

HOW TO SET UP AN EXAM

USER GUIDE



WISEflow

User guide: How to set up a test

Step 2.1: Associate an exam

How to set up a test

ASSOCIATE AN EXAM

The screenshot shows the exam setup interface. At the top, there is a notification: "The flow is created, but not yet activated". Below this, there are buttons for "Activate flow", "Preview settings", and "Messages". The main navigation bar includes "Basic settings", "To be handed out" (highlighted with a red box), "Associates", "Rooms", and "Advanced". A circled "1" is placed over the "To be handed out" tab. The "Assignments" section is visible, with a sub-tab "Handed out to participants when the flow starts". It contains a card for assignment "A1" with the text "No assignment added" and a green "+" button (highlighted with a red box). A "Manage assignments" button is also present. The "Supporting material for all" section is also visible, with a sub-tab "Handed out at flow activation". It contains buttons for "+ Add files" and "+ Add link", and empty dashed boxes with the text "No files have been added" and "No links added".

1. Associate the exam to the flow – tab “To be Handed Out”

In order to associate the exam that should be distributed to students, it is necessary to:

A1. Click “Add assignment”

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ASSOCIATE AN EXAM

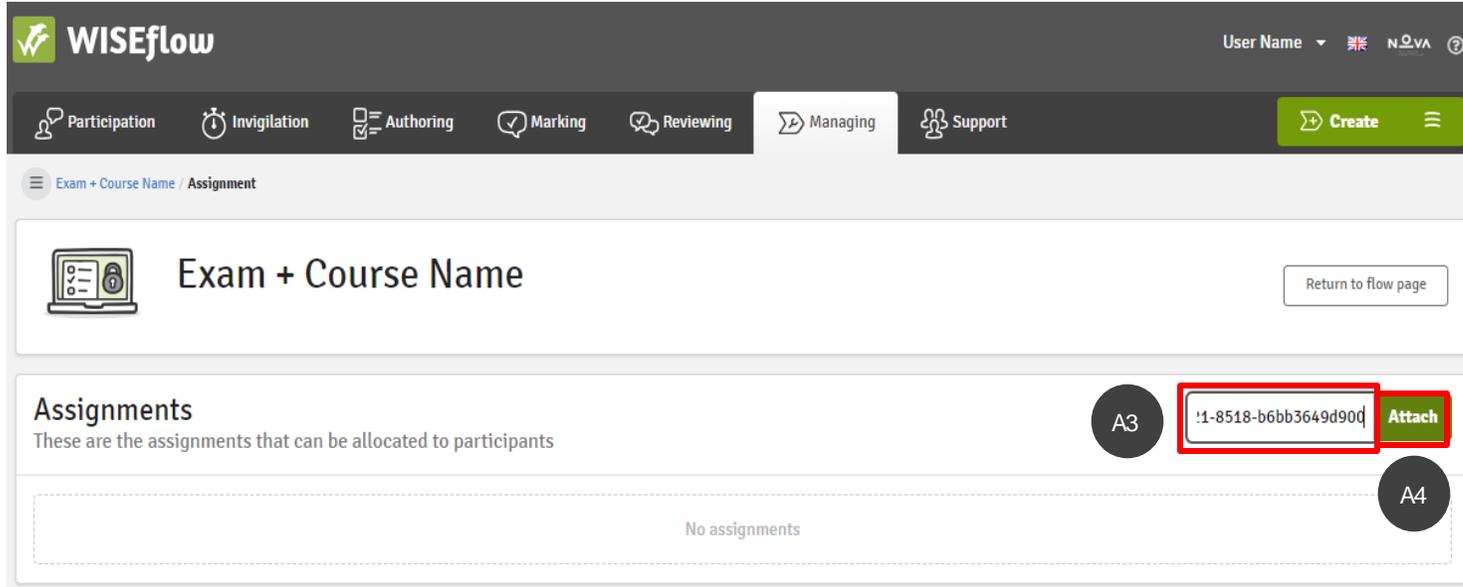
The screenshot shows the WISEflow interface. At the top, there is a navigation bar with tabs for Participation, Invigilation, Authoring, Marking, Reviewing, Managing, and Support. The Authoring tab is active. Below the navigation bar, there is a breadcrumb trail: Overview / Assignments / Exam + Course Name. The main content area shows the 'Current assignment' section with the title 'Exam + Course Name' and a sub-label 'Optional'. There is a button 'To the assignment list'. Below this, there is a 'Last saved' timestamp '16/06/2023, 17:18:43' and a 'Flow versions' button. A dialog box is open over the 'Flow versions' button, containing a flow diagram icon and the text 'Copy the reference below to use the latest flow version on a flow:'. A red box highlights the 'Flow version: 8f2765b8-0c92-4721-8518-b6bb3649d900' field in the dialog box.

1. Associate the exam to the flow – tab “To be Handed Out”

A2. Copy the assignment reference from the “Flow Version” option in the image.

How to set up a test

ASSOCIATE AN EXAM



The screenshot shows the WISEflow interface. At the top, there is a navigation bar with the WISEflow logo, user information, and several menu items: Participation, Invigilation, Authoring, Marking, Reviewing, Managing, and Support. A 'Create' button is also present. Below the navigation bar, the page title is 'Exam + Course Name / Assignment'. The main content area is titled 'Exam + Course Name' and includes a 'Return to flow page' button. Underneath, there is an 'Assignments' section with the subtitle 'These are the assignments that can be allocated to participants'. A red box highlights the assignment reference '!1-8518-b6bb3649d90d' and the 'Attach' button. The 'A3' and 'A4' labels are also visible.

1. Associate the exam to the flow – tab “To be Handed Out”

A3. Enter the assignment reference
A4. Click “Attach”