

## Offline grading and import of grades in WISEflow

[dansk vejledning DK](#)

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

When opening the marking overview, you can download an Excel spreadsheet containing student data, and after offline registration of grades, import the spreadsheet into WISEflow:

1. Open the marking overview and click the button 'Offline marking':

Marking progress

Deadline for submission: 11 April 2022 07:00 MEG06548006

Submit all

Participant index	ECTS	Similarity report	Submitted	Co-assessors	Grade
1	10	-	✓		
2	10	-	✓		
3	10	-	✓		
4	10	-	✓		

2. Make your choices and proceed through the three steps to export data to Excel:

Offline marking

Here you can build and export packages for offline marking and re-import grades from grade sheets exported in earlier packages

Build package for export

Import grade sheet

Select content for exporting and export for offline assessments here

1. Package content: Select what type of content should be included in the package.
  - Include submissions: Choose if and how the submitted work of the participants should be included.
    - Structure of the submissions:  As separate folders,  All files in one folder
    - Include coversheets:  Append as first page in submission (for printing),  As a separate file
    - Include marking guidance: Choose if the marking guidance associated to the flow should be included. **The flow has no marking guidance provided**
  - Include assignment(s): Choose if the general and individual assignment(s) handed out to the participants should be included
  - Include grade sheet: Choose whether a spreadsheet for registering grades offline should be included
2. Filter submissions: Optionally filter the submissions to a smaller subset
3. Export: Request and download the package

Conclude by clicking 'Generate package':

Build package for export

Import grade sheet

Select content for exporting and export for offline assessments here

1. Package content: Select what type of content should be included in the package
2. Filter submissions: Optionally filter the submissions to a smaller subset
3. Export: Request and download the package

Package content summary

- Number of participants included: 4
- Include submissions
  - > As separate folders
  - > Append as first page in submission (for printing)
- Include assignment(s)
- Include grade sheet

Generate package

After a while your package is ready for download:

Build package for export

Import grade sheet

Select content for exporting and export for offline assessments here

1. Package content: Select what type of content should be included in the package
2. Filter submissions: Optionally filter the submissions to a smaller subset
3. Export: Request and download the package

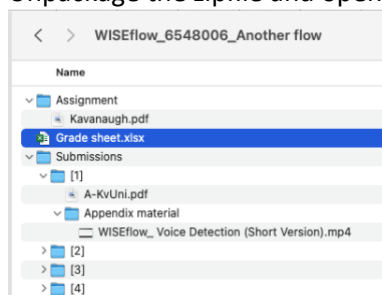
Package is ready

Download the generated package or build a new package

Download ZIP file

Build a new package

3. Unpackage the zipfile and open the downloaded Excel spreadsheet:

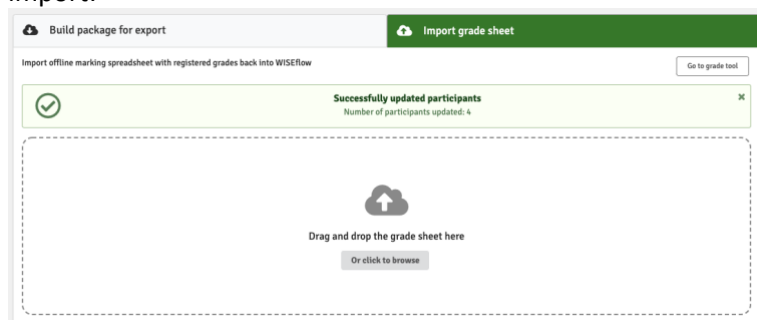


4. Enter the grades in the Grade column to the right. Other columns should be left unchanged in order to ensure that the sheet can be imported into the flow in WISEflow:

	A	B	C	D	E	F	G	H	I	J	K
1	Flow: [6548006]-[Another_flow]										
2	You should only edit cells in the grade column furthest to the right to ensure that the sheet can be imported again.										
3											
4	It may be necessary to change the grade column type to 'text' if the grades are decimal based or with non-standard number formats.										
5											
6	The second sheet in your bottom-left corner contains information on the flows co-assessors										
7											
8											
9											
10											
11											
12											
13	Participant ID	Participant index	ECTS	Submitted	Similarity Report	Individual assessed	Co-assessed	Assessor Ref	Grade info	Grade finalised	Grade
14	S8902612	4	10	Yes	Analyzed	11/04/2022 07:00			Danish 7-point scale	No	7
15	S8902613	2	10	Yes	Analyzed	11/04/2022 07:00			Danish 7-point scale	No	4
16	S8902614	3	10	Yes	Analyzed	11/04/2022 07:00			Danish 7-point scale	No	12
17	S8902617	1	10	Yes	Analyzed	11/04/2022 07:00			Danish 7-point scale	No	10

