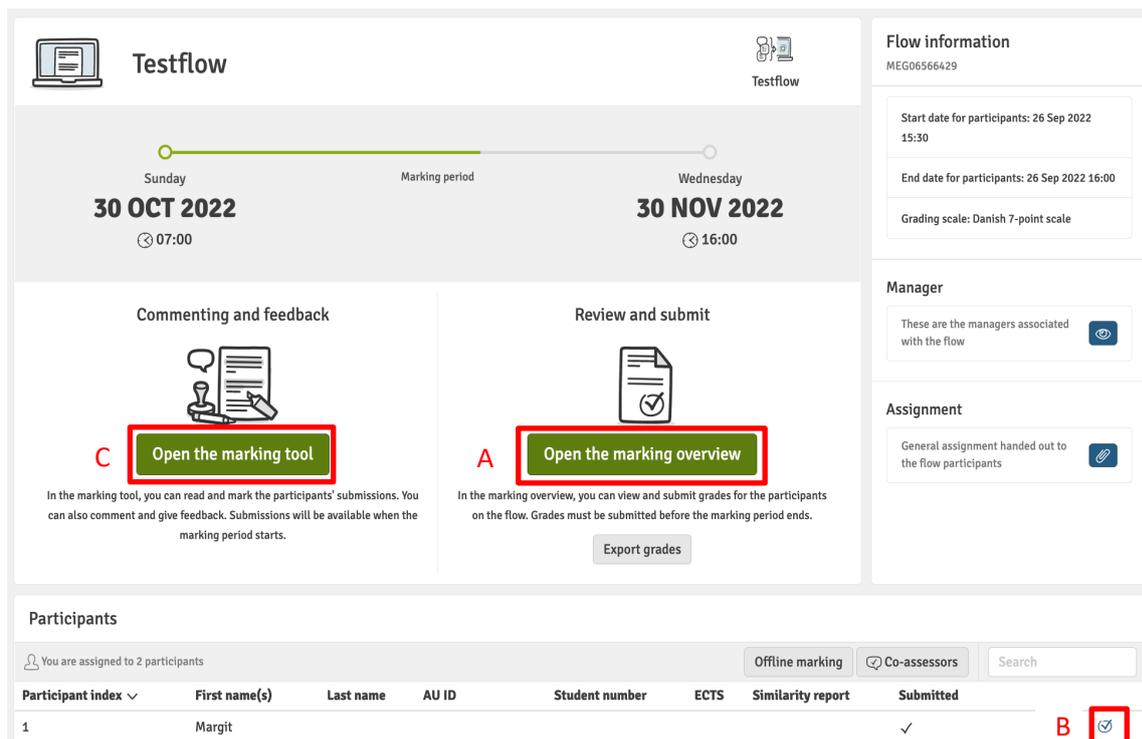


How do I register grades in WISEflow?

You register grades in WISEflow in the following way:

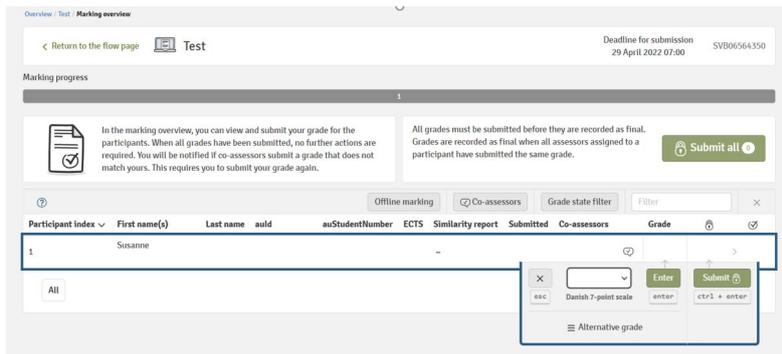
- 1) Grades are registered in the Marking overview window, which you can open in one of the following ways:
 - A. Click the **Open the marking overview** button or
 - B. Click the  icon next to an individual participant or
 - C. If you work in the assessor tool WISEflow Annotate, which is opened with the **Open the marking tool** button, you can save a tentative grade in this tool and go directly to the Marking overview window. See "How do I register a grade in the assessor tool?", page 3.



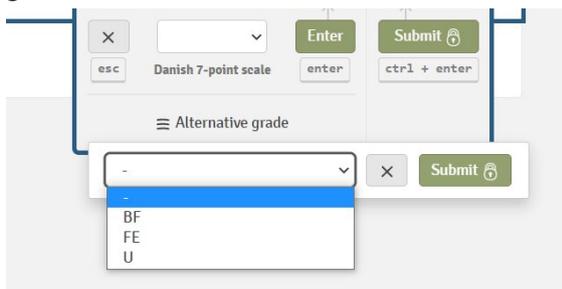
The screenshot shows the WISEflow interface for a testflow. At the top, there is a progress bar for the marking period from Sunday 30 OCT 2022 07:00 to Wednesday 30 NOV 2022 16:00. Below this, there are two main action buttons: "Open the marking tool" (labeled C) and "Open the marking overview" (labeled A). Both buttons are highlighted with red boxes. To the right, there is a sidebar with "Flow information" (MEG06566429), "Manager" (with an eye icon), and "Assignment" (with a document icon). At the bottom, there is a "Participants" table with one participant listed: Margit. The "Submitted" column for Margit has a checkmark, which is also highlighted with a red box and labeled B.

Participant index	First name(s)	Last name	AU ID	Student number	ECTS	Similarity report	Submitted
1	Margit						✓

- 2) In the Marking overview window you see a list of the participants on the flow and you can register a grade for each participant.



- 3) Click on one of the participants in the list to bring up the marking menu. Here you can select a grade for the participant and click **Enter** to save the grade as a tentative grade/personal assessment which only you can see.
- 4) The grading menu also allows you to assign administrative/alternative grades to the participants, i.e. FE (Left exam), BF (Used attempt) or U (Absent). As an assessor you should only register administrative assessments in certain cases. Always follow the guidelines from BSS Studies. Click [here](#) to see the guidelines.



- 5) When you are ready to submit the final grade and have agreed with any co-assessors about the grade, the grade **MUST** be registered. This is done by clicking the **Submit** button next to the individual grade. Alternatively, if you have entered a number of grades, you can click the **Submit all** button above the participant list to register all saved grades.

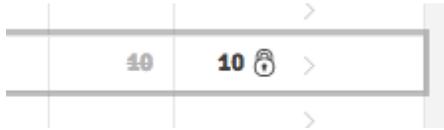
A grade is not registered as final, until all assessors have entered and registered the same grade for a participant. This is indicated by a green checkmark  next to the grade. Please also see "What happens when I register a grade?", below.

What happens when I register a grade?

When registering grades, the grades are compared with the grades that have been registered by any co-assessor and one of the following three scenarios will take place:

- A. You have registered the grade, but the grade has not been accepted yet, as the co-assessor has not registered his or her final grade. This is symbolized by a lock next to the grade that you have registered.

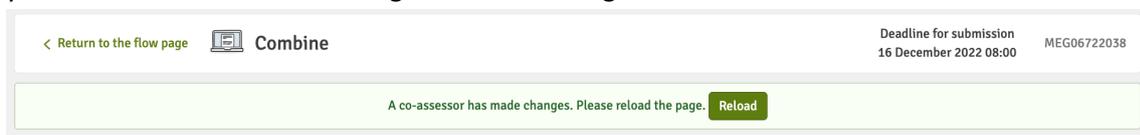
You must await any co-assessors registering their final grade, in order for the grade to be accepted.



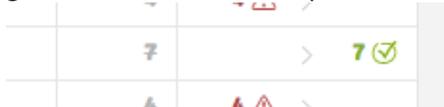
- B. You have registered the grade, but a co-assessor has registered a final grade that differs from the grade that you have registered. This is symbolized by a red “warning sign” next to the grade.



Both you and the co-assessor must register the final grade again. The grade will not be accepted, until you and the co-assessor have registered identical grades.



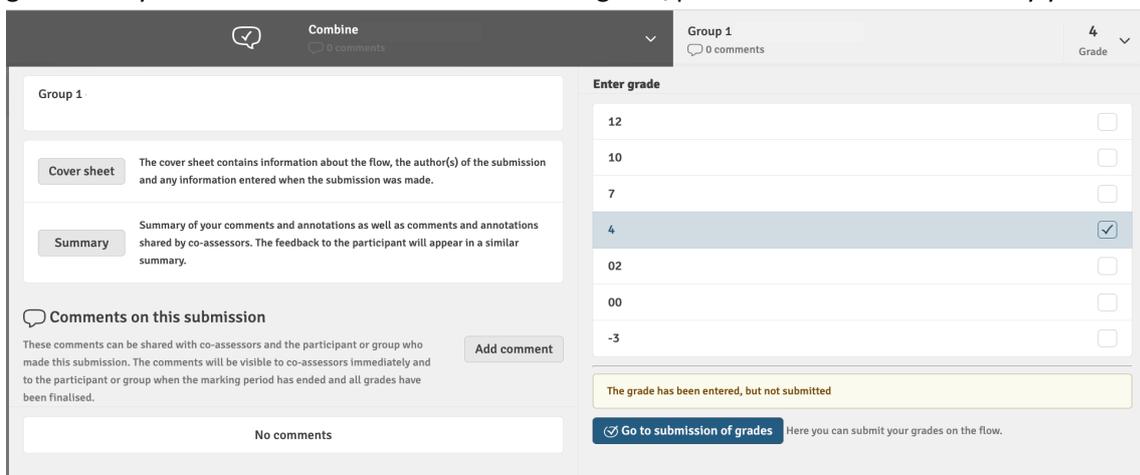
- C. You have registered the grade. So has any co-assessors and your registered grades are identical. The grade has now been accepted. This is symbolized by a green checkmark.



How do I register a grade in the marking tool?

If you work in the marking tool WISEflow Annotate, you can save a tentative grade/personal assessment in this tool and proceed directly to the grading window in the following way:

1. When you click on the participant’s name, a menu is opened which allows you to select a grade. The grade that you select here is saved as a tentative grade/personal assessment that only you can see.



2. To register the grade as final, you should click the button **Go to submission of grades** to proceed to the grade window, where you must register the grade as described in the above procedures.

