

HOW TO SET UP AN EXAM

USER GUIDE



WISEflow

User guide: How to set up a test

Step 2: Create a flow

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CREATE A FLOW

The screenshot shows the WISEflow interface for creating a new flow. At the top, the navigation bar includes tabs for Participation, Invigilation, Authoring, Marking, Reviewing, Managing, and Support. A green 'Create' button is highlighted in the top right corner, with a callout '1.1' next to it. Below the navigation bar, the 'Create new flow' section is titled. Under 'Enter flow information', there is a 'Choose source' dropdown menu with 'No source selected' and a 'Title' input field containing 'Exam + Course Name'. A callout '1.2' is positioned over the 'Choose source' dropdown. Below this, the 'Select flow type' section offers two options: 'FLOWlock' (with a callout '1.3' over its radio button) and 'FLOWmulti' (with its radio button selected). A large green 'Create flow' button is at the bottom, with a callout '1.4' next to it.

To finalize the Exam setting you must go to the Manager tab and create a new flow to associate the exam already created under the Author tab. The steps are the following:

- 1.1. Click create
- 1.2. Define the title of the flow which to facilitate can be the name of the exam you gave under the author tab
- 1.3. Select the flow type, which should be Flowmulti.
- 1.4. Click “Create flow”.

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CREATE A FLOW

The screenshot shows the WISEflow interface. At the top, there is a navigation bar with tabs for Participation, Invigilation, Authoring, Marking, Reviewing, Managing, and Support. A 'Create' button is visible on the right. Below the navigation bar, the 'Overview' section displays a 'Flow overview' card with a circular progress indicator showing 99 flows. Below this, there is a 'Filter' section with search criteria and a 'Phases' section showing a flow divided into four phases: Setup (7), Participation (2), Marking (45), and Concluding (45). At the bottom, a table lists flows with columns for Flow type, Flow code, Title, Subtitle, Active participants, Assessors, Reviewers, Participation start/end, and Goto. The first row is highlighted with a red border.

Flow type	Flow code	Title	Subtitle	Active participants	Assessors	Reviewers	Participation sta...	Participation ends	Goto
	UN06889297	Exam + Course Name		0	0	0	16/06/2023 17:00	16/06/2023 19:00	Open

After the creation of the flow, it will be visible in the flow overview.

NOTE: As the flow is not yet activated is not visible to participants or assessors. Before the activation, it is still necessary to configure some details, as shown in next slides.