

Export/import spreadsheet with grades

In WISEflow it is possible for assessors (and reviewers) to enter grades offline in connection with written exams.

When opening the assessment overview, it is possible to download an Excel spreadsheet and after offline registration of assessments to import the spreadsheet into WISEflow:

1. Open the Grade overview and click the button 'External assessment'.
Select 'Export to spreadsheet':

The screenshot shows the 'Assessment' overview page in WISEflow. At the top right, it indicates the 'Deadline for submission' is '19 October 2019 15:08' with ID 'RH0007447'. Below this, there are instructions and a 'Submit all' button. A table lists participants with columns: Participant index, First name(s), Last name, unield, Alt. id, ECTS, and Similarity. A red arrow points to the 'External assessment' button above the table. A tooltip is open over the 'Export to spreadsheet' button, explaining that it generates an Excel spreadsheet for offline data entry and import back into WISEflow.

2. Open the downloaded Excel spreadsheet and fill in the grades in the assessment column to the right. Other columns should be left unchanged in order to ensure that the sheet can be imported into WISEflow again:

The screenshot shows an Excel spreadsheet titled 'BSS-test'. The spreadsheet has columns for WISEflow ID, Participant ID, First name, Last name, auid, auStudentNI, ECTS, Similarity, rej, Handed in, Individual as Assessment ty, Submitted, and Assessment. A green box highlights a note: 'You should only edit cells in the assessment column furthest to the right to ensure that the sheet can be imported again. It may be necessary to change the assessment column type to 'text' if the assessments are decimal based or with non-standard number formats.'

Note: administrative assessments (BF, FE, U) must be handled directly in WISEflow, and if an administrative assessment (U, FE) has been submitted in advance by an administrator, the student will be transferred to the spreadsheet, marked with No in the Handed-in column, but the assessment will not be prefilled. Please, be aware not to fill in any grade if students have not handed in any assignment.

3. Reopen the grade overview in your assessor flow and click 'External assessment' again.
4. Click 'Import from spreadsheet' and select your completed spreadsheet to import the grades to WISEflow.
5. Submit all grades before the assessment period ends:

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Eksporter/importer regneark med karakterer

Det er i WISEflow muligt for bedømmere (og reviewers) at afgive karakterer offline i forbindelse med skriftlige eksamener.

Fra flowets karakteroversigt kan man downloade et Excel regneark, indtaste karakterer til de studerende i regnearket, og derefter importere det tilbage til WISEflow:

1. Åbn Karakteroversigten i flowet og klik på knappen 'Ekstern bedømmelse'.
'Klik på Eksporter til regneark':

The screenshot shows the WISEflow interface for 'BSS-test'. At the top right, the deadline is '6. november 2019 07:00'. A table lists participants, with the first row for Margit Eskesen (auaid: 224273@au.dk). A red arrow points to the 'ECTS' column header. A tooltip is visible over the 'Ekstern bedømmelse' button, explaining that it generates an Excel spreadsheet for data entry and import.

2. Åbn det downloadede regneark i Excel og udfyld bedømmelseskolonnen yderst til højre. For at sikre, at regnearket kan importeres i WISEflow igen, må der ikke ændres i de øvrige kolonner:

The screenshot shows an Excel spreadsheet with the following data:

Flow-id	Deltagerind	Fornavn(e)	Efternavn	auaid	auStudentNi	ECTS	Tekstlighed	Afleveret	Individuel be	Bedømmelse	Indsendt	Bedømmelse
204742	1	Margit	Grønberg	224273@au				Nej		Dansk 7-trin	Nej	7

Bemærk: administrative karakterer (BF, FE, U) skal håndteres inde i WISEflow. Hvis en administrator på forhånd har afgivet en administrativ karakter (U, FE), overføres den pågældende studerende til regnearket, men bedømmelsen fremgår ikke, og der vil være markeret med Nej i kolonnen Afleveret. Undlad at indtaste en karakter, hvis en studerende ikke har afleveret en besvarelse.

3. Gå tilbage til Karakteroversigten og klik igen på 'Ekstern bedømmelse'.
4. Klik på 'Importer fra regneark' og vælg det udfyldte karakterark for at importere karaktererne til WISEflow.
5. Indsend alle karakterer inden fristens udløb:

The screenshot shows the 'Indsend alle' button and a confirmation message: 'Opdaterede deltager' and 'Antallet af deltagere er blevet opdateret: 1'. Below this, the table shows the participant Margit Eskesen with a grade of 7 and a status of 'Afleveret' (checked).