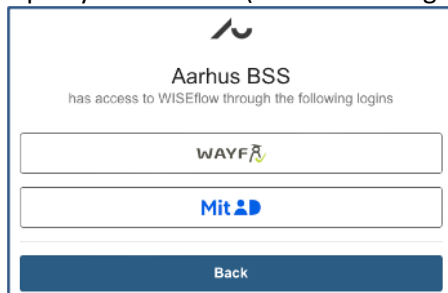


Assessor's guide to WISEflow

A. Accessing WISEflow

Open your browser (Firefox or Google Chrome) and go to the page au.wiseflow.dk

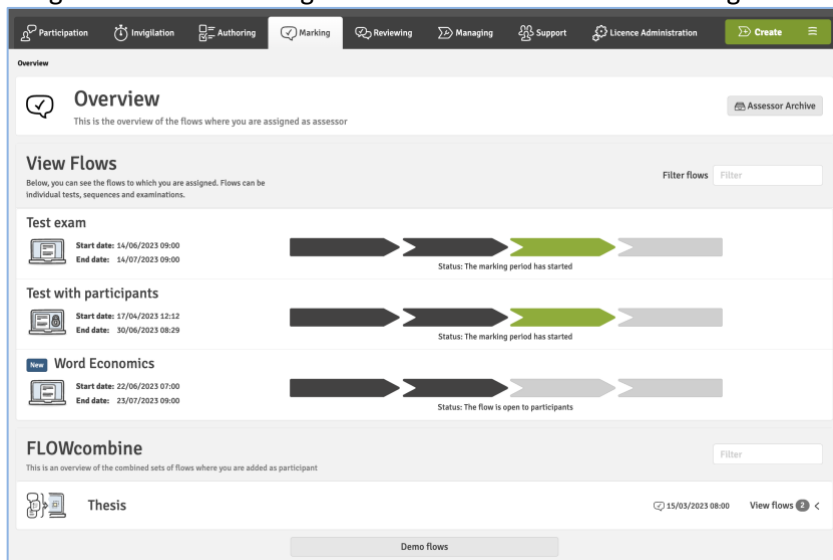


Here you can choose between logging in with MitID or WAYF.

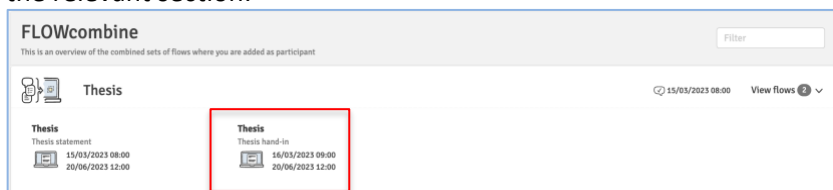
Click OK in appearing dialogue box(es).

B. Finding your exam papers

- 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:



- If you are assessor on flows consisting of more sections such as approval of thesis statement, submission of paper and oral presentation, your exam flow will appear beneath the heading 'FLOWcombine'. Click the flow title to access the series of flows and select the actual flow by clicking the relevant section:



- Having selected your flow, you end up on 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:

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.

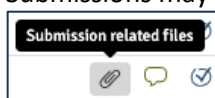
- Return to the flow front page by clicking the close-button in the upper left corner:



- Alternatively, you may download all submissions in a zip file for offline marking and grading – click the button ‘Offline marking’ and make your choices in the three steps to generate and download a zipfile.

Offline marking

Submissions may be downloaded one by one from the participants list on the flow front page:



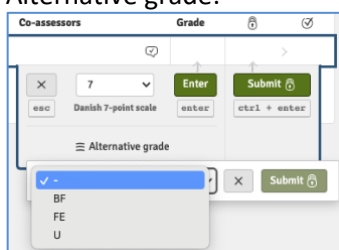
- When students submit their papers these will be checked for text similarity in Ouriginal on the following night. To access the Ouriginal-reports, click on the text similarity indicator with the %-rate next to a particular submission.



C. Grading

- 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:

Open the marking overview



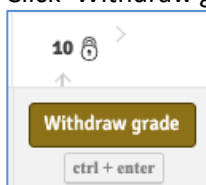
Read the guidelines for registering administrative grades in WISEflow [here](#).

- Conclude your marking by clicking the button 'Submit' for each grade or bulk submit all grades at a time by clicking 'Submit all':

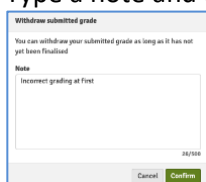


- If you realize you have submitted an incorrect grade for a paper, you may withdraw your grading as long as your co-assessor has **not** submitted his or her grade. If you are the only assessor on a flow, you cannot withdraw a submitted grade.

- Click on the "padlock" next to the incorrect grade
- Click 'Withdraw grade'



- Type a note and click 'Confirm'



- 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:

