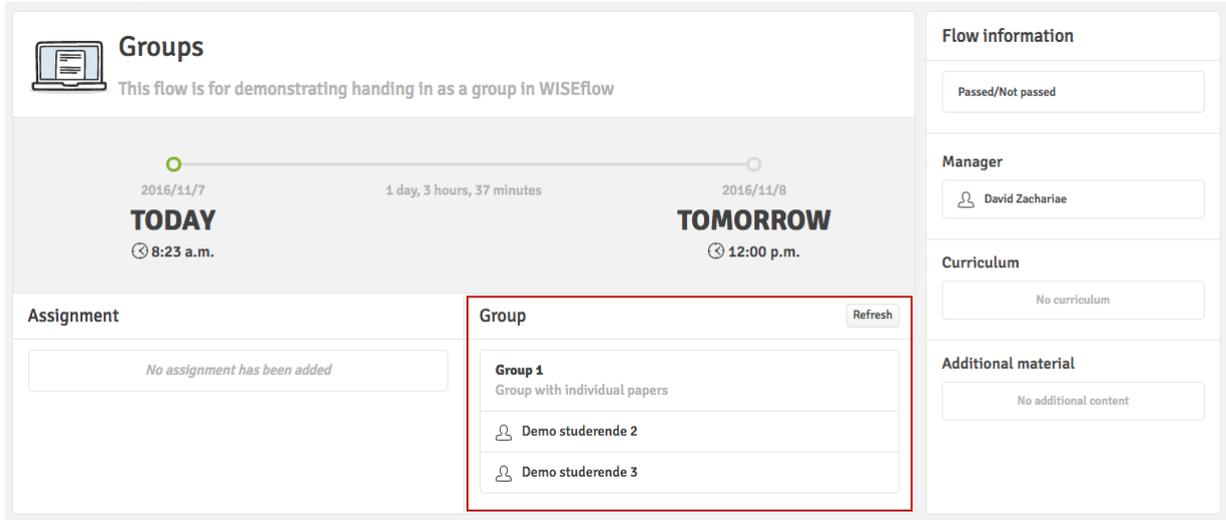
After you have added an appendix you can add drawings, pictures taken with webcam and formulas directly to your paper.



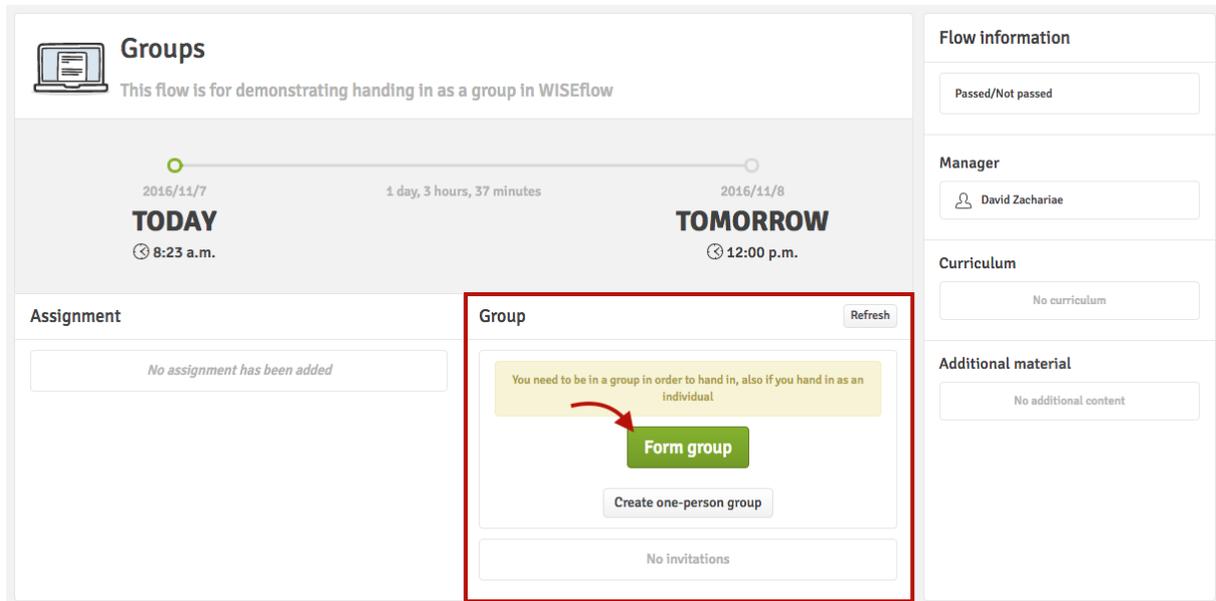
The small button with the arrows needs to be clicked twice to insert the appendix at the current cursor position.

Handing in as a group

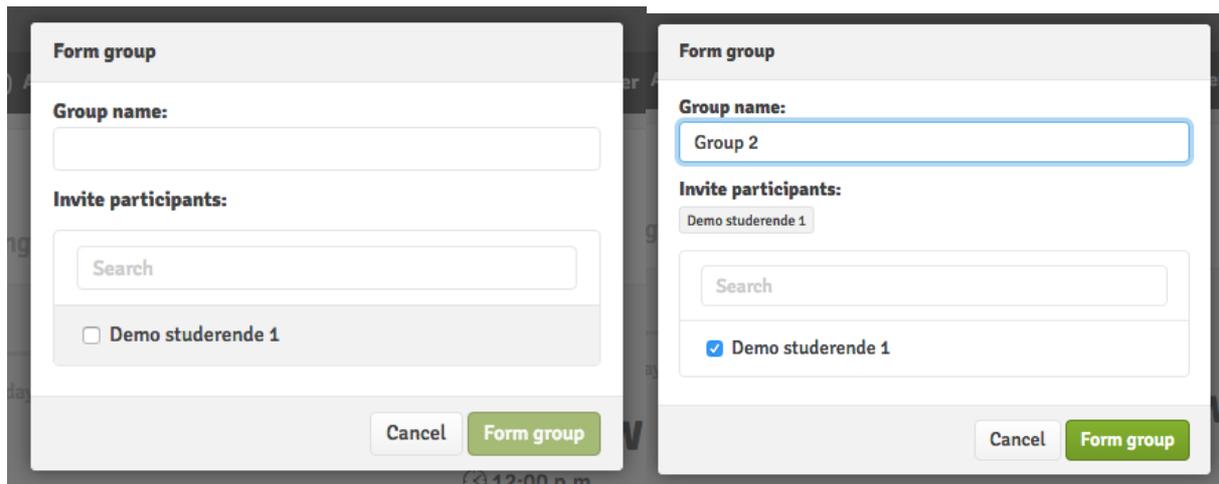
The manager of the flow can set up a flow as a group assignment. When the flow starts, you can see who you are in a group with on the flow overview page.



