

# WISEflow Trial Guide



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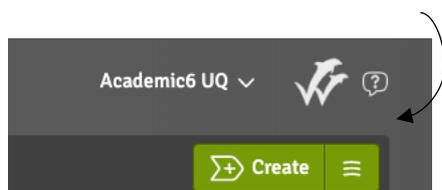
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## Introduction & token login access

We have provided you with access to this WISEflow trial license which includes some demonstration exams to get you started quickly. You will be able to participate in these exams as a student as well as being able to mark some previously submitted demo exams when logged in as instructor.

You also have the option to create your own exams from pre-created content or content that you create yourself or pdf exam papers you upload into WISEflow.

If you need any extra help while using this trial license, you can use the available support tools within the system. The WISEflow start-up guides can be accessed by clicking the “?” in the top right corner of the screen as shown here:

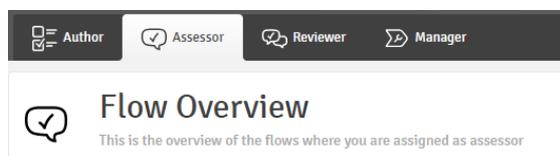


We have set up the following roles & login tokens for your trial license which you will need to use in order to access the system. Your own naming conventions are shown in brackets.

System role	Role ID	Use this URL to access WISEflow	Password
<b>Participant</b> (Student)	Darmstadt Student	<a href="https://europe.wiseflow.net/user/token.php?id=39d0d88e-3e1a-4d0d-8623-083ae8f3d693">https://europe.wiseflow.net/user/token.php?id=39d0d88e-3e1a-4d0d-8623-083ae8f3d693</a>	test2020
<b>Assessor/author</b> (Instructor)	Darmstadt Professor	<a href="https://europe.wiseflow.net/user/token.php?id=a05b014e-3a75-4359-92cb-47e366d92126">https://europe.wiseflow.net/user/token.php?id=a05b014e-3a75-4359-92cb-47e366d92126</a>	Test2020

## WISEflow roles overview

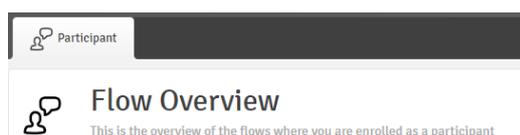
### Assessor (Professor)



As an **Assessor** (Instructor), you are able to view & mark any completed exam papers that have been submitted and set a final paper mark decision. You can also view Multiple Choice based assessments where questions may have been auto-marked, as well as manually marking those with a long answer or submitted file or drawing.

As this is a trial license, we have added additional roles to this specific role so you are able to upload exam papers you have authored & create Multiple Choice exams from scratch or using content banked questions that have been created previously. This role is known as **Author**.

### Participant (Student)



As a **Participant**, you can take any exams upon which you have been enrolled and see any feedback that might have been given on an earlier completed exam.

### Taking an exam as a student (Participant)

Use one the following token links below to login as a student:

<b>Participant (Student)</b>	Darmstadt Student	<a href="https://europe.wiseflow.net/user/token.php?id=39d0d88e-3e1a-4d0d-8623-083ae8f3d693">https://europe.wiseflow.net/user/token.php?id=39d0d88e-3e1a-4d0d-8623-083ae8f3d693</a>	test2020
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Once you have logged in you should see a screen similar to the one shown below:

**WISEflow** Darmstadt Student

Teilnehmer

## Flow-Übersicht

Dies ist die Übersicht der Flows, in denen Sie als Teilnehmer eingeschrieben sind

Teilnehmerarchiv

**Flows**

Unten sehen Sie die Flows, denen Sie zugeordnet sind. Flows können individuelle Tests, Sequenzen und Prüfungen sein.

Filter

**Neue(r) Darmstadt Essay**  
 Passwords: 1  
 Anfangsdatum: 01.06.2020 09:00  
 Enddatum: 01.08.2020 12:00  
 Status: Für Teilnahme geöffnet

**Neue(r) Darmstadt MCQ quiz**  
 Both passwords: 1  
 Anfangsdatum: 01.06.2020 14:03  
 Enddatum: 01.08.2020 12:00  
 Status: Für Teilnahme geöffnet

Demo-Flows

These are the exams that you have been enrolled upon and are ready for participating in and is indicated by a green section & message. We have created 2 exams for you to try, An Essay exam where the exam answers are written within a locked down environment and a Structured (MCQ) exam, also in a locked down environment.

Taking the FLOWlock exam: 

1. First install the FLOWlock browser
2. Choose the examination "**Darmstadt Essay**" in the participant pane.
3. Press "Start FLOWlock"
4. Enter the codes: "1" and "1" for both prompted passwords
5. Accept entering the locked mode and accept to 'kill' disallowed programs
6. Have a look around and try out the functionality.
  - Make sure you try out the appendix manager
7. When you've finished your test click "Hand in" in the top right corner. The password is in the subtitle (hint: it is '1').

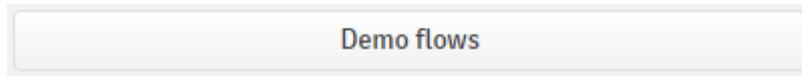
Taking the FLOWmulti exam 

1. First install the FLOWlock browser
2. Choose the examination "**Darmstadt MCQ Quiz**".
3. Press "Start FLOWmulti"
4. Enter the codes: "1" and "1" for both prompted passwords
5. Accept entering the locked mode and accept to 'kill' disallowed programs
6. When you've finished your test click "Hand in" in the top right corner. The password is in the subtitle (hint: it is "1")

## Accessing the WISEflow system demos

In addition to using the demonstration exams we have created for you; you can also try the system demo flows. These can be accessed at the bottom of the screen once you have logged in using the token links provided.

Look for a button like this:-



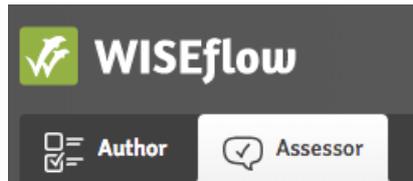
After clicking this button, you will have access to the different system demos.

## Using WISEflow as an Instructor (Author & Assessor)

Use one of the following token links to log in as an instructor (Assessor)

<b>Assessor/author</b> (Instructor)	Darmstadt Professor	<a href="https://europe.wiseflow.net/user/token.php?id=a05b014e-3a75-4359-92cb-47e366d92126">https://europe.wiseflow.net/user/token.php?id=a05b014e-3a75-4359-92cb-47e366d92126</a>	Test2020
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Using this token login, we have given you access to 2 different roles within WISEflow – Author & Assessor. In this instance, we have provided both roles in case it is both the Instructor who creates and marks an exam in your institution.



## Assessing an exam

You are ready to start the assessment of the papers. Click on *Open the assessor tool*.

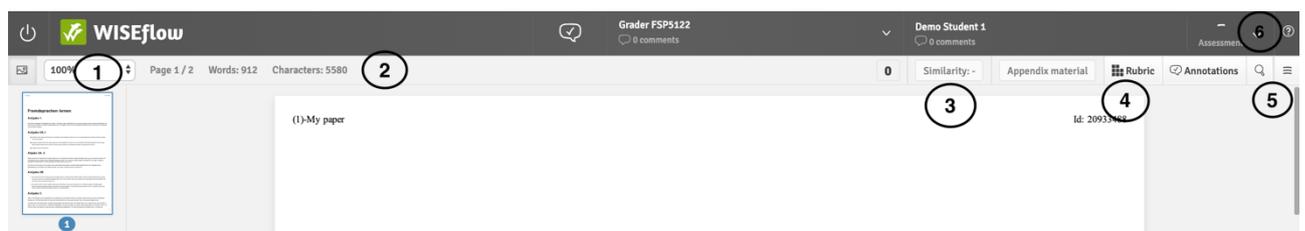


When the assessor tool opens, you will see the first participant from the list.

## Overview of the assessor tool

In the assessor tool, you can not only view and assess. You can also:

1. Adjust the screen
2. See words/characters count
3. See a similarity report (not integrated in the test environment)
4. Assessment/rubric (prefilled)
5. See the assignment and export PDF with annotations
6. Go to a video on the knowledge base

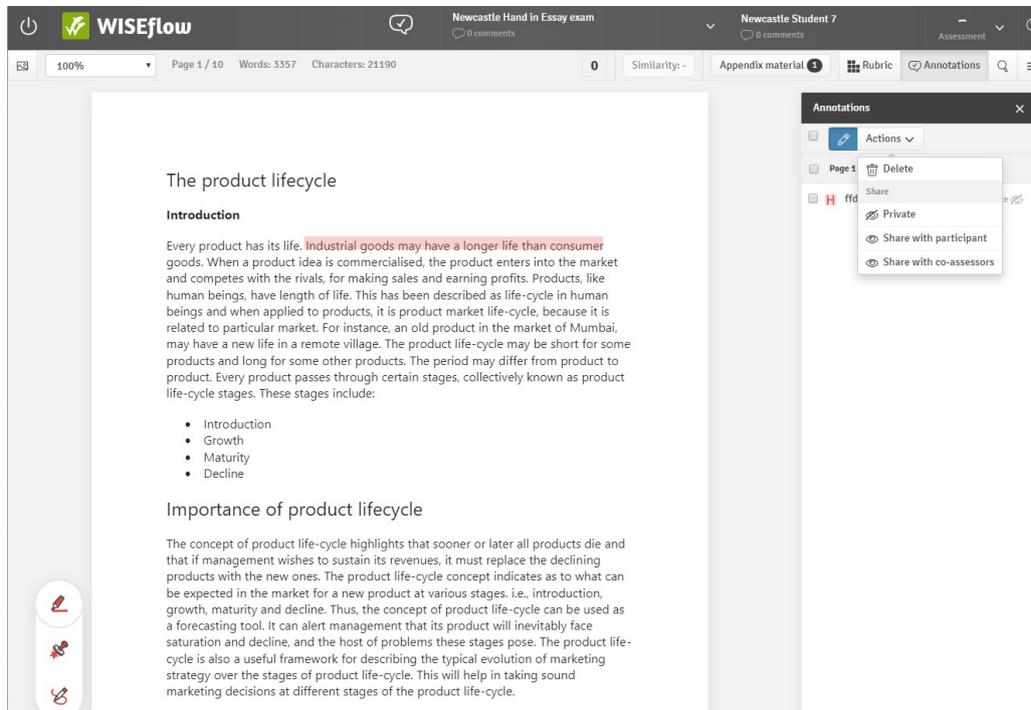


## Using the assessor tool:

1. The assessor can use the various tools to make outlines and marking in the answer. The assessor can get help for effective workflow in a video by clicking on the question mark
2. The assessor can write a comment
3. The assessor can choose to share the comment

The screenshot displays the WISEflow assessment tool interface. The main document area shows the text "The product lifecycle" with a highlighted section under "Introduction". A red box highlights the sentence "Industrial goods may have a longer life than consumer goods." A red arrow points from this box to the "Annotations" panel on the right. The "Annotations" panel is open, showing a text input field with the number "2" inside a circle, and a "Points" field with the number "3" inside a circle. The panel also includes a "Private" dropdown menu and a "Delete" button. In the bottom left corner of the document area, there is a vertical toolbar with three icons, the first of which is circled with the number "1".

Click anywhere on the exam paper to set the annotation and start a new one.  
If you want to edit or delete an existing annotation, click on it to highlight it and then choose to edit who can see it or delete it,



*Note: WISEflow automatically saves all annotations and comments continuously.*

## Navigating

You have different options for navigating around.

1. Write a general comment to the entire flow
2. Click on the participant you want to access next

The screenshot displays the WISEflow assessment interface. The top navigation bar includes the WISEflow logo, a power icon, and a dropdown menu for 'Newcastle Hand in Essay exam' (0 comments). The right side of the bar shows 'Newcastle Student 7' (0 comments) and an 'Assessment' dropdown. The main content area is divided into several sections:

- 1** (circled): A 'General comments on the entire flow' section. It contains a text area with a 'No comments' placeholder and an 'Add comment to all participants' button.
- 2** (circled): A 'Participants' table with a 'Sort list' dropdown set to 'ID' and a 'Filter...' input field. The table lists two participants: 'Newcastle Student 7' (row 1) and 'Newcastle Student 6' (row 2).

Other visible sections include 'Demo Essay ready to mark' with a deadline of 'Mar. 31, 2020 06:00', a 'Convert points to assessments' section, and a 'Rubrics' section with an 'Add' button.

Filling out the “rubric” (The prefilled assessment):

Assessment with the rubric allows the assessment to be more transparent and controlled for the assessor and participant. WISEflow has two forms of rubrics: standard and custom, and you can attach them with at mark converter. These are created by authors in WISEflow. You can find more info on rubrics and mark converting [here](#)

## Mark overview

When you are ready to submit the final points for all participants, open the mark overview from the flow page.

### Assessment



Open the mark overview

In the mark overview, you can register and submit assessments of the participants on the flow. Assessments must be submitted before the assessment period ends.

This will open the mark overview, and you will see the list of participants and the assessments given in the assessor tool, and the assessor can submit the final grade.

[Return to the flow page](#) Assessing Essays Deadline for submission 1 January 2021 07:00 NB01447783

In the mark overview, you can view and submit your assessment of the participants. The final assessment is decided by the dedicated reviewer.

All assessments must be submitted before they can be seen by the dedicated reviewer who decides the final assessment. [Submit all 0](#)

[Offline assessment](#) [Co-assessors](#)

Participant index	ECTS	Similarity report	Handed in	Assessment		
1	10	99%	✓	✓		>
2	10	100%	✓	✓		>
3	10	100%	✓	✓		>
4	10	-		✓		> S