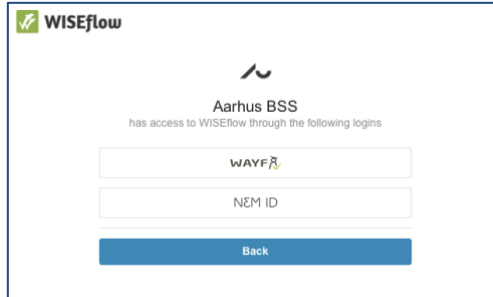


# Assessor's guide to WISEflow

## A. Access WISEflow

Start your browser (Firefox or Google Chrome) and go to the page [au.wiseflow.dk](https://au.wiseflow.dk)

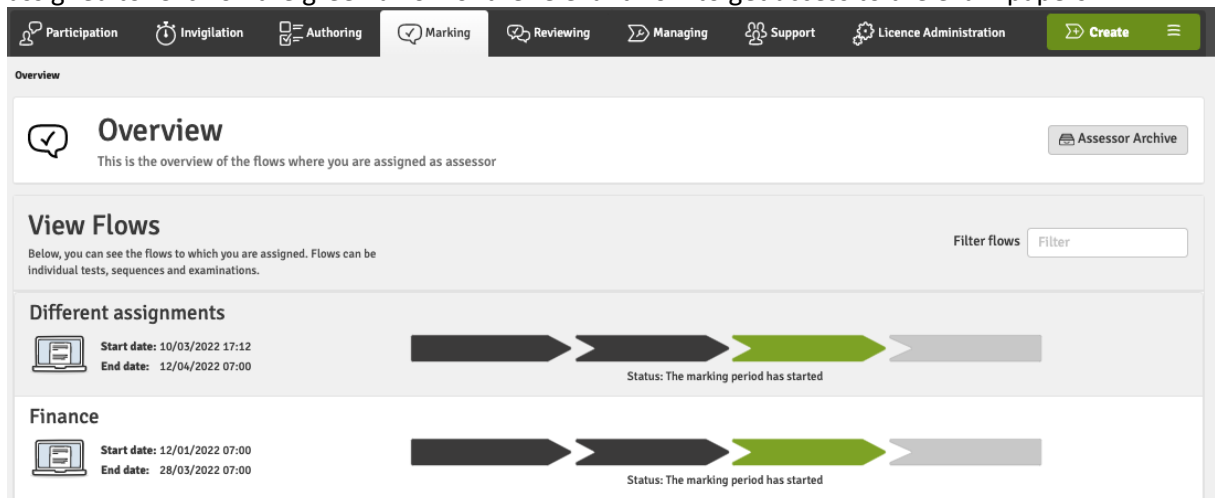


Here you can choose between logging in with NemID or WAYF.

Click OK in appearing dialogue box(es).

## B. Find your exam papers

1. When logged in to WISEflow, go to the Marking tab where you will find the exam flows you have been assigned to. Click on the green arrow of the relevant flow to get access to the exam papers:



2. This leads you to the flow front page. Here you find the assignment, additional assessment material and various administrative information as well as information on the students and the submissions:

**Management**

Tuesday 15 MAR 2022 17:16

Marking period Early marking access

Saturday 16 APR 2022 14:53

**Commenting and feedback**

**Open the marking tool**

You can use the marking tool to read and mark the participants' submissions. You can also comment and give feedback on the submissions. Submissions will be available when the marking period starts, but might be available earlier, as the flow permits individual marking periods.

**Review**

**Open the marking overview**

In the marking overview, you can view your grades for the grades are for your own use only and cannot be shared with

**Export grades**

**Flow information**

MEG06505188

Start date for participants: 15 Mar 2022 14:53

End date for participants: 15 Mar 2022 15:59

Grading scale: Danish 7-point scale

**Manager**

These are the managers associated with the flow

**Assignment**

General assignment handed out to the flow participants

**General assignment**

MG2021 statistik på brugen af ourigin...

**Appendix material**

Picture 1.png

**Participants (Anonymised)**

You are assigned to 3 participants

| Participant index | Group | ECTS | Similarity report | Submitted |
|-------------------|-------|------|-------------------|-----------|
| 1                 |       |      | -                 |           |
| 2                 | 2     |      | 5%                | ✓         |
| 3                 | 1     |      | -                 | ✓         |

**Offline marking** **Co-assessors** **Search**

You access the marking tool by opening a particular paper (click on the small “balloon” next to the student name/number), or you may click on the button ‘Open the marking tool’:

**Open the marking tool**

- In the marking tool, you may mark and comment on each paper, switch between papers, access the Original text similarity report, make your preliminary grades etc. Hover the mouse over the small icons to get additional information of what is shown in the columns.
- Return to the flow page by clicking the close-button in the upper left corner:
- Alternatively, you may download the submissions for offline marking and grading – click

**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

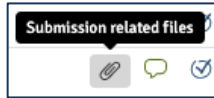
☐ **Include marking guidance**  
Choose if the marking guidance associated to the flow should be included

**2. Filter submissions**  
Optionally filter the submissions to a smaller subset

**3. Export**  
Request and download the package

**Offline marking**

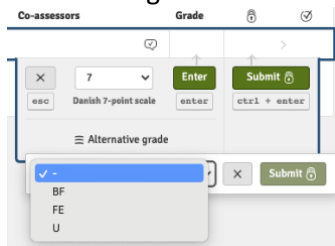
Submissions may be downloaded one by one from the participants list:



6. When students submit their papers these will be checked for text similarity in Ouriginal on the following night. To access the Ouriginal-reports, click on the text similarity indicator with the %-rate next to a particular submission.



7. Click on the button 'Open the marking overview' to register your own interim grades and subsequently send in the final grades, or select – e.g. for oral exams – Alternative grade:



Read the guidelines for registering grades in WISEflow [here](#).

8. Conclude your marking by clicking the button 'Submit' for each grade or bulk submit all grades at by clicking 'Submit all':



9. If there is a co-assessor on your flow and agreement has not been reached about particular grades, this will be shown as a 'warning triangle':



Both you and your co-assessor must now submit your grades again. When you have submitted identical grades, the grade will be accepted and shown with a green check mark:

