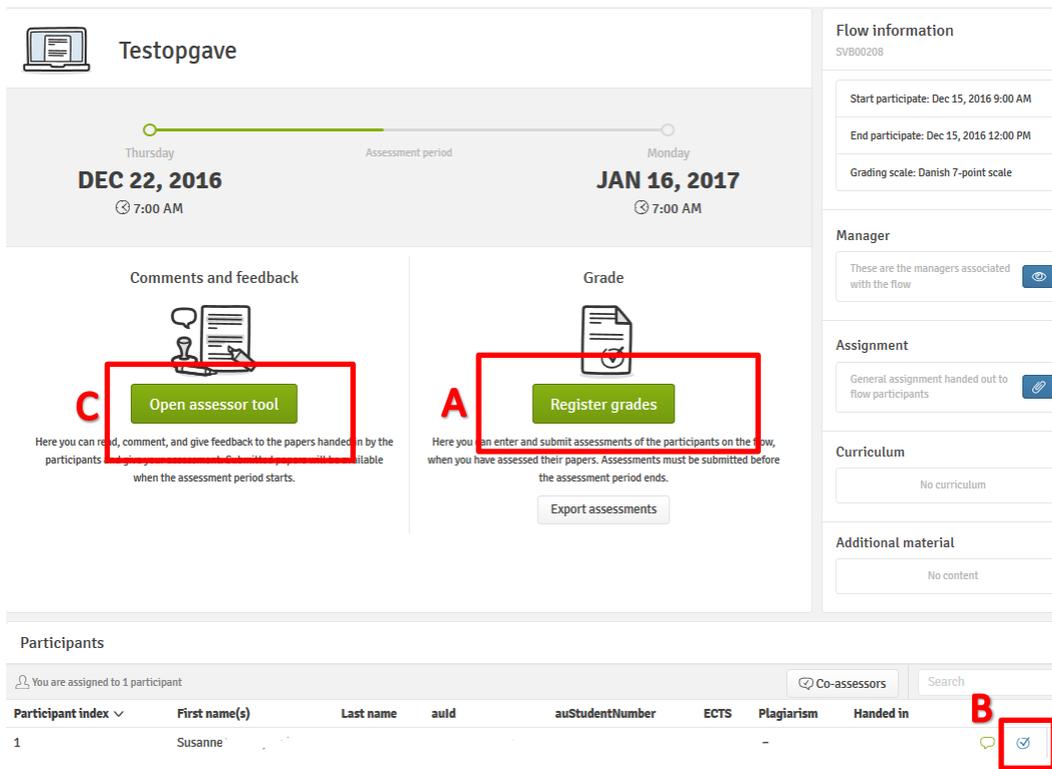


## How do I register grades in WISEflow?

You register grades in WISEflow in the following way:

- 1) Grades are registered in the grading window, which you can open in one of the following ways:
  - a) Click the **Register grades** 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 assessor tool** button, you can save a tentative grade in this tool and go directly to the grading window. See "How do I register a grade in the assessor tool?", page 3.

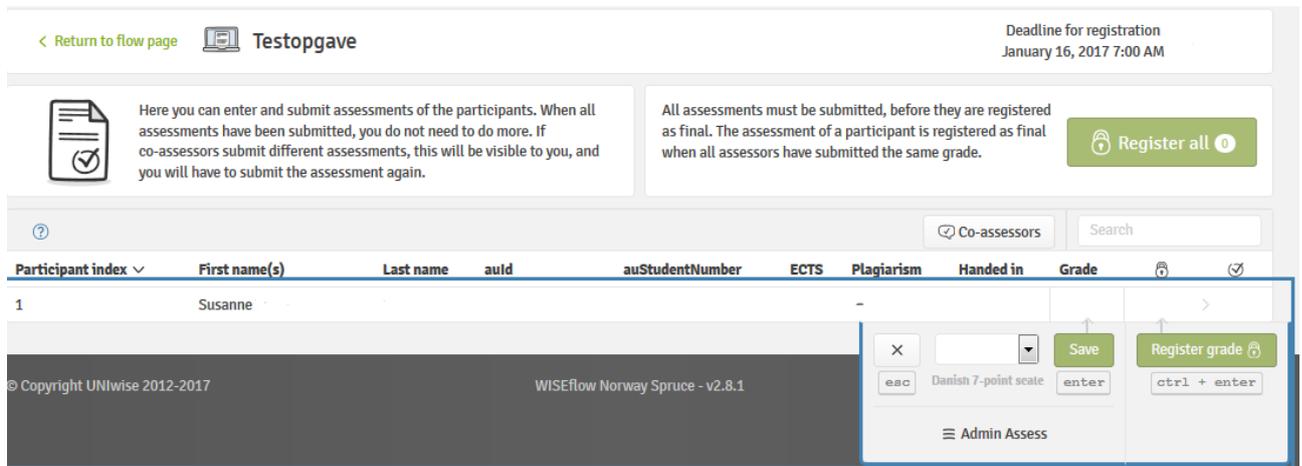


The screenshot shows the 'Testopgave' interface with the following elements:

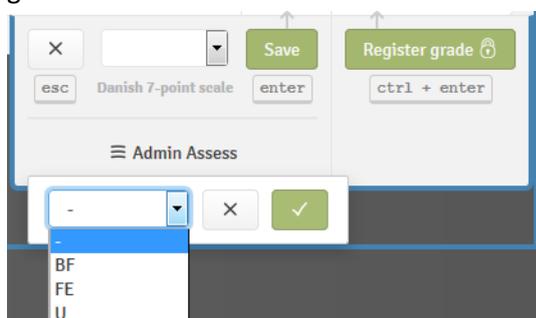
- Flow information:** SVB00208, Start participate: Dec 15, 2016 9:00 AM, End participate: Dec 15, 2016 12:00 PM, Grading scale: Danish 7-point scale.
- Manager:** These are the managers associated with the flow.
- Assignment:** General assignment handed out to flow participants.
- Curriculum:** No curriculum.
- Additional material:** No content.
- Participants Table:**

Participant index	First name(s)	Last name	auId	auStudentNumber	ECTS	Plagiarism	Handed in
1	Susanne						

- 2) In the grading window you can 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 grading menu. Here you can select a grade for the participant and click **Save** 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 assessments 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 **Register grade** button next to the individual grade. Alternatively, if you have entered a number of grades, you can click the **Register all** button above the participant list to register all saved grades.

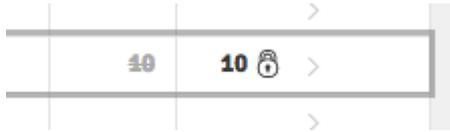
A grade is not registered as final, until all assessors have entered and registered the same grade for a participant. This is indicated with a green checkmark  next to the grade. Please also see, "What happens when I register a grade?" below.

### What happens when I register a grade?

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

- A. You have registered the grade, but the grade has not been accepted just 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.

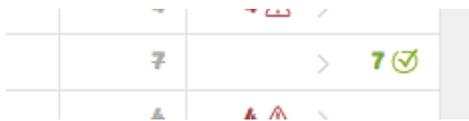
You must await any co-assessors registering their final grade, in order for the grade to be accepted.



- B. You have registered the grade. However, the 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.



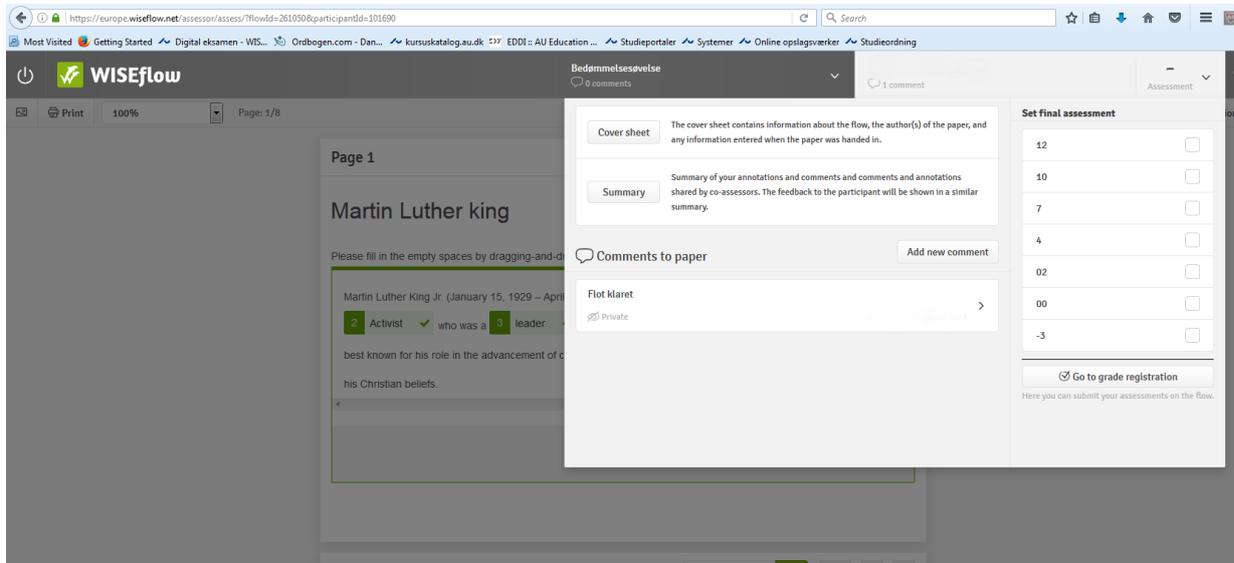
- C. You have registered the grade. So has any co-assessors and your registered grades are identical. The grade has now been accepted. This is symbolized by a green checkmark.



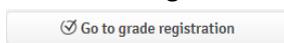
## How do I register a grade in the assessor tool?

If you work in the assessor 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. In order to register the grade as final, you should click the **Go to grade registration**

 button to proceed to the grade window, where you must register the grade as described in the above procedures.