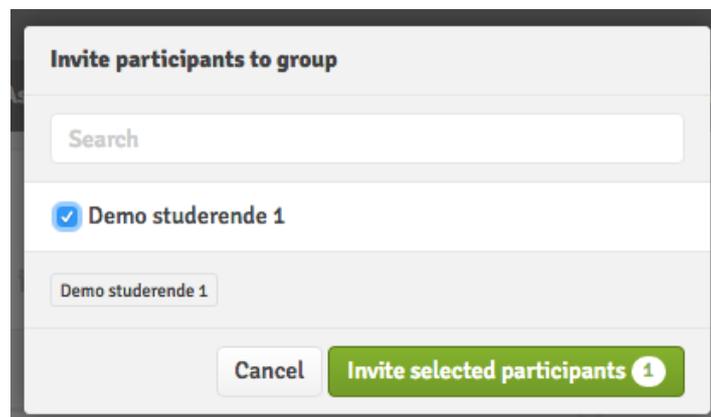
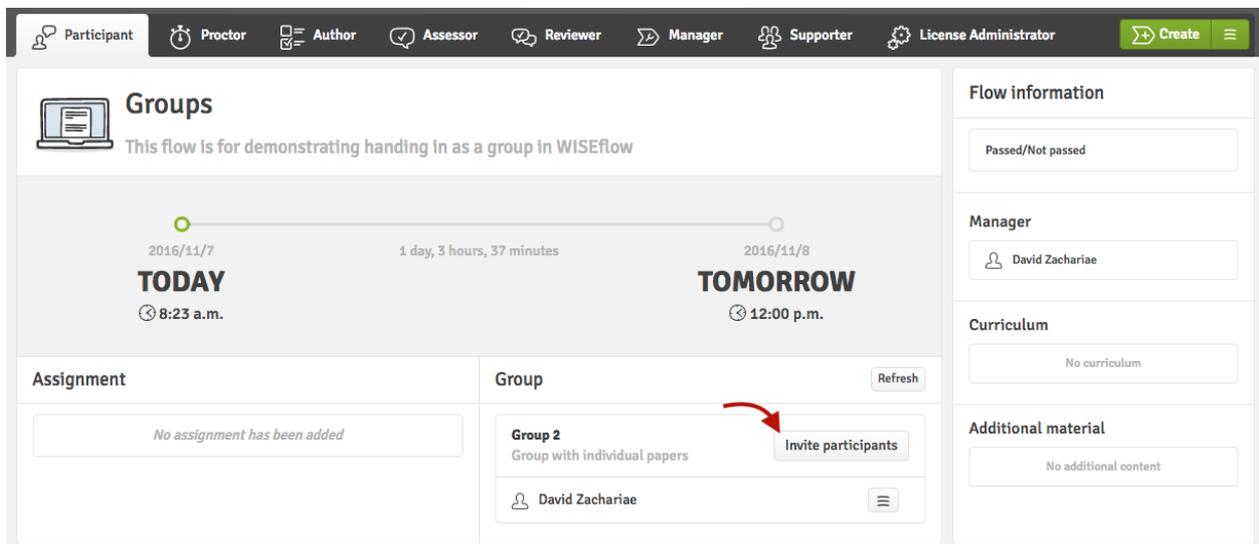
You will not be allowed to hand in any assignment before you are in a group. If the groups are not prearranged by a manager, you can form groups by yourself. First, you click the *Form group* button. If you hand in your assignment alone, the flow may allow you to *Create one-person group*.



Second, give your group a name and invite other participants on the flow into your group.



You can also invite other participants to your group, after having formed it.



When you invite another participant to your group, he/she will receive a notification by email and an invitation on their flow overview page. Here they can accept or reject the group invitation.

Groups
This flow is for demonstrating handing in as a group in WISEflow

2016/11/7 **TODAY** 8:23 a.m. | 1 day, 3 hours, 37 minutes | 2016/11/8 **TOMORROW** 12:00 p.m.

Assignment
No assignment has been added

Group Refresh

You need to be in a group in order to hand in, also if you hand in as an individual

Invitations

Invited 2016/11/7, 8:31 a.m. Awaiting acceptance
Group 2 **Accept** **Reject**

Form group
Create one-person group

Flow information
Passed/Not passed

Manager
David Zachariae

Curriculum
No curriculum

Additional material
No additional content

If you need to remove a person from your group, you can click *Remove from group* as shown below.

Demo studerende 1 Awaiting acceptance

Remove from group

How do I access assessment and feedback from assessors?

The names of the assessors who will be assessing your paper can be seen under *Flow information* on the front page of the specific flow.

The screenshot displays a 'Demo flow' interface. At the top, a progress bar shows the flow duration as '1 minute' between two dates, '26/9/2019', both labeled 'YESTERDAY'. The start time is '13:18' and the end time is '13:19'. Below this, the interface is divided into two main columns: 'Assignment' and 'Assessment'. The 'Assignment' column shows 'No assignment has been added'. The 'Assessment' column shows 'Following assessment has been given for the submission' with a score of '10'. Below the score, there is a 'Feedback on paper' section with a 'See feedback' button and a note: 'Here you can see the feedback that have been shared with you by the assessors who have assessed your paper'. At the bottom of the 'Assessment' column is an 'Explanation' section with a 'Request explanation' button and a note: 'You can request an explanation of your assessment' with a deadline of '10/10/2019 13:25'. On the right side, there is a 'Flow information' sidebar with sections: 'Flow information' (Danish 7-point scale), 'Internal assessor' (Demo Assessor), 'Rubric' (The rubric template is used as basis for assessment by the assessors), 'General material' (No general material), 'Additional material' (No additional material), and 'Direct messages' (0 messages).

When the assessment period has ended, and the flow administrator has made the assessment visible to participants, the assessment made by the assessor can be seen next to the assignment. You can also preview comments and annotations shared with you by the assessor by clicking *See feedback*.