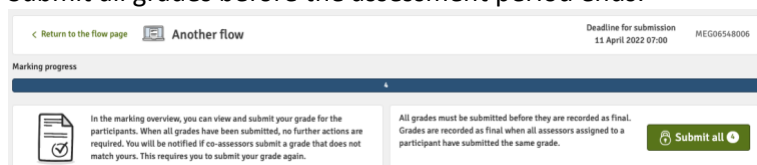
**Note:** administrative assessments (BF, FE, U) must be handled directly in WISEflow, and if an administrative assessment (U, FE) has been submitted in advance by an administrator, the student will be transferred to the spreadsheet, marked with No in the Submitted column, but the grade will not be prefilled.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

5. Return to the marking overview and offline grading window in WISEflow. Click 'Import grade sheet' and select your updated spreadsheet. After a while you will receive a confirmation of the grades import:



If you need to correct a grade, you may do so directly in the grade tool in WISEflow or import an updated spreadsheet again - as long as you have not submitted the grades in WISEflow.

6. Submit all grades before the assessment period ends:

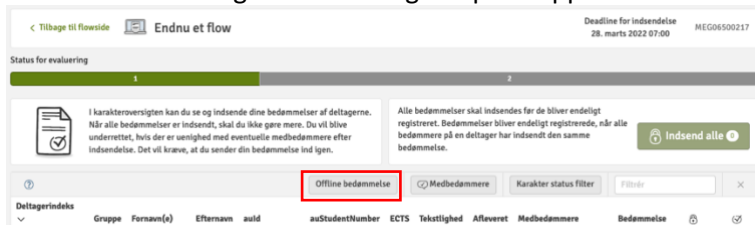


## Offline bedømmelse og import af karakterer i WISEflow

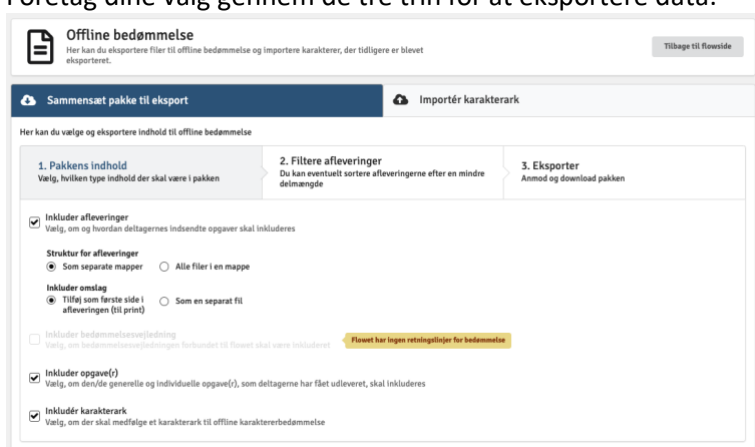
Det er i WISEflow muligt for bedømmere at afgive karakterer offline i forbindelse med skriftlige eksamener.

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

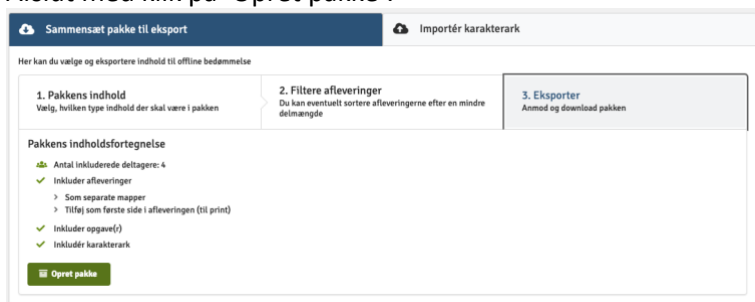
1. Åbn Karakteroversigten i flowet og klik på knappen 'Offline bedømmelse':



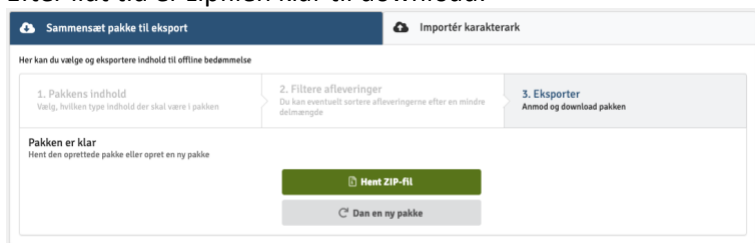
2. Foretag dine valg gennem de tre trin for at eksportere data:



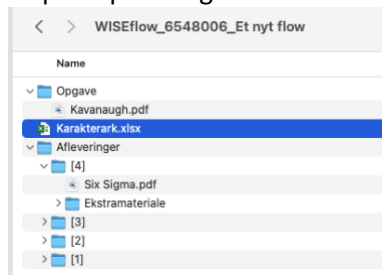
Afslut med klik på 'Opret pakke':



Efter lidt tid er zipfilen klar til download:



### 3. Udpak zipfilen og åbn det downloadede regneark i Excel.

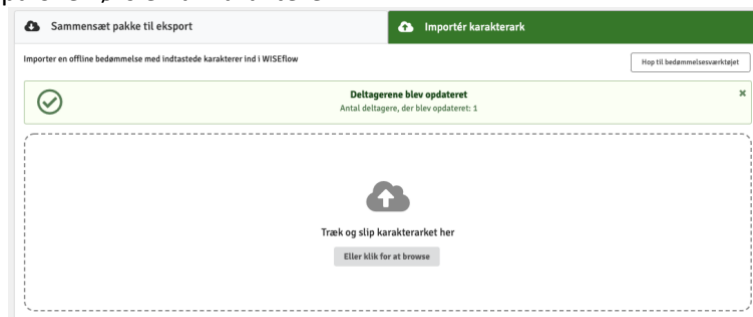


### 4. Indtast karaktererne i bedømmelseskolonnen yderst til højre. For at sikre, at regnearket kan importeres i WISEflow igen, må der ikke ændres i de øvrige kolonner:

	A	B	C	D	E	F	G	H	I	J	K
1	Flow: [6548006]-[Et nyt flow]										
2	For at sikre, at regnearket kan importeres igen bør du										
3	kan redigere cellerne i bedømmelseskolonnen yderst til										
4	højre. Det kan være nødvendigt at ændre formatet i										
5	bedømmelseskolonnen til "tekst", hvis bedømmelserne										
6	er decimaltal eller med ikke-standard talformater.										
7	Åks 2 i nederste venstre hjørne indeholder oplysninger										
8	om medbedømmere af flows										
9											
10											
11											
12											
13	Deltager	Flow-løbenummer	ECTS	Afleveret	Lighedsrapport	Individual bedømmelsesdato	Medbedm	Bedømm	Karakterinfo	Indsendt	Bedømm
14	S8902612	4	10	Ja	Analyzed	11/04/2022 07:00			Dansk 7-trinsskala	Nej	
15	S8902613	2	10	Ja	Analyzed	11/04/2022 07:00			Dansk 7-trinsskala	Nej	
16	S8902614	3	10	Ja	Analyzed	11/04/2022 07:00			Dansk 7-trinsskala	Nej	
17	S8902617	1	10	Ja	Analyzed	11/04/2022 07:00			Dansk 7-trinsskala	Nej	
18											
19											

**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.

- Gå tilbage til Karakteroversigten og klik igen på 'Offline bedømmelse'.
- Klik på 'Importer karakterark' og vælg det udfyldte karakterark. Efter nogen tid får du en bekræftelse på overførslen af karakterer:



Hvis det er nødvendigt at rette en karakter kan det gøres direkte i karakterværktøjet i WISEflow, eller regnearket kan opdateres og importeres på ny – så længe karaktererne ikke er endeligt indsendt i WISEflow.

### 7. Indsend alle karakterer inden fristens udløb:

Status for evaluering

I karakteroversigten kan du se og indsende dine bedømmelser af deltagerne. Når alle bedømmelser er indsendt, skal du ikke gøre mere. Du vil blive underrettet, hvis der er uenighed med eventuelle medbedømmere efter indsendelse. Det vil kræve, at du sender din bedømmelse ind igen.

Alle bedømmelser skal indsendes før de bliver endeligt registreret. Bedømmelser bliver endeligt registrerede, når alle bedømmere på en deltager har indsendt den samme bedømmelse.

[Indsend alle](#)

Deltagerindeks	ECTS	Tekstlighed	Afleveret	Medbedømmere	Bedømmelse
1	10	100%	✓		10
2	10	100%	✓		4
3	10	100%	✓		12
4	10	100%	✓		02

Alle < 1